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**General Purposes Committee**

**Anderson Room, City Hall  
6911 No. 3 Road**

**Monday, April 2, 2012  
4:00 p.m.**

Pg. #      ITEM

**MINUTES**

**GP-3**      *Motion to adopt the minutes of the meeting of the General Purposes Committee held on Monday, March 19, 2012.*



**BUSINESS & FINANCIAL SERVICES DEPARTMENT**

1. **PROPOSED AMENDMENTS TO AFFORDABLE HOUSING STATUTORY RESERVE FUND POLICY 5008, ZONING BYLAW 8500 AND AFFORDABLE HOUSING OPERATING RESERVE FUND ESTABLISHMENT BYLAW NO. 8206**  
(File Ref. No. 08-4057-05) (REDMS No. 3254955 v.8)

**GP-9**

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

*Designated Speaker: Dena Kae Beno*

**STAFF RECOMMENDATION**

- (1) *That Affordable Housing Statutory Reserve Fund Policy-5008 (dated December 9, 1991) be amended, as set out in Attachment 2 of the report dated March 20, 2012 from the General Manager of Community Services, entitled, "Proposed Amendments to Affordable Housing Statutory Reserve Fund Policy 5008, Zoning Bylaw No. 8500 and Affordable Housing Operating Reserve Fund Establishment Bylaw No. 8206."*

- (2) *That Zoning Bylaw No. 8500, Amendment Bylaw No. 8882 be introduced and given first reading; and*
- (3) *That Affordable Housing Operating Reserve Fund Establishment Bylaw No. 8206 Amendment Bylaw No. 8883 be introduced and given first, second and third readings.*



## CORPORATE SERVICES DEPARTMENT

### 2. POLICE SERVICES CONTRACT

(File Ref. No. 09-5350-01/2012-Vol 01) (REDMS No. 3499999)

**GP-31**

See Page **GP-33** for full report

*Designated Speaker: Phyllis Carlyle*

#### STAFF RECOMMENDATION

*That:*

- (1) *The City of Richmond enter into an agreement with the Province of British Columbia for the provision of police services in the form attached to the report of the General Manager of Law and Community Safety dated March 29, 2012; and*
- (2) *The Mayor be authorized to execute the agreement.*



## ADJOURNMENT





## General Purposes Committee

Date: Monday, March 19, 2012

Place: Anderson Room  
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair  
Councillor Chak Au  
Councillor Derek Dang  
Councillor Ken Johnston  
Councillor Bill McNulty  
Councillor Linda McPhail  
Councillor Harold Steves (4:01 p.m.)

Absent: Councillor Linda Barnes  
Councillor Evelina Halsey-Brandt

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 Monday, March 5, 2012, be adopted as circulated.*

**CARRIED**

*Councillor Harold Steves entered the meeting (4:01 p.m.).*

### DELEGATION

- I. Gordon Hardwick, Manager, Community Affairs, BC Film Commission expressed appreciation for the support the BC Film Commission has received from the City of Richmond. During his presentation, Mr. Hardwick spoke about:

## General Purposes Committee

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- how the film industry chooses locations based on creative needs, and noted that popular filming locations in Richmond have included City Hall and Steveston;
- how City of Richmond staff responds to film industry client requests in a timely manner, and the importance of continued management of service levels, including keeping costs to a manageable level;
- how the film industry does not realize that there are 24 separate municipalities, and view the region as “Vancouver”. Mr. Hardwick encouraged the City to consider how the other municipalities are managing their process to ensure consistency; and
- how the film industry uses state of the art equipment available locally and hires local labour for productions.

### COMMUNITY SERVICES DEPARTMENT

#### 2. **RICHMOND FILM OFFICE UPDATE AND BYLAW AMENDMENTS** (File Ref. No. 08-4150-09-01/2012-Vol 01) (REDMS No. 3425923v6)

Amarjeet Rattan, Director, Intergovernmental Relations & Protocol Unit, and Jodie Shebib, Major Events and Film Liaison, were available to answer questions. A discussion ensued about:

- the rationale for the proposed application fee of \$200; factors taken into consideration included staff time, and application fees charged by other municipalities. It was also noted that Richmond does not charge a permit fee, as the administrative costs associated with filming are covered by the application fee;
- the level of production in Richmond in comparison to other municipalities;
- the proposed fee of \$2040 per day for filming at Richmond City Hall. It was noted that staff took into consideration factors such as the inability to rent out other rooms in City Hall during filming when determining the fee; and
- the level of support currently provided by the City’s staff to the film industry which varies depending on the nature of the production.

It was moved and seconded

***That:***

- (1) *the Filming Regulation Bylaw No. 8708 be introduced and given first, second and third readings; and*

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- (2) *the Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 8709 be introduced and given first, second and third readings.*

**CARRIED**

### 3. **2012 ARTS AND CULTURE GRANT PROGRAM**

(File Ref. No.) (REDMS No. 3484781)

Jane Fernyhough, Director, Arts, Culture & Heritage, and Liesl Jauk, Manager, Community Cultural Development, thanked the staff members who were involved in the adjudication of the 2012 Arts and Culture Grant Program. Ms. Jauk provided background information and spoke about the Program's goals, which included strengthening the infrastructure of arts and culture organizations; creating new arts opportunities; showing support for the careers of local artists; and supporting a range of artistic and cultural activity. Ms. Jauk noted that 26 applications were received for 2012, and the number and quality of applications is expected to increase in future years.

A discussion then ensued about the 2012 Arts and Culture Grant Program as well as various applications for grants, and in particular on:

- the amount of funding available for the 2012 Arts and Culture Grant Program;
- the rationale for not granting the Richmond Community Band's requested amount of \$3600. It was noted that each application is evaluated under the application review process on three key areas: merit, organizational capacity, and impact. The three key areas are assigned a numerical ranking to create a total numeric score, and that the score for the Richmond Community Band may not have indicated the highest score;
- the rationale for not granting the Community Arts Council a grant for 2012. It was noted that the Community Arts Council had an accumulated deficit in excess of \$60,000;
- the rationale for granting the Britannia Heritage Shipyard Society only \$850 for 2012. It was noted that the Britannia Heritage Shipyard Society had not completed the application form to fit the criteria for the grant; and
- the two introductory workshops that were offered to applicants in November 2011, to review eligibility criteria and the application form, as well as the need for future budgeting and grant writing workshops in order to raise the capacity and development of arts groups to seek other grant opportunities.

## General Purposes Committee

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Margaret Stephens, Treasurer and Primary Administrator, accompanied by Natasha Lozovsky-Burns, President, The Community Arts Council of Richmond, provided copies of the Council's current financial statements (on file City Clerk's Office), and spoke about a decrease in the Council's accumulated deficit. She stated that the deficit was a result of the operation of the Artisans' Galleria, which has since closed, meaning that the Council now will be able to sustain itself in the area of general expenses. Ms. Stephens also spoke about a restricted investment the Council holds with the Vancouver Foundation, and noted that the Foundation pays the Council quarterly interest based on \$170,000 perpetuity. In conclusion, Ms. Stephens requested the City to consider providing grant funding towards (i) the Exhibition Series which has been produced continuously for over five years; and (ii) upgrades to the Council's website.

It was moved and seconded

(1) *That:*

- (a) *the Richmond Community Band Society be awarded a total grant amount of \$3600;*
- (b) *the Community Arts Council be awarded a total grant amount of \$5000; and*
- (c) *the Britannia Heritage Shipyard Society be awarded a total grant amount of \$2500,*

*for a total additional increase of \$7250; and*

(2) *That the 2012 Arts and Culture Grants be awarded for the recommended amounts, and cheques disbursed for a total of \$82,300 (additional \$7250 grants included) as per the staff report from the Director, Arts, Culture and Heritage Services, dated March 2, 2012.*

The question on the motion was not called as a brief discussion ensued about the Community Arts Council's grant application, as well as the Council's restricted investment with the Vancouver Foundation.

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

## CHIEF ADMINISTRATIVE OFFICE

### 4. **COUNCIL TERM GOALS FOR THE TERM 2011-2014**

(File Ref. No. 01-0103-65-20-02/Vol 01) (REDMS No. 3482823)

A discussion ensued between members of Committee and Lani Schultz, Director, Corporate Planning about the Council Term Goals for the 2011-2014 term, and in particular on:

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- how to communicate comments related to the RCMP Contract renewal process to the appropriate bodies. Phyllis Carlyle, General Manager, Law and Community Safety noted that City Council has previously communicated directly with the Solicitor General, who is currently in the process of finalizing the contract. Ms. Carlyle noted that policing would continue uninterrupted until a new contract is entered into, and that an undertaking of a wide review of community policing needs in the City is currently in its initial phases;
- the City's capabilities with regard to addressing the growing needs of older adults in the community;
- ongoing dialogue with the City's MLAs and MPs to ensure better representation of Richmond's needs in Victoria and Ottawa for social services issues and the related effects of downloading;
- the feasibility of revising the Community Social Services section by adding "2.8 Completion of the Memorial Garden Project"; and
- the feasibility of revising 5.1 under the Financial Management section with the following wording: "Develop a strategic plan that considers borrowing to take advantage of the current low interest rates and results in significant long term financial benefits for the City".

It was moved and seconded

*That the Council Term Goals for the 2011-2014 term of office, as outlined in the staff report dated February 28, 2012 from the Director, Corporate Planning, be approved with the following amendments:*

- (1) *The addition of 2.8 under the Community Social Services section, to read as:*  
*"2.8 Completion of the Memorial Garden Project"; and*
- (2) *The revision of 5.1 under Financial Management to read as:*  
*"5.1 Develop a strategic plan that considers borrowing to take advantage of the current low interest rates and results in significant long term financial benefits for the City".*

**CARRIED**

## General Purposes Committee

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### PROJECT DEVELOPMENT & FACILITY MANAGEMENT DEPARTMENT

5. **SOUTH ARM POOL PIPING REPAIRS**  
(File Ref. No. 06-2050-20-PSA/Vol 01) (REDMS No. 3489639)

Janet Whitehead, Senior Project Manager, was available to answer questions.

It was moved and seconded

*That the estimated expenditures of \$70,000 with respect to the South Arm Pool Piping Repair project be funded from the Minor Capital Provision.*

**CARRIED**

### ADJOURNMENT

It was moved and seconded

*That the meeting adjourn (5:04 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, March 19, 2012.

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Mayor Malcolm D. Brodie  
Chair

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Shanan Dhaliwal  
Executive Assistant  
City Clerk's Office





# City of Richmond

## Report to Committee

To: General Purposes Committee Date: March 20, 2012  
From: Cathryn Volkering Carlile File: 08-4057-05/2012  
General Manager - Community Services  
Re: Proposed Amendments to Affordable Housing Statutory Reserve Fund Policy  
5008, Zoning Bylaw 8500 and Affordable Housing Operating Reserve Fund  
Establishment Bylaw No. 8206

### Staff Recommendation

1. That Affordable Housing Statutory Reserve Fund Policy-5008 (dated December 9, 1991) be amended, as set out in **Attachment 2** of the report dated March 20, 2012 from the General Manager of Community Services, entitled, "Proposed Amendments to Affordable Housing Statutory Reserve Fund Policy 5008, Zoning Bylaw No. 8500 and Affordable Housing Operating Reserve Fund Establishment Bylaw No. 8206."
2. That Zoning Bylaw No. 8500, Amendment Bylaw No. 8882 be introduced and given first reading; and
3. That Affordable Housing Operating Reserve Fund Establishment Bylaw No. 8206 Amendment Bylaw No. 8883 be introduced and given first, second and third readings.

Cathryn Volkering Carlile  
General Manager - Community Services  
(604-276-4068)

Att. 4

FOR ORIGINATING DEPARTMENT USE ONLY			
ROUTED TO:		CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Budgets		Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	
Policy and Planning		Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	
Development Applications		Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	
City Clerk		Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	
Law		Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	
REVIEWED BY TAG		YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	REVIEWED BY CAO
			YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

## Staff Report

### Origin

On July 22, 2009, Council directed staff to:

*Develop and bring forward to the Planning Committee options for funding on a case by case basis of Development Cost Charges and servicing costs for affordable housing projects.*

In order to respond to Council's referral and to facilitate support for two affordable housing development proposals that have requested City financial support, staff have conducted a review to determine what, if any, appropriate City funding sources could be utilized to provide fiscal relief for affordable housing projects.

Subject to Council's approval of the proposed policy and bylaw amendments, a subsequent report will be brought forward in May 2012 for Council's consideration for project specific financial support and policy requirements for one of the affordable housing projects (i.e. Kiwanis Towers).

Through the review, it has been identified that the Affordable Housing Statutory Reserve Fund Policy-5008, Section 5.15 of the Zoning Bylaw 8500 and Affordable Housing Operating Reserve Fund Bylaw No. 8206 do not adequately reflect the Affordable Housing Strategy recommendations and other City requirements for the use and distribution of affordable housing reserve funds. With these considerations in mind, this report proposes amendments to the:

1. Affordable Housing Statutory Reserve Fund Policy-5008 (dated December 9, 1991) [**Attachments 1 and 2**].
2. Zoning Bylaw 8500 Section 5.15 [**Attachment 3**].
3. Affordable Housing Operating Reserve Fund Establishment Bylaw No. 8206 [**Attachment 4**].

Subject to Council's approval of the proposed amendments, Community Services will bring forward a subsequent report for Council's consideration to approve the use of affordable housing reserve funds for the two development proposals.

The report supports the following Council term goal:

*Improve the effectiveness of the delivery of social services in the City through the development and implementation of a Social and Community Services Strategy that includes...increased social housing, implementation of a campus of care concept and an emergency shelter for women...*

### Findings of Fact

Since 1989, the City has made a longstanding commitment through the establishment of affordable housing statutory reserve fund bylaws and policies to support the development of affordable housing in Richmond.

Section 189 of the *Community Charter* requires that money and interest in reserve funds can be used only for the purpose for which the fund was established. The City currently has two affordable housing reserve funds: 1) a capital reserve fund established by Reserve Fund Establishment Bylaw No. 7812; and 2) a non-capital reserve fund established by Affordable Housing Operating Reserve Fund Establishment Bylaw No. 8206.

The use of the affordable housing reserve funds are subject to the City's annual Capital and Operating Budget process and Council approval of the 5-year Financial Plan Bylaw. Upon Council approval, monies are distributed to the Affordable Housing Capital Projects Fund(s) and the Affordable Housing Operating budget, as required.

The current City Bylaws pertaining to affordable housing reserve funds are:

1. Reserve Fund Establishment Bylaw No. 7812 adopted on October 25, 2004.

This bylaw establishes various reserve funds including one for the purposes of "Affordable Housing." Due to the history of this reserve fund, monies in this fund can only be used for capital expenditures.

2. Affordable Housing Operating Reserve Fund Bylaw No. 8206 adopted on June 25, 2007.

This bylaw establishes the Affordable Housing Operating Reserve Fund for the following purposes:

- (a) remuneration for personnel hired by the City to administer the Richmond Affordable Housing Strategy or any part thereof and associated supplies, travel or staff costs;
- (b) the hiring of consultants, the conduct of research, and the production of reports and other information and updates pursuant to the Richmond Affordable Housing Strategy;
- (c) legal costs of implementing affordable housing agreements;
- (d) management, administration and cost of affordable housing units owned by the City; and
- (e) other activities related to carrying out the Richmond Affordable Housing Strategy or any part thereof.

Further, the bylaw directs that 30 percent of developer cash contributions dedicated to the Affordable Housing Strategy be deposited to this reserve fund.

3. Zoning Bylaw No. 8500 - Section 5.15

Section 5.15.2 reads:

If an owner elects to pay an amount in the affordable housing reserve:

- a) 70 per cent of the amount being deposited to the capital reserve fund created by Reserve Fund Establishment Bylaw No. 7812; and
- b) 30 percent of the amount will be deposited to the operating fund created by Affordable Housing Reserve Fund Establishment Bylaw No. 8206.

Section 5.15.3 reads:

The City may only use these funds for the provision of affordable housing and the number, kinds and extent of affordable housing shall be provided by:

- a) Owners by way of:
  - i) secondary suites or coach houses;
  - ii) affordable housing units; or
  - iii) contributions to the affordable housing reserve; and
- b) The City by applying the funds held under the affordable housing reserve, will be set out in the April 16, 2007 Report to Planning Committee entitled "Richmond Affordable Housing Strategy", a copy of which is on file in the office of the Corporate Officer.

Staff also completed a review of the City's affordable housing policies (i.e. Affordable Housing Policy 5005, Affordable Housing Strategy-Interim Strategy- Policy 5006, West Cambie - Alexandra Interim Amenity Guidelines-Policy 5044, The Affordable Housing Statutory Reserve Fund - Policy 5008, and the Richmond Affordable Housing Strategy).

## **Analysis**

The following section includes review, proposed solutions and recommendations for:

- I. The Affordable Housing Capital and Operating Reserve Fund Bylaws;
- II. Proposed amendments to the Affordable Statutory Reserve Fund Policy- 5008; and
- III. Proposed amendments to Zoning Bylaw No. 8500, Section 5.15.

## **Section I: Affordable Housing Statutory Reserve Fund Bylaw Review**

### **1. Reserve Fund Establishment Bylaw No. 7812**

Reserve Fund Establishment Bylaw No. 7812 includes provisions for a number of reserve funds, including for the purposes of "affordable housing".

The Affordable Housing Strategy requires monies to be collected in the Affordable Housing Reserve Fund to be utilized first and primarily for subsidized housing. Where appropriate, funds are to be used for certain City lands for affordable subsidized rental housing and affordable low end market rental purposes, including where funding has or will be obtained from other levels of government and/or private partnerships.

This reserve fund was originally established by Bylaw No. 5482 on December 18, 1989, and re-established through the Reserve Fund Establishment Bylaw No. 7361 on May 27, 2002 and Reserve Fund Establishment Bylaw No. 7812 on October 25, 2004. Due to this history, this reserve fund can only be used for capital expenditures. Such expenditures could include:

- A. purchasing land for or construct affordable housing;
- B. making capital grants to others to purchase land for or construct affordable housing (e.g. including grants for Development Cost Charge, Site Servicing Costs, Development Application and Permit Fee relief) associated with purchasing or constructing affordable housing; and
- C. entering into partnerships with others to purchase land for or construct affordable housing.

**Recommendation:** No changes are proposed to Reserve Fund Establishment Bylaw No. 7812.

## 2. Affordable Housing Operating Reserve Fund Establishment Bylaw No. 8206

The Affordable Housing Operating Reserve Fund was established to provide operating funding for the City in relation to implementing the Affordable Housing Strategy. The fund is separate and distinct from the affordable housing reserve fund under the Reserve Fund Establishment Bylaw No. 7812.

Currently, Bylaw No. 8206 requires that thirty percent of developer cash contributions received by the City are directed to the Affordable Housing Operating Reserve fund annually.

It has been suggested that the City may want to replace the requirement for 30 percent of the developer contributions to be allocated to the operating reserve fund to allow Council the flexibility to direct different proportions of developer contributions to be deposited to this reserve fund. Further, this will allow financial support for specific affordable housing development projects, as required.

**Recommendation:** That sections 3(a) and (b) of the Affordable Housing Operating Reserve Fund Establishment Bylaw No. 8206 be amended [**Attachment 4**] to provide Council the ability to direct funds to the Affordable Housing Operating Reserve Fund annually as follows:

- (a) a portion of developer cash contributions and density bonus contributions to the City's affordable housing reserve funds, as directed by Council from time to time; and
- (b) fifty percent (50%) net income (revenue minus operating expenses) received by the City from the rental of residential dwelling units that are owned or held by the City as part of the Richmond Affordable Housing Strategy.

## Section II: Affordable Housing Statutory Reserve Fund Policy Review

The following amendments are proposed to the existing Affordable Housing Statutory Reserve Fund Policy 5008. The policy amendments will allow for financial support for affordable housing developments that meet the City's requirements.

1. Affordable Housing Reserve Fund Policy Proposed Amendment to Include the Strategy's Priorities for the Use of Affordable Housing Reserve Funds

Affordable Housing Statutory Reserve Fund Policy 5008 was established in 1991, prior to the Affordable Housing Strategy being adopted in 2007. The current policy includes an administrative process for land acquisition and partner selection for affordable housing development on City owned land, but does not reflect the Strategy's priorities for the use of the two Affordable Housing Statutory Reserve Funds.

**Recommendation:** That existing Affordable Housing Statutory Reserve Fund Policy-5008 be amended to reflect the Strategy's priorities for the use of the Affordable Housing Statutory Reserve Funds consisting of:

1. Monies being collected in the Affordable Housing Reserve Fund to be utilized first and primarily for subsidized housing.
2. Where appropriate, certain City lands be used for affordable subsidized rental housing and affordable low end market rental purposes, including where funding has or will be obtained from other levels of government and/or private partnerships.

2. Affordable Housing Development Financial Support Provisions

Subsidized housing is the most challenging type of affordable housing to develop due to limited senior government funding and the revenue required to successfully operate units with deep rent and/or operating subsidies. The City has limited resources; however, the proposed change will provide the ability to leverage reserve funds to assist in subsidized housing development.

Creating housing for core need and very low income households is critical, but this must also be balanced with policy direction that ensures viable affordable housing stock is secured along all points of the housing continuum (e.g. low end market rental and affordable home ownership units). Thus, financial support for subsidized housing projects will be reviewed with the criteria provided in Policy 5008. Also, approval of additional financial provisions will be reviewed on a case by case basis to limit the impact to the City's affordable housing inventory (i.e. affordable housing value transfers and/or cash-in-lieu contributions).

**Recommendation:** That existing Policy-5008 be amended to allow funds in the Affordable Housing Reserve Fund to be used for:

1. Property or residential dwelling unit exchange for affordable housing units;
2. Construction funding of affordable housing projects; and
3. Fiscal relief (i.e. development cost charges, costs related to the construction of infrastructure required to service the land, and development application and permit fees) for eligible non-profit affordable housing providers for the purchase or development of subsidized rental units, as specified in Policy 5008.

It is being proposed, that, for certain projects, the City be able to make payments to non-profit affordable housing providers from the Affordable Housing Reserve Fund for eligible costs that include:

- A. Fiscal municipal relief (i.e. development cost charges, costs related to the construction of infrastructure required to service the land, and development application and permit fees);
- B. The construction of infrastructure required to service the land on which the affordable housing is being constructed; and
- C. Other costs normally associated with construction of the affordable housing, including design costs, the cost of municipal permits, and the payment of development charges.

### **III. Zoning Bylaw No. 8500- Section 5.15 Review**

Where an owner or developer elects to make a cash contribution to the City's affordable housing reserve funds in exchange for obtaining a density bonus, the existing Zoning Bylaw 8500 requires the owner (developer) to pay 70 per cent of the amount being deposited to the capital reserve fund established by Bylaw No. 7812 and 30 percent deposited to the operating fund established by Bylaw No. 8206.

Amendments to Zoning Bylaw No. 8500 are required to align with the proposal to provide Council with the flexibility to direct capital and operating financial support for specific affordable housing development, as required. Further, in reviewing section 5.15 of the Zoning Bylaw, it appears that section 5.15.3 could cause confusion as to how the monies in the two reserve funds are to be spent.

***Recommendation:*** That Richmond Zoning Bylaw No. 8500, Section 5.15.3 be deleted and 5.15.2 be amended to provide that:

- 1. For density bonus contributions, the owner (developer) to pay (70% to the capital reserve fund created by Reserve Fund Establishment Bylaw No. 7812 and 30% to the non-capital reserve fund created by Affordable Reserve Fund Establishment Bylaw No. 8206), unless Council directs otherwise prior to the owner (developer) making the payment.

### **Summary of Recommendations**

- 1. The proposed amendments to Policy 5008 to ensure the following are incorporated:
  - 1. The Strategy's priorities for the two Affordable Housing Statutory Reserve Funds.
  - 2. Financial support provisions for affordable housing development.
- 2. Operating Reserve Fund Establishment Bylaw No. 8206 and Zoning Bylaw No. 8500 be amended to permit Council to direct developer contributions for affordable housing be allocated to the two reserve funds in different proportions, as directed by Council policy or otherwise from time to time.

In addition, periodic review of related City policies, regulations and procedures will be conducted to ensure that the Richmond Affordable Housing Strategy priorities are being effectively implemented.

## Financial Impact

Access to the Affordable Housing Reserves will be subject to the City's annual Capital and Operating Budget review process. All approved projects will be incorporated into the 5-year Financial Plan Bylaw, which authorizes access to and expenditures from reserve and project funds.

## Conclusion

The proposed amendments to Affordable Housing Statutory Reserve Fund Policy 5008, Affordable Housing Operating Reserve Fund Establishment Bylaw No. 8206, and section 5.15 of the Zoning Bylaw No. 8500 are intended to provide an effective reserve fund management framework to assist the City's efforts to financially support affordable housing development in Richmond. The proposed amendments will:

1. Create a policy framework that supports the Affordable Housing Strategy priorities;
2. Allow financial support for affordable housing development;
3. Provide a mechanism to support project specific contributions; and
4. Align City policy language to increase clarity and defined purpose.

In summary, the proposed changes support Council's ability to direct capital and operating reserve funds to financially support City approved affordable housing development projects and initiatives.



Dena Kae Beno  
Affordable Housing Coordinator  
(604) 247-4946

Attachment 1	Policy 5008 – Affordable Housing Statutory Reserve Fund	REDMS #113680
Attachment 2	Draft Update to Policy 5008 - Affordable Housing Statutory Reserve Fund Policy	REDMS #3487419
Attachment 3	Richmond Zoning Bylaw No. 8500 Proposed Amendment - Affordable Housing Statutory Reserve	REDMS #3488178
Attachment 4	Amended Affordable Housing Operating Reserve Fund Bylaw No. 8206	REDMS #3489303





# City of Richmond

# Policy Manual

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Adopted by Council: Dec. 9/91

POLICY 5008

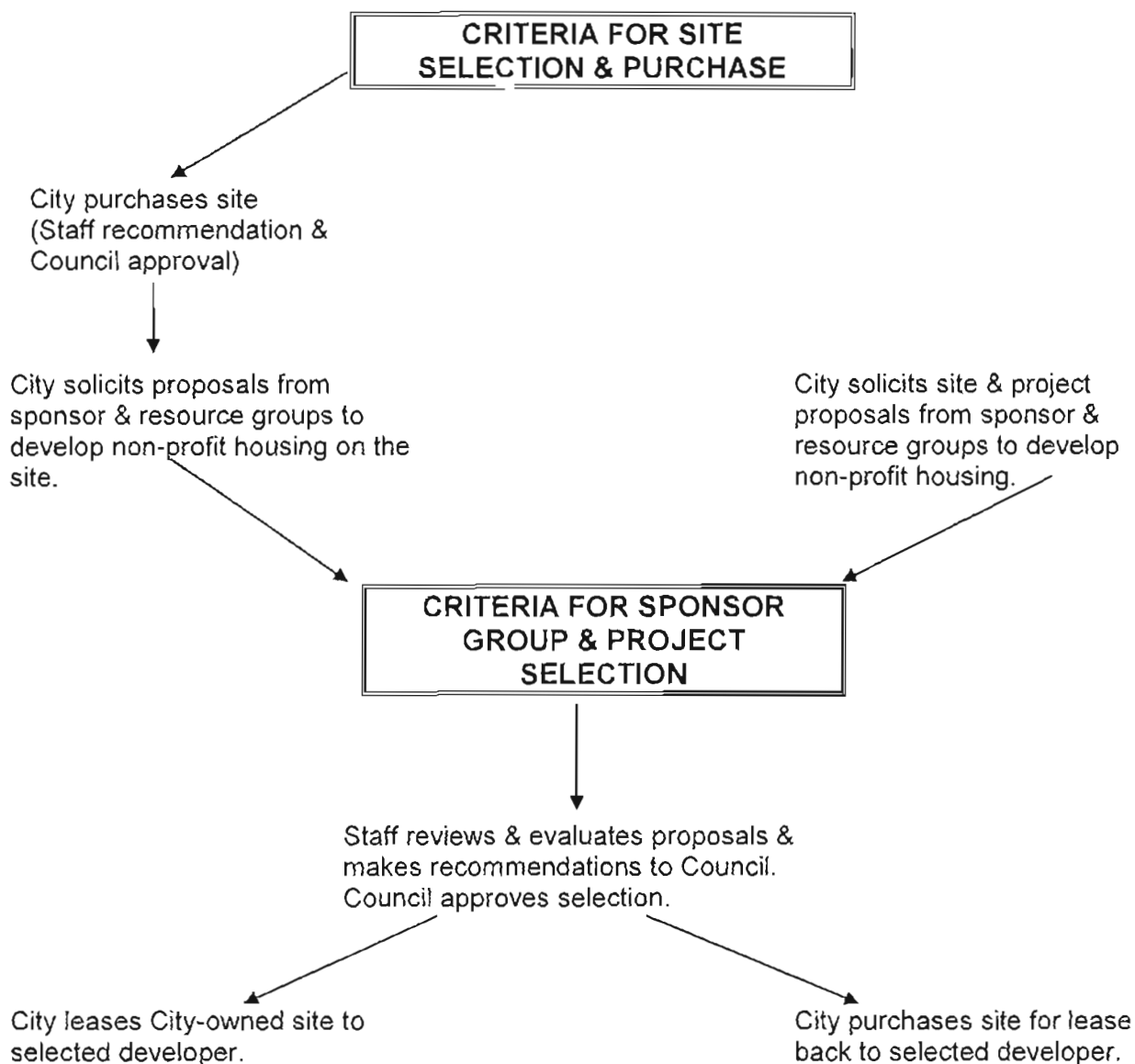
File Ref: 4057-00

## AFFORDABLE HOUSING STATUTORY RESERVE FUND

### POLICY 5008:

It is Council policy that:

The following procedure and criteria be adopted for the allocation of funds from the Affordable Housing Statutory Reserve Fund:





## CRITERIA FOR SPONSOR GROUP AND PROJECT SELECTION

### SPONSOR GROUP

1. Society Background and Reputation
2. Previous Projects: Experience and Performance
3. Management Style:
  - Process for tenant selection;
  - Process for tenant relations;
  - Process for tenant participation;
  - Management plan;
  - Maintenance procedures; and
  - Process for responding to neighbourhood needs and concerns.
4. Project:
  - Priority of need of this client group (e.g. seniors, family);
  - Targeted income group;
  - Design
    - neighbourhood compatibility
    - sensitivity to site; and
    - appropriateness of design to client group;
  - Appropriateness of design to client with City plans, policies and guidelines;
  - Provision of amenities to the larger community
5. Location:
  - Suitability of location;
  - Proximity to other social housing projects;
  - Proximity to appropriate services and amenities (transit, schools, shopping, medical, social, recreational and community services); and
  - Compatibility with area plans.
6. Development Team.
7. Cost Effectiveness:
  - Number of units produced for amount of City funding expended; and
  - Proportion of site cost needed.



## INFORMATION TO ACCOMPANY REQUESTS TO THE STATUTORY RESERVE FUND REGARDING NON-PROFIT HOUSING PROPOSALS

### SPONSOR GROUP

1. Society Background:

- Years incorporated or active;
- Size of organization (staff and volunteers); and
- Frequency of Board meetings.

2. Projects Sponsored to Date:

- For each project:
  - Client group;
  - Type of tenure;
  - Number of units;
  - Funding program (e.g. CMHC, BCHMC);
  - Years managed by sponsor group; and
  - Income mix of clientele.

3. Management Style:

- Describe the process for tenant selection (e.g. priority to Richmond residents);
- Describe the process for tenant relations (e.g. handling grievances);
- Has the Society specific rules of tenant behaviour (e.g. pets, smoking)?
- Do tenant committees play a role in project management? Does the Society encourage tenant organizations? How?
- What aspects of property management are handled by the Society Board and which are delegated to a resident manager, property management consultant or tenant management committee?
- Describe procedures for maintenance and repairs.

4. Development Team (complete for each component, e.g. the resource group or consultant, the architect and the contractor):

- Experience - years in business;
- Number and type of social housing projects; and
- Experience working with the other team members.



## PROJECT PROPOSAL

- Client group (seniors, families, persons with disabilities, etc.);
- Anticipated client income levels;
- Tenure type (co-op or non-profit rental);
- Number of units; and
- Additional amenities available to larger community (e.g. day care, community space).

## SITE PROPOSED

- Reasons for site choice;
- Benefits of this location for prospective clientele;
- Estimated property acquisition cost;
- Estimate of extent of City financial participation required/lease terms proposed;
- Assembly/consolidation required?
- Rezoning required?

(Planning Department)



Page 1 of 7	Adopted by Council: <date>	Policy 5008
File Ref: <file no>	<b>Affordable Housing Reserve Funds Policy</b>	

### Policy 5008:

It is Council policy that:

## I. INTRODUCTION

### A. General

The City of Richmond acknowledges that access to safe, affordable and appropriate housing is essential for building strong, safe and healthy communities.

### B. Purpose

The purpose of this policy is to provide the City with a framework for managing the City's two affordable housing reserve funds to provide resources to meet the specific housing and support needs of priority groups.

### C. Scope

To address affordable housing needs, the City will plan, partner, and as resources and budgets become available support a range of affordable housing development opportunities through: partial funding provided through the City's affordable housing reserve funds, as well as, funding from senior levels of government and/or other partners, to enable the creation of additional affordable subsidized rental housing and affordable low end market rental units designed to meet priority needs and existing gaps in Richmond.

### D. Objectives

1. The City develop a strategic land acquisition program for affordable housing with funding for the program administration from the Affordable Housing Operating Reserve Fund and the acquisition of lands coming from the Affordable Housing Reserve Fund and other sources where appropriate.
2. The City's two affordable housing reserve funds are to be used by the City to support non-market affordable housing opportunities and potential partnerships with a focus on addressing the *Richmond Affordable Housing Strategy* priorities. Monies being collected in the affordable housing reserve fund are to be utilized first and primarily for subsidized housing.
3. Where appropriate, certain City lands be used for affordable subsidized rental housing and affordable low end market rental purposes, including where funding has or will be obtained from other levels of government and/or private partnerships.



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### E. Review of Affordable Housing Reserve Funds Policy

Periodic review of the affordable housing policies, regulations and procedures to ensure that the *Affordable Housing Strategy* priorities and objectives are being effectively implemented.

## II. AFFORDABLE HOUSING RESERVE FUNDS

The City has established two affordable housing reserve funds as described.

Developer cash contributions and density bonus contributions for affordable housing will be allocated to the two reserve funds as follows:

- a. 70 percent (70%) of the amount will be deposited to the Affordable Housing Reserve Fund established by Reserve Fund Bylaw No. 7812; and
- b. 30 per cent (30%) of the amount will be deposited to the Affordable Housing Operating Reserve Fund established by Affordable Housing Operating Reserve Fund Establishment Bylaw 8206;

unless Council directs otherwise prior to the date of the developer's payment, in which case the payment will be deposited as directed by Council.

### 1. Affordable Housing Reserve Funds

The Affordable Reserve Fund established by Bylaw 7812 may be used for capital expenditures relating to the following:

- a. Purchasing and acquiring sites for affordable housing development;
- b. Exchanging property or residential dwelling units for affordable housing;
- c. Financing the construction of affordable housing projects;
- d. Securing funding commitments from senior levels of government and/or private partnerships;
- e. Partnering with other levels of government and/or private agencies to achieve affordable housing in Richmond; and
- f. Providing fiscal relief (i.e. development cost charges, costs related to the construction of infrastructure required to service the land, and development application and permit fees) to eligible non-profit affordable housing providers for the purchase or development of subsidized rental units.



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## **2. Affordable Housing Operating Reserve Fund**

In accordance with Affordable Housing Operating Reserve Fund Establishment Bylaw No. 8206, this reserve fund will be used for the following purposes:

- a. remuneration for personnel hired by the City to administer the Richmond Affordable Housing Strategy or any part thereof and associated supplies, travel or staff costs;
- b. the hiring of consultants, the conduct of research, and the production of reports and other information and updates pursuant to the Richmond Affordable Housing Strategy;
- c. legal costs of implementing affordable housing agreements;
- d. management, administration and cost of affordable housing units owned by the City; and
- e. other activities related to carrying out the Richmond Affordable Housing Strategy or any part thereof.

## **III. AUTHORIZATION AND INTERNAL CONTROLS**

Funds designated for withdrawal from the Affordable Housing Reserve Fund and Affordable Housing Operating Reserve Fund will be subject to the City's annual Capital and Operating Budget review process with approval of the 5- year Financial Plan Bylaw.

## **IV. MONITORING AND EVALUATION**

The use of funds will be subject to on-going monitoring to ensure alignment with the *Richmond Affordable Housing Strategy* priorities and objectives and the City's annual Capital and Operating Budget review process.

## **V. ACCESSING AFFORDABLE HOUSING RESERVE AND PROJECT FUNDS**

A 5-year financial plan is prepared annually for the City's capital and operating budget. All approved affordable housing projects will be incorporated in the 5-year Financial Plan Bylaw.

## **VI. REPORTING FRAMEWORK**

The annual audited financial statements provide reserve information that includes all changes and a year-end balance.

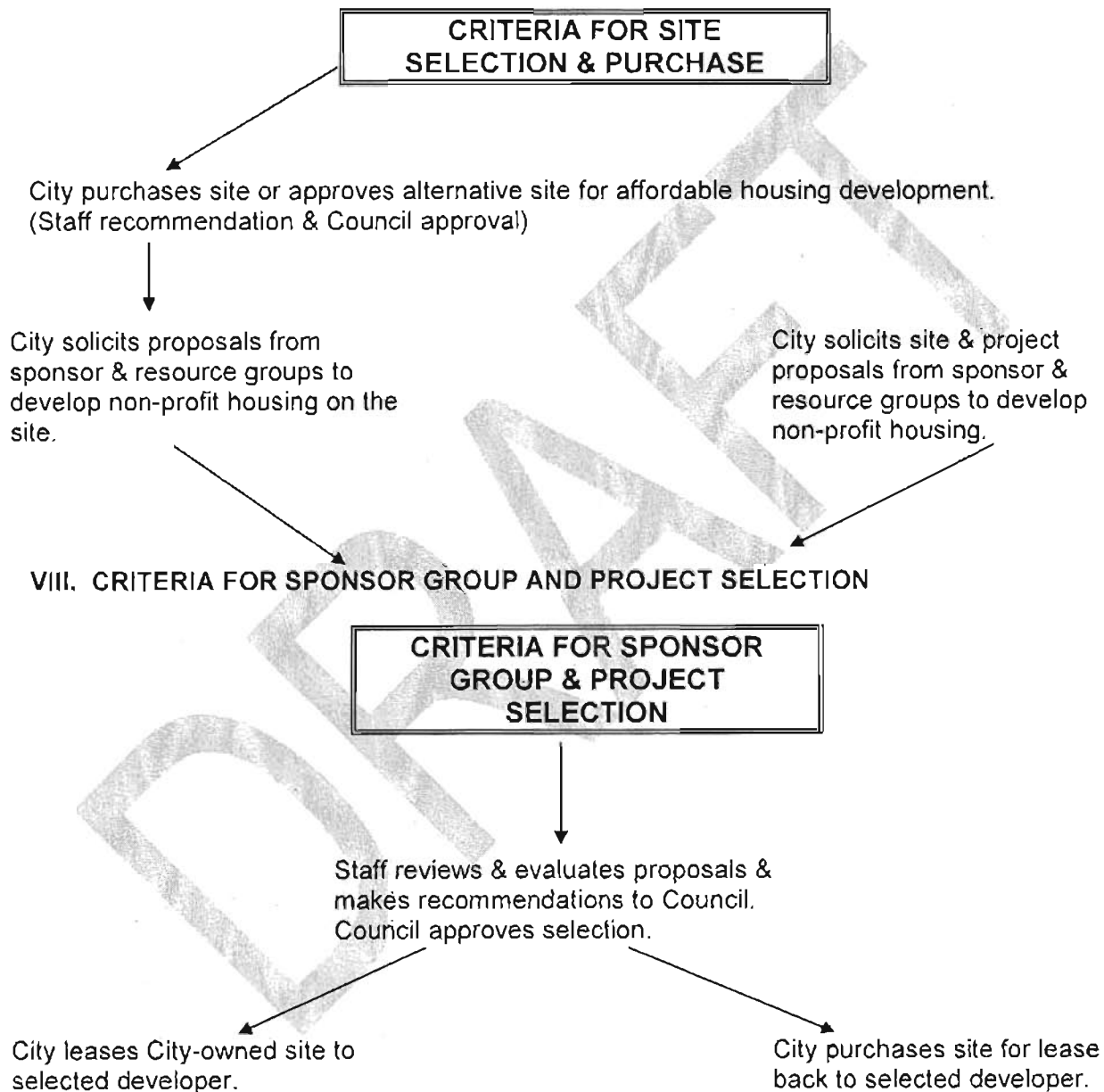
The Community Services Department will coordinate with the Finance Department to complete a review of all contributions to and expenditures from the Affordable Housing Reserve Fund and Affordable Housing Operating Reserve Fund.



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## VII. CRITERIA FOR SITE SELECTION & PURCHASE

The following procedure shall be followed for the allocation of funds from the Affordable Housing Reserve Fund when City purchases a site for affordable housing development:







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## IX. CRITERIA FOR SPONSOR GROUP AND PROJECT SELECTION

### SPONSOR GROUP

1. Society Background and Reputation
2. Previous Projects: Experience and Performance
3. Management Style:
  - Process for tenant selection;
  - Process for tenant relations;
  - Process for tenant participation;
  - Management plan;
  - Maintenance procedures; and
  - Process for responding to neighbourhood needs and concerns.
4. Project:
  - Priority of need of this client group (e.g. seniors, family);
  - Targeted income group;
  - Design
    - neighbourhood compatibility
    - sensitivity to site; and
    - appropriateness of design to client group;
  - Appropriateness of design to client with City plans, policies and guidelines;
  - Provision of amenities to the larger community
5. Location:
  - Suitability of location;
  - Proximity to other social housing projects;
  - Proximity to appropriate services and amenities (transit, schools, shopping, medical, social, recreational and community services); and
  - Compatibility with area plans.
6. Development Team.
7. Cost Effectiveness:
  - Number of units produced for amount of City funding expended; and
  - Proportion of site cost needed.



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## X. INFORMATION TO ACCOMPANY REQUESTS TO THE AFFORDABLE HOUSING RESERVE FUND REGARDING NON-PROFIT HOUSING PROPOSALS

### SPONSOR GROUP

1. Society Background:

- Years incorporated or active;
- Size of organization (staff and volunteers); and
- Frequency of Board meetings.

2. Projects Sponsored to Date:

- For each project:
  - Client group;
  - Type of tenure;
  - Number of units;
  - Funding program (e.g. CMHC, BCHMC);
  - Years managed by sponsor group; and
  - Income mix of clientele.

3. Management Style:

- Describe the process for tenant selection (e.g. priority to Richmond residents);
- Describe the process for tenant relations (e.g. handling grievances);
- Has the Society specific rules of tenant behaviour (e.g. pets, smoking)?
- Do tenant committees play a role in project management? Does the Society encourage tenant organizations? How?
- What aspects of property management are handled by the Society Board and which are delegated to a resident manager, property management consultant or tenant management committee?
- Describe procedures for maintenance and repairs.

4. Development Team (complete for each component, e.g. the resource group or consultant, the architect and the contractor):

- Experience - years in business;
- Number and type of social housing projects; and
- Experience working with the other team members.



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#### PROJECT PROPOSAL

- Client group (seniors, families, persons with disabilities, etc.);
- Anticipated client income levels;
- Tenure type (co-op or non-profit rental);
- Number of units; and
- Additional amenities available to larger community (e.g. day care, community space).

#### SITE PROPOSED

- Reasons for site choice;
- Benefits of this location for prospective clientele;
- Estimated property acquisition cost;
- Estimate of extent of City financial participation required/lease terms proposed;
- Assembly/consolidation required?
- Rezoning required?



# City of Richmond

## Bylaw 8882

### Richmond Zoning Bylaw 8500, Amendment Bylaw 8882

The Council of the City of Richmond enacts as follows:

1. Richmond Zoning Bylaw 8500, as amended, is further amended by deleting section 5.15.2 and substituting the following:

“5.15.2 If an **owner** elects to pay an amount into the **affordable housing reserve** pursuant to this Zoning Bylaw 8500, as amended or replaced from time to time:

- a) 70 per cent of the amount shall be deposited to the Affordable Housing Reserve Fund created by Reserve Fund Establishment Bylaw No. 7812; and
- b) 30 per cent of the amount shall be deposited to the Affordable Housing Operating Reserve Fund created by Affordable Housing Operating Reserve Fund Establishment Bylaw No. 8206,

unless **Council** directs otherwise prior to the date of the **owner's** payment, in which case the payment shall be deposited as directed by **Council**.”

2. Richmond Zoning Bylaw 8500, as amended, is further amended by deleting section 5.15.3 in its entirety.
3. This Bylaw is cited as “**Richmond Zoning Bylaw 8500, Amendment Bylaw 8882**”.

FIRST READING

PUBLIC HEARING

SECOND READING

THIRD READING

ADOPTED

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

CITY OF RICHMOND
APPROVED by
APPROVED by Director or Solicitor



City of  
Richmond

Bylaw 8883

**Affordable Housing Operating Reserve Fund Establishment  
Bylaw No. 8206, Amendment Bylaw No. 8883**

The Council of the City of Richmond enacts as follows:

1. The Affordable Housing Operating Reserve Fund Establishment Bylaw No. 8206 is amended by deleting subsections 3(a) and (b) and substituting the following:
  - “(a) a portion of developer cash contributions and density bonus contributions to the City’s affordable housing reserve funds, as directed by Council from time to time;
  - (b) fifty per cent (50%) of net income (revenue less operating expenses) received by the City from the rental of residential dwelling units that are owned or held by the City as part of the Richmond Affordable Housing Strategy; and”
2. This Bylaw is cited as “Affordable Housing Operating Reserve Fund Establishment Bylaw No. 8206, Amendment Bylaw No. 8883”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

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





# City of Richmond

## Report to Committee

To: General Purposes Committee  
From: Phyllis L. Carlyle  
General Manager, Law & Community Safety  
Re: Police Services Contract

Date: March 29, 2012  
File: 09-5350-01/2012-Vol 01

### Staff Recommendation

That

1. The City of Richmond enter into an agreement with the Province of British Columbia for the provision of police services in the form attached to the report of the General Manager of Law and Community Safety dated March 29, 2012.
2. The Mayor be authorized to execute the agreement.

Phyllis L. Carlyle  
General Manager, Law & Community Safety  
(604-276-4104)

Att.

FOR ORIGINATING DEPARTMENT USE ONLY			
ROUTED TO:		CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Budgets		Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	
Law		Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	
REVIEWED BY TAG	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	REVIEWED BY CAO
			YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

## Staff Report

### Origin

One of Council's Term Goals is:

*A successful conclusion to the RCMP contract renewal process that includes affordable services and officers that are committed to the Richmond community and its own unique needs.*

A twenty year agreement with the Province for the provision of police services ends on March 31, 2012. Policing services in the City will remain uninterrupted until a new contract is entered into.

The Province has provided a revised standard form of agreement (*Attachment 1*) to municipalities who contract for RCMP services that is modelled after the existing contract.

### Analysis

Under the provisions of the *Police Act*, any change to the present policing model in the City is ultimately the decision of the Province.

There are three agreements relating to the provision of police service in the City, the form of which has been concluded. They are:

1. a federal-provincial police services agreement setting out the terms under which the RCMP will provide provincial police services;
2. a federal-provincial master municipal policing agreement which defines how the RCMP will provide municipal policing; and
3. a provincial-municipal standard form agreement that sets out the provisions for police services in the City of Richmond

The RCMP is not a party to any of these agreements.

Municipal input into the provincial-municipal contract has been through a UBCM appointed observer at the federal/provincial bargaining table; through interface with UBCM at consultations workshops and through Council's direct input to the Solicitor General.

The provincial government advanced three themes during the negotiations:

1. *Partnership and governance*
2. *Accountability*
3. *Affordability and cost containments*



The proposed agreement has the following new features:

*Partnership and governance*

1. The Joint Provincial/Local Government RCMP Contract Management Committee is formally established to work towards the goal of providing “*an efficient and effective police service*”.
2. The City will have input into local policing priorities through the setting of objectives, priorities and goals for the Detachment that are not inconsistent with those of the Minister.
3. The City will be consulted in the selection of the OIC and at the City’s request, the consultation could involve the community.
4. A dispute mechanism has been included which is a multi-stage process.
5. There is a positive obligation on the RCMP to enforce municipal bylaws.

*Accountability*

1. The proposed 20-year contract ends March 31, 2032.
2. The federal-provincial police services agreement provides for both bilateral reviews and a Five-Year Review process – the results of which will flow to the municipal sector.
3. There is the ability to terminate the agreement on March 31<sup>st</sup> of any year provided 25 months notice has been provided.
4. As the City does not determine policies and procedures for the contract police service, the City is held harmless from any legal claims against the RCMP.
5. Monthly reports will be provided by the OIC on complaints made against the police unit by any member of the public.
6. Annual statements will be provided that include organization charts, locations of all members, vacancies with notes on assigned and number of vacancies where member is on special leave, etc.
7. Before members are withdrawn from City for other events, there will be consultation with City.

*Affordability and Cost containment*

1. The Province has provided its estimates as to the incremental cost impact of the new cost centres added to the agreement which begins in 2012/2013 at 0.7% (\$287,716) and rises in 2015/2016 to 3.67% (\$1.45m) (including the cost of Green Timbers - the new E Division Headquarters).
2. New costs centres included are for:
  - a. enhanced reporting and accountability
  - b. legal advisory services to the RCMP
  - c. costs of point-of-entry services to the E Division HQ
  - d. recruitment, training and police dogs will increase in year 4 to actual costs
3. Newly excluded costs are for the RCMP staff relations program and the external review committee.

4. Previously, provincial representatives advised that the costs of the Lower Mainland Integrated Teams would reduce from a 90/10 municipal/federal ratio to a 70/30 ratio. There is no provision in the contract that references this anticipated change.
5. Enhanced long term financial planning through the preparation of Multi-Year Financial Plans for up to 5 years is combined with a requirement on the parties to the agreement to *"...work to strengthen the overall financial efficiency and administration of this Agreement including developing and implementing on-going initiatives to contain costs and improve long-term financial planning, with a view to achieving greater predictability, efficiency and transparency when budgeting for future policing costs."*
6. With the agreement of both the City and the OIC, operational effectiveness assessments may now be undertaken.

### *Future*

The Provincial/Local Government Contract Management Committee will meet every 6 months.

A BC municipal representative will be an associate member of the federal/provincial Contract Management Committee to ensure municipal interests are represented at that table.

As the Province and municipal agreement discussions are completed, the City will finalize arrangements for a contract with the Province and the Vancouver International Airport Authority for the provision of police services to the secure areas of the airport.

### **Financial Impact**

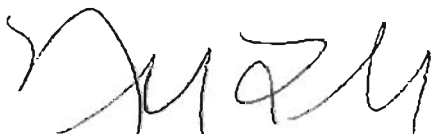
In addition to the costs projected for typical contract increases such as salary, equipment, etc., the financial analysis prepared by the Province projects increased expenditures resulting from the costs centres. The following estimated increases are incremental to the RCMP's 2010\2011 base year:

<b>Year</b>	<b>Amount</b>	<b>Percentage increase</b>
2012	\$287,716	0.69
2013	\$806,087	2.75
2014	\$1,074,997	2.75
2015	\$1,356,549	3.67
2016	\$1,450,606	3.67

In the event that there are cost savings realized from a new cost sharing formula for the Lower Mainland Integrated Teams, these figures would be reduced.

### **Conclusion**

The City has been presented with a standard form agreement and advised that the agreement will not be individually negotiated municipality by municipality. If Council elects not to execute the Agreement then the Province could interpret that notice has been given to terminate and Council would then have to negotiate with the Province for its approval of any future policing model for the City.

A handwritten signature in black ink, appearing to read 'Phyllis L. Carlyle', is written over the printed name.

Phyllis L. Carlyle  
General Manager, General Manager Law & Community Safety  
(604-276-4104)

PLC:prp

**CITY OF RICHMOND**

**BRITISH COLUMBIA**

**MUNICIPAL POLICE UNIT AGREEMENT**

**Dated as of April 1, 2012**

**BRITISH COLUMBIA MUNICIPAL POLICE UNIT**

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## CITY OF RICHMOND

### MUNICIPAL POLICE UNIT AGREEMENT

Memorandum of Agreement dated as of April 1, 2012.

BETWEEN:

THE GOVERNMENT OF THE PROVINCE OF BRITISH COLUMBIA  
(herein called the "Province").

AND

CITY OF RICHMOND,  
6911 No. 3 Road  
Richmond, BC V6Y 2C1

(herein called the "Municipality").

**WHEREAS** the Minister of Justice, on behalf of the Province pursuant to Section 14 of the *Police Act* (British Columbia), and the Federal Minister, on behalf of Canada pursuant to Section 20 of the *Royal Canadian Mounted Police Act*, have entered into an agreement for the use or employment of the Royal Canadian Mounted Police or any portion thereof, to carry out the powers and duties of the provincial police force relating to the provision of municipal police services and in aiding the administration of justice in the Province and in carrying into effect the laws in force therein;

**AND WHEREAS** pursuant to Section 3 of the *Police Act*, the Municipality has elected to provide policing in the Municipality by engaging the provincial police force to act as the municipal police force by means of this Agreement;

**AND WHEREAS** by Order in Council number 1102 dated the 21<sup>st</sup> day of March, 2012, the Lieutenant Governor in Council has authorized the Minister of Justice to enter into this Agreement on behalf of the Government of British Columbia.

**NOW, THEREFORE**, in consideration of their respective obligations set out below, the parties hereto agree as follows:

#### ARTICLE 1.0 - INTERPRETATION

- 1.1 In this agreement each of the following terms will, unless the context otherwise requires, have the meaning set out beside it:

- a) “Applicable CRF Lending Rate” means the rate of interest approved by the Minister of Finance for Canada, in the month that an item of Equipment–Type A is purchased, for amortized loans from the Consolidated Revenue Fund for Canada equal to the period of amortization set for item of Equipment–Type A under paragraph 11.2(1) ;
- b) “Chief Executive Officer” or “CEO” means the mayor, reeve, warden or other head of the Municipality, however designated, and includes such delegate approved, from time to time, by the municipal council;
- c) “Commanding Officer” means the officer of the RCMP, resident in the Province, appointed by the Commissioner to command the Division;
- d) “Commissioner” means the Commissioner of the Royal Canadian Mounted Police;
- e) “Detachment” means an organizational component of the Division that has prescribed territorial boundaries and includes satellite and community service offices;
- f) “Detachment Commander” means the Member in charge of a Detachment who manages its physical, financial and human resources;
- g) “Division” means the organizational component of the RCMP that is responsible for law enforcement and the prevention of crime in the Province;
- h) “Earned Retirement Benefit” means an allowance that is earned and accumulated over time and then paid out in a lump sum to the Member upon retirement;
- i) “Emergency” means an urgent and critical situation of a temporary nature that requires a deployment of additional police resources to maintain law and order, keep the peace or protect the safety of persons, property or communities ;
- j) “Equipment” means, at a minimum, all property other than land and buildings whether purchased, leased, constructed, developed or otherwise acquired, and includes Equipment–Type A and Equipment–Type B;
- k) “Equipment–Type A” refers to Equipment acquired on a non-recurring or extraordinary basis such as specialized motor vehicles, ships and other watercraft, aircraft of any kind, whether manned or un-manned, identification systems, telecommunication and other communication systems including radio towers and related assets that may be affixed to real property;

- l) "Equipment-Type B" refers to Equipment acquired on an annual or recurring basis such as standard police cruisers, radio and computer equipment, security and investigational equipment such as identification devices, firearms, photographic devices and systems, and technology and other licensing fees;
- m) "External Review Committee" means the Committee that is defined in the *Royal Canadian Mounted Police Act*;
- n) "Fair Market Value" means an amount equal to the price at which an item or Equipment might be expected to bring if offered for sale in a fair market and that price will normally be determined through a standard industry valuation protocol, such as an independent appraisal, obtained by Canada;
- o) "Federal Minister" means the federal Minister responsible for the Royal Canadian Mounted Police;
- p) "Fiscal Year" means the period beginning on April 1 in any year and ending on March 31 in the next year;
- q) "Full Time Equivalent Utilization" or "FTE Utilization" means, for the Service, the number calculated as follows:
  - i) the total number of days worked, including vacation time and statutory holidays, by all Members, or Support Staff, as the case may be;
  - ii) divided by the applicable work year, where:
    - A) the work year for a Member is a 260 day year based on an 8 hour work day; and
    - B) the work year for a Support Staff is a 260 day year based on 7.5 hour work day;

except leap years when the work year for both Members and Support Staff are increased by one work day;
- r) "Furnished", with respect to any accommodation, means supplied with office furnishings including desks, chairs, filing cabinets, bookcases and tables but does not include office equipment such as computers, calculators, photo copiers, fax machines and specialized security equipment;



- s) “Major Event” means an event of national or international significance that is planned in advance, within Canada, that requires additional police resources, if the overall responsibility for security for that event rests with Canada;
- t) “Member” means any member of the RCMP appointed pursuant to the *Royal Canadian Mounted Police Act* and any Regulations made pursuant thereto and, without limitation, includes any regular member, special constable, special constable member and civilian so appointed;
- u) “Member in Charge” means the Detachment Commander or other senior Member in charge of the Municipal Police Service;
- v) “Minister” means the provincial Minister responsible for policing services in the Province and includes the Deputy Minister and any person designated by the Minister or the Deputy Minister to act for or on behalf of the Minister with respect to any matter under this Agreement;
- w) “Municipal Police Service” or “Service” means the aggregate of resources and Members utilized by Canada to provide municipal police services to specific municipalities in the Province pursuant to the Municipal Police Service Agreement for British Columbia, but does not include those resources and Members employed primarily in
  - i) police services of a national or international nature, such as forensic laboratories, the Canadian Police Information System, identification services and the Canadian Police College,
  - ii) national security investigation services,
  - iii) protective security such as security at embassies and airports, and security for internationally protected persons,
  - iv) services provided to or on behalf of federal government departments, and
  - v) any policing services provided under the Provincial Police Service Agreement;
- x) “Municipal Police Service Agreement” means the Agreement dated as of April 1, 2012 between Canada and the Province for the provision by Canada of municipal police services to specific municipalities in the Province;

- y) "Municipal Police Unit" means the portion of the Municipal Police Service assigned by Canada to provide the police services for the Municipality under this Agreement;
- z) "Pension contribution" means, with respect to any Member or federal public service employee, the aggregate of the employer's contributions made under the *Royal Canadian Mounted Police Superannuation Act*, the *Supplementary Retirement Benefits Act*, the *Public Service Superannuation Act*, the *Special Retirement Arrangements Act*, and the *Canada Pension Plan*;
- aa) "Province" means the Province of British Columbia;
- bb) "Provincial Police Service Agreement" means an agreement that covers a period beginning April 1, 2012, between Canada and the Province for the provision by Canada of provincial police services;
- cc) "Public Complaints Commission" means the Commission, or its successor, that is defined in the *Royal Canadian Mounted Police Act*;
- dd) "Region" means a grouping of Divisions or subdivisions, created by the Commissioner, for the purposes of administration;
- ee) "Renovate" means a renovation of a building or living quarters and its sub-systems which substantially prolongs its useful life up to and including effectively resetting that useful life to be equal to that of a newly constructed building or living quarters. The age of a building or living quarters which has been fully Renovated is determined as if that building or living quarters were constructed in the Fiscal Year that the Renovation was completed;
- ff) "Royal Canadian Mounted Police" or "RCMP" means the police force for Canada continued under the *Royal Canadian Mounted Police Act*;
- gg) "Salary" means monetary compensation, including annual salary, service pay, senior constable allowance, shift allowance, and other pay provided in recognition of additional duties or time worked;
- hh) "Special Event" means an event of a short duration that is organized in advance, for which the overall responsibility for policing rests with the provincial or municipal government, and for which additional police resources are required to maintain law and order, keep the peace or protect the safety of persons, property or communities;
- ii) "Staff Relations Representative Program" means the program established under the *Royal Canadian Mounted Police Regulations, 1988*;

- jj) "Support Staff" means all those persons who are employed by the Municipality in support of providing and maintaining the Municipal Police Unit including clerks, data processors, telecommunication operators, jail guards, janitors and analysts;
  - kk) "Unit" means a named component of the Division to which Members of the Provincial Police Service are assigned.
- 1.2 Each of the following is attached hereto and forms a part of this Agreement:
- a) Annex "A" – Members Assigned to the Municipal Police Unit.
- 1.3 The singular number includes the plural and the plural number includes the singular where such is consistent with the context.
- 1.4 The headings in this Agreement have been inserted for convenience of reference only and do not constitute a part of this Agreement or affect its meaning.

## **ARTICLE 2.0 - APPLICATION OF GOVERNING AGREEMENTS & LEGISLATION**

- 2.1 It is understood and agreed between the Province and the Municipality that:
- a) this Agreement is pursuant to the terms and conditions of the Municipal Police Service Agreement for British Columbia;
  - b) the contractual obligations assumed by, and rights conferred upon, the Municipality or an official of the Municipality by this Agreement, are contractual obligations assumed by and rights conferred upon, the Province or the Minister pursuant to the Municipal Police Service Agreement for British Columbia; the discharge of any obligation of the Province by the Municipality will operate as a discharge of the Municipality; and in discharging any such obligations the Municipality will be discharging the Province's obligations to Canada;
  - c) the Municipality is liable for any obligation in this Agreement which is an obligation of the Province pursuant to the Municipal Police Service Agreement for British Columbia.
- 2.2 Nothing in this Agreement will be interpreted as limiting in any way the jurisdiction of the Province in respect of the administration of justice and law enforcement in the Province.

- 2.3 Nothing in this Agreement will be interpreted as limiting in any way the obligations of the Municipality or the council of the Municipality to provide policing in the Municipality pursuant to the *Police Act* and the *Community Charter*.
- 2.4 Where in this Agreement, it is stated that Canada, the RCMP, the Municipal Police Unit or a Member will perform any action, the Minister will cause such action to be performed in accordance with the Municipal Police Service Agreement for British Columbia.
- 2.5 It is understood and agreed by the Province and the Municipality that, pursuant to the Municipal Police Service Agreement for British Columbia and, notwithstanding that this Agreement is between the Province and the Municipality, Canada and the Municipality may deal directly with each other in respect to any matter where such an arrangement is indicated in this Agreement, including matters relating to invoicing, payment, financial and resource planning, and such other matters as may be agreed between the Minister and the Commanding Officer.

### **ARTICLE 3.0 - PURPOSE AND SCOPE**

- 3.1 Canada will provide and maintain a Municipal Police Unit within the Municipality, being part of the provincial police force, to act as the municipal police force in the Municipality in accordance with this Agreement.
- 3.2 The Municipality hereby engages the Municipal Police Unit, being part of the provincial police force, to act as the municipal police force in the Municipality in accordance with this Agreement.
- 3.3 The number of personnel listed in Annex "A", as adjusted from time to time in accordance with Article 6, are all the Members in the Municipal Police Unit.
- 3.4 Those Members who form part of the Municipal Police Unit will:
- a) will perform the duties of peace officers;
  - b) will render such services as are necessary to
    - i) preserve the peace, protect life and property, prevent crime and offences against the laws of Canada and the Province, apprehend criminals, offenders and others who may be lawfully taken into custody; and

- ii) execute all warrants and perform all duties and services in relation thereto that may, under the laws of Canada, the Province or the Municipality, be executed and performed by peace officers;
  - c) may render such services as are necessary to prevent offenses against by-laws of the Municipality, after having given due consideration to other demands for enforcement services appropriate to the effective and efficient delivery of police services in the Municipality.
- 3.5
  - a) The Municipal Police Unit will not be required to perform any duties or provide any services which are not appropriate to the effective and efficient delivery of police services in the Municipality.
  - b) Where, at the date of this Agreement, the Municipal Police Unit is performing any duties or providing any services referred to in paragraph (a), the Municipal Police Unit will continue to perform such duties and provide such services until such time as these duties and services are performed or provided by some other persons.
  - c) During the term of this Agreement, and at such times as they may mutually agree, the Commanding Officer, the Minister and the CEO will identify, discuss and, where it is mutually agreed to be feasible, the Municipality will use its best efforts to implement alternative means by which the Municipal Police Unit would cease to perform or provide the duties and services referred to in paragraph (a).
- 3.6 The Municipality will provide, without any cost to Canada or the Province, all necessary Support Staff; such staff will meet the job and other related requirements as determined by the Commissioner.
- 3.7 Where the Municipality fails to provide any Support Staff required by subarticle 3.6, the Province or Canada may provide such Support Staff and the Municipality will pay 100 per cent of all the cost of that Support Staff.
- 3.8 Where the Municipality provides Support Staff to Canada in support of provincial policing or in support of federal policing, Canada will pay the Municipality the salaries for any part of the Support Staff that is so employed.
- 3.9 The Minister, in consultation with the Commanding Officer, may require any Municipal Police Unit from time to time to provide assistance or special expertise temporarily to other police agencies in the Province.

#### **ARTICLE 4.0 - MANAGEMENT OF THE MUNICIPAL POLICE UNIT**

- 4.1 The internal management of the Municipal Police Service, including its administration and the determination and application of professional police procedures, will remain under the control of Canada.
- 4.2 The Minister and the CEO will determine, in consultation with the Commissioner, the level of policing service to be provided by the Municipal Police Unit.
- 4.3 The professional police standards and procedures determined in respect of the Provincial Police Service in accordance with the Provincial Police Services Agreement subarticle 6.5 will also apply to the Municipal Police Service, unless the Commissioner is of the opinion that to do so would be contradictory to a requirement imposed by law, or would negatively affect the RCMP's ability to deliver effective or efficient police services.

#### **ARTICLE 5.0 - OPERATION OF THE MUNICIPAL POLICE UNIT**

- 5.1 For the purposes of this Agreement, the Commanding Officer will act under the direction of the Minister in aiding the administration of justice in the Province and in carrying into effect the laws in force therein.
- 5.2 It is recognized that, pursuant to the Provincial Police Service Agreement, the Commanding Officer will implement the objectives, priorities and goals as determined by the Minister for policing in the Province.
- 5.3 The CEO may set objectives, priorities and goals for the Municipal Police Unit that are not inconsistent with those of the Minister for other components of the provincial police service.
- 5.4 The Member in Charge of a Municipal Police Unit will, subject to paragraph 3.4(c) and when enforcing the by-laws of the Municipality, act under the lawful direction of the CEO or such other person as the CEO may designate in writing.
- 5.5 The Member in Charge of a Municipal Police Unit will:
  - a) report as reasonably required to either the CEO or the designate of the CEO on the matter of law enforcement in the Municipality and on the implementation of objectives, priorities and goals for the Municipal Police Unit; and
  - b) provide the CEO each month with the particulars of any new or outstanding complaints made against the Municipal Police Unit by any member of the public to the RCMP, all of which is subject to applicable

laws; the form and substance of the particulars will be agreed upon by the Member in Charge and the CEO.

- 5.6 Before appointing the Member in Charge, the Commanding Officer will consult with the CEO, and the CEO may request that the community be consulted, in which case, such consultation is to be undertaken in accordance with the RCMP's policies on community participation.

## **ARTICLE 6.0 - INCREASE OR REDUCTION IN THE MUNICIPAL POLICE UNIT**

- 6.1 a) Subsequent to a written request from the CEO to the Minister, and a written request to Canada from the Minister, Canada will increase or reduce the number of Members in the Municipal Police Unit as soon as practicable within one year from the receipt of a written request from the Minister unless, in the case of a reduction, the Federal Minister gives written reasons to the Minister stating that the requested reduction would lower the level of resources below the level needed to deliver effective and efficient policing or to maintain public or officer safety.
- b) Subject to the other terms and conditions of this Agreement, neither Canada, the Province nor the Municipality will add to or delete from, the duties or functions of the Municipal Police Unit as it was on April 1, 2012 without prior consultation and agreement between the Commissioner and the Minister.
- 6.2 Subject to the discretion of the Commanding Officer, no Member will be replaced when attending a training course that is related to the Municipal Police Service, when on annual leave, or when ill except where illness results in a Member's absence for a period of more than 30 consecutive days.
- 6.3 In the event that the Municipality desires the removal of any particular Member of the Municipal Police Unit, a written request for such removal, together with the reasons, will be forwarded by the CEO to the Minister, who will forward the request to the Commanding Officer; the Commanding Officer will give such request full consideration and if the matter is not then resolved the Commanding Officer will refer the request to the Commissioner whose decision will be final.

## **ARTICLE 7.0 - RESOURCES AND ORGANIZATION**

- 7.1 In each Fiscal Year, in respect of the Municipal Police Unit, the Member in Charge will give to the CEO annual statements, and such additional statements as may be reasonably requested from time to time by the CEO, of the composition of the Municipal Police Unit that show or include:

- a) a current organization chart of the Municipal Police Unit;
- b) the location and function of all Members and Support Staff who are not casual employees;
- c) the location and function of all casual employees and temporary employees;
- d) the number of vacancies which represent positions with no-one assigned to the positions;
- e) the number of vacancies in which the assigned individual is on special leave and, where possible, including an indication of whether or not an additional individual has been assigned to backfill the position;
- f) the number of Members being deployed in surplus to the established strength;

and in each case an explanation of changes since the previous statement.

- 7.2 For the purposes of human resource planning for the next Fiscal Year, the Member in Charge will consult with the CEO and obtain approval, or approval in principle, from the CEO on or prior to June 1 of each year for the number of Members required to maintain the level of policing service to be provided by the Municipal Police Unit as determined pursuant to subarticle 4.2.
- 7.3 The Member in Charge, upon receiving reasonable notice, will provide the Minister and CEO with any additional information, to the extent possible, relating to human resource and organizational planning of the Municipal Police Unit.

## **ARTICLE 8.0 – EMERGENCIES & EVENTS**

- 8.1 If, in the opinion of the Minister, an Emergency in an area of provincial responsibility exists or is likely to exist in the Province:
  - a) part of the Municipal Police Service may, at the written request of the Minister made to the Commanding Officer, and after consultation with the CEO, be redeployed to such extent as is reasonably necessary to maintain law and order, keep the peace and ensure the safety of persons, property or communities;



- b) the Province will pay the costs of the redeployment including Salary, transportation and maintenance at the applicable cost-sharing ratio set out in subarticle 11.1; and
    - c) the Commissioner will ensure that the Municipality continues to receive adequate policing.
- 8.2 If, in the opinion of the Commissioner, an Emergency in an area of provincial responsibility exists or is likely to exist outside the Province:
- a) the Commissioner may, after consultation with the Minister, and the CEO, temporarily withdraw up to 10 per cent of the Members of the Municipal Police Unit (including any necessary Equipment) to meet such Emergency;
    - b) during the period of any withdrawal Canada shall pay 100 per cent of all costs of the withdrawal and redeployment including Salary, transportation and maintenance, for the duration of the withdrawal; and
    - c) the Commissioner will ensure that the Municipality continues to receive adequate policing.
- 8.3 If, in the opinion of the Commissioner, there is a need to use part of the Municipal Police Unit with respect to an Emergency in an area of federal responsibility that exists or is likely to exist anywhere in Canada:
- a) the Commissioner may, after consultation with the Minister and the CEO, temporarily withdraw up to 10 per cent of the Members of any Municipal Police Unit (including any necessary Equipment) to perform any duties or functions with respect to such Emergency;
    - b) if the Emergency exists inside the Municipality, Canada will pay all costs of the withdrawal and redeployment including Salary, transportation and maintenance as follows:
      - i) Canada will pay all such costs for the first 30 days at the cost-sharing ratio set out in subarticle 11.1; and
      - ii) after 30 days, Canada will pay 100 per cent of all such costs; and
    - c) if the Emergency exists outside the Municipality, the Municipality will not bear the Salary and incremental costs of the Members and Equipment withdrawn.
    - d) the Commissioner will ensure that the Municipality continues to receive adequate policing.

- 8.4 If, in the opinion of the Commissioner, there is a need to use part of a Municipal Police Unit with respect to a Major Event that exists or is likely to exist anywhere in Canada:
- a) the Commissioner may, in consultation with the Minister and the CEO, temporarily withdraw up to 10 per cent of the Members of any Municipal Police Unit (including any necessary Equipment) to perform any duties or functions with respect to such Major Event; and
  - b) Canada shall pay 100 per cent of all costs of the withdrawal and redeployment including Salary, transportation and maintenance, for the duration of the entire Major Event.
- 8.5 Withdrawal of Members from the Municipal Police Unit in accordance with this Article will not extend for a period of more than 30 consecutive days without further consultation between the Commissioner and the Minister, with advice to the CEO.
- 8.6
- a) For the purpose of a Special Event, the Municipal Police Service may be redeployed to provide additional police resources as is reasonably necessary to maintain law and order, keep the peace and protect the safety of persons, property or communities.
  - b) For the purposes of paragraph (a), the redeployment of additional police resources will be based on the Municipal Police Service's operational assessment of the type of gathering, potential crowd behaviour and other situational factors. The duties to be performed by the additional police resources are to be in accordance with subarticle 3.4 and paragraph 3.5(a).
  - c) The Province or Municipality, as the case may be, receiving the additional resources will pay all of the costs of the redeployment including Salary, transportation and maintenance at the applicable cost-sharing ratio set out in subarticle 11.1.

#### **ARTICLE 9.0 - MUNICIPAL POPULATION**

- 9.1 For the purpose of this Agreement the population of the Municipality will be determined as follows:
- a) for the period of April 1, 2012 to March 31, 2017, the population of the Municipality as established by the 2011 federal census;
  - b) for the period April 1, 2017 to March 31, 2022, the population of the Municipality as established by the 2016 federal census;

- c) for the period April 1, 2022 to March 31, 2027, the population of the Municipality as established by the 2021 federal census; and
- d) for the period April 1, 2027 to March 31, 2032, the population of the Municipality as established by the 2026 federal census,

#### **ARTICLE 10.0 - ACCOMMODATION**

- 10.1 a) The Municipality will, in consultation with the Member in Charge, provide and maintain at no cost to Canada or the Province, accommodation that is fit for use by the Municipal Police Unit and Support Staff, including:
- i) office space that is furnished, heated and lighted, together with electricity, water supply, and building and property maintenance services;
  - ii) jail cell facilities that are heated and lighted together with bedding and water supply; and
  - iii) if determined by the Municipal Police Service to be required, heated and lighted garage space.
- b) When providing and maintaining accommodations, the Municipality will pay 100 per cent of all operating and maintenance costs, including costs such as building and property maintenance services.
- 10.2 The accommodation provided for the use of the Municipal Police Unit and Support Staff will be to the satisfaction of the Commissioner and will meet the security standards of the RCMP.
- 10.3 If the Commissioner is not satisfied with the Municipal Police Unit accommodation or any part of it that is provided for the use of the Municipal Police Unit or Support Staff, or is of the opinion that it does not meet the security standards of the RCMP, then:
- a) the Commanding Officer will identify the specific concerns with the Municipality as part of the regular reporting and planning process under Article 16, Financial Planning and Reporting or at any other time as deemed necessary;
  - b) if the Municipality is unable to resolve concerns within a reasonable period of time, the Commanding Officer will provide the Municipality with a notice that sets out the reasons for which the Commissioner is not

satisfied with the accommodation, including any existing or forecasted major deficiency in that accommodation, and if applicable the details of what is required to meet the security standards of the RCMP and advising that the deficiencies are to be corrected within two years from the date of the notice;

- c) if, within one year of the notice, the deficiency has not been corrected by the Municipality then the Commanding Officer will, as soon as practicable, give a second notice with respect to the deficiency, and the Municipality will, as soon as practicable, provide the Commanding Officer with a written report of the action that will be taken to correct the deficiency within the two years from the first notice;
  - d) if, within two years of receipt of notice referred to in paragraph (b), the deficiency has not been corrected to the satisfaction of the Commissioner, then the Commanding Officer will, as soon as practicable, inform the Minister in writing that the accommodation still fails to comply with subsection 10.2 and that Canada then may make the necessary changes to the accommodation or lease other accommodation and in that case the Municipality will be responsible to pay Canada 100 per cent of all the costs, including all costs that would otherwise be borne by the Municipality under subarticle 10.1;
  - e) all notices and writings with respect to the correction of the deficiencies will be between the Commanding Officer and the CEO, and a copy of each such notice or writing will be sent to the Minister.
- 10.4 Canada and the Province may agree that it would be more appropriate for Canada and the Province to provide and maintain accommodations for the use of the Municipal Police Unit and Support Staff.
- 10.5 If, under 10.4 Canada and the Province have agreed to provide and maintain any accommodation for use by the Municipal Police Unit then that accommodation will be included as Buildings or Living Quarters as part of the accommodation program of works in accordance with and for the purposes of Articles 12 and 13 of the Provincial Police Service Agreement, and, the Municipality agrees to:
- a) pay 100 per cent of all the costs referred to in subarticle 10.1 of this Agreement calculated to reflect the proportion of the accommodation occupied by the Municipal Police Unit; and
  - b) pay Canada an amount for the accommodation which is calculated and informed by the actual costs under the accommodation program of works in accordance with Article 12 of the Provincial Police Service Agreement in respect of the accommodation converted to an annual per square meter

rental rate calculated to reflect the proportion of the accommodation occupied by the Municipal Police Unit.

- 10.6 Despite any payments made under this Agreement by the Municipality, there shall be no transfer, granting or creation of any interest in real property or a license, as those terms are defined in the *Federal Real Property and Federal Immovables Act*, from Canada in favour of the Municipality. All of the real property that is held, acquired, used or administered by Canada to provide and maintain the Municipal Police Unit, other than leased accommodation, shall remain at all times the sole property of Canada. For greater certainty, the Province and the Municipality agree that no real property interest whatsoever or a licence are acquired, created or implied by this Agreement.

#### **ARTICLE 11.0 - BASIS OF CALCULATION OF PAYMENT**

- 11.1 a) Subject to any other terms of this Agreement, in respect of each Fiscal Year the Municipality will pay to Canada, at the applicable cost-sharing ratio determined in accordance with paragraph (b), the cost of providing and maintaining the Municipal Police Unit as determined in accordance with this article.
- b) The cost of the Municipal Police Unit will be shared between Canada and the Municipality as follows:
- i) if the Municipality has a population of less than 15,000, the Municipality will pay to Canada 70 per cent of the cost; and
  - ii) if the Municipality has a population of 15,000 or more, the Municipality will pay to Canada 90 per cent of the cost.
- 11.2 The cost referred to in subarticle 11.1 will include expenditures made by Canada in each Fiscal Year to provide and maintain the Municipal Police Unit, including:
- a) all operating and maintenance costs such as Salaries and wages, transportation and travel, information, professional services, rentals, repairs, utilities and supplies, and miscellaneous operational expenses as established by the RCMP's Chart of Accounts;
  - b) all costs of Equipment purchases, except if the cost for an Equipment purchase is equal to or exceeds \$150,000 and if the CEO has requested that such cost for that purchase be amortized in accordance with paragraph (l);
  - c) the cost to Canada for the employer's Pension Contribution with respect to Members under the *Royal Canadian Mounted Police Superannuation Act*,

the *Special Retirement Arrangements Act* and the *Supplementary Retirement Benefits Act* determined by the provisions of the Provincial Police Service Agreement;

- d) the cost to Canada for the employer's Pension Contribution with respect to federal public service employees, which Pension Contribution shall be determined annually by reference to the Actuarial Report of the Office of Superintendent of Financial Institutions;
  - e) the cost to Canada for the employer's contributions made under the *Canada Pension Plan* with respect to Members and federal public service employees;
  - f) the cost to Canada of the employer's contributions for employment insurance with respect to Members and federal public service employees;
  - g) the per Member costs for each category described in clauses (A) through (E), which are shared by all activities in the Division, will be calculated by:
    - i) dividing the total costs of each category (A) through (E), by
    - ii) the annual Full Time Equivalent Utilization of all Members for all activities in the Division for each Fiscal Year, excluding those Members who are assigned to divisional/regional headquarters administration, and
    - iii) multiplying the result by the Full Time Equivalent Utilization of Members of the Service.
- A) Divisional and regional headquarters administration services, such as:
    - 1) Management;
    - 2) Financial Management;
    - 3) Human Resources;
    - 4) Information Technology; and
    - 5) Asset Management;
  - B) Special Leave, such as:
    - 1) Medical;

- 2) Maternity;
- 3) Paternity;
- 4) Parental;
- 5) Graduated Return to Work; and
- 6) Pregnant Member Working;
- C) Pay in lieu of leave;
- D) Health Services, such as:
  - 1) Health Services for regular members;
  - 2) Health Services for civilian members;
  - 3) Health Services for non-members, including Applicants and Public Service Employees; and
  - 4) Health Services Offices/Administration Unit;
- E) Earned Retirement Benefit, provided always that if it becomes technically possible to allocate these costs in a manner that reflects the jurisdiction in which the Earned Retirement Benefits were accrued then the allocation method may be changed;
- h) for the Fiscal Years beginning April 1, 2012, and ending March 31, 2015, all the costs of recruiting, the Cadet Training Program at Depot and the Police Dog Service Training Centre incurred by Canada and listed in the provisions of paragraph (i) will be deemed to be equal to the product obtained by multiplying \$3,500 by the total FTE Utilization of Members in the Municipal Police Unit for the Fiscal Year;
- i) beginning April 1, 2015, all the costs of recruiting, Cadet Training Program at Depot, and the Police Dog Service Training Centre to be determined as follows:

*Recruiting*

- i) The average of all the expenditures made by Canada in respect of recruiting for the RCMP for the previous three Fiscal Years, divided by the average FTE Utilization of Members in the RCMP

for the previous three Fiscal Years and multiplying the result by the total FTE Utilization of Members in the Municipal Police Unit for the Fiscal Year.

- A) The expenditures made by Canada for recruiting, such as:
  - 1) Divisional, Regional and National Recruitment, including things such as: the salary and travel of recruiters, office supplies and equipment, and, advertising and marketing.
  - 2) Processing of Applicants, including things such as: the travel of applicants, recruitment steps like career presentations, written examinations, physical, medical and psychological testing, interviews to assess suitability of applicants, reliability examinations using a polygraph interview, field investigations and the issuing of security clearances.
- B) The expenditures made by Canada for major capital investments to construct, Renovate or acquire buildings for recruiting are excluded.

*Cadet Training Program at Depot*

- ii) The average of all the expenditures made by Canada in respect of the Cadet Training Program at Depot for the previous three Fiscal Years, less the average of any revenues received by Canada in respect of the provision of training services to third parties for the previous three Fiscal Years, divided by the average FTE Utilization of Members in the RCMP for the previous three Fiscal Years and multiplying the result by the total FTE Utilization of Members in the Municipal Police Unit for the Fiscal Year.
  - A) The expenditures made by Canada for the Cadet Training Program at Depot, such as:
    - 1) Cadet Training, including things such as: cadet allowance; clothing and operational equipment; travel to Depot and relocation of the cadet to their first posting;
    - 2) Training Support and Depot Administration, including things such as: salaries; relocation of trainers to Depot; office supplies and equipment;



- 3) Facilities operating and maintenance, including things such as: maintenance equipment and vehicles; professional and contractual services; utilities and minor capital;
- B) The expenditures made by Canada for the Cadet Training Program at Depot exclude expenditures made in respect of major capital to construct, Renovate or acquire buildings, and exclude the operating and maintenance for buildings at Depot that are not used to support the Cadet Training Program (such as the RCMP Heritage Centre).

*Police Dog Service Training Centre*

- iii) The average of all the expenditures made by Canada in respect of the Police Dog Service Training Centre ("PDSTC") for the previous three Fiscal Years, less the average of any revenues received by Canada in respect of the sale of dogs or the provision of training services to third parties for the previous three Fiscal Years, divided by the average FTE Utilization of police dog teams in the RCMP for the previous three Fiscal Years, and multiplying the result by the total FTE Utilization of police dog teams in the Municipal Police Unit for the Fiscal Year.
  - A) The expenditures made by Canada for PDSTC, such as:
    - 1) Dog Breeding, including such things as: kennel operations, equipment, professional services (e.g., veterinary).
    - 2) Dog Team Training Program (police dog and handler) and Validation (re-certification) including things such as: training operations, and the salary and travel of instructors.
    - 3) PDSTC Administration, including things such as: salaries, operating and maintenance, relocation to PDSTC, and office supplies and equipment; and
    - 4) Facilities operating and maintenance, including things such as: maintenance equipment and vehicles, utilities, minor capital, and contractual services.
  - B) The expenditures made by Canada for major capital to construct, Renovate or acquire buildings in support of the PDSTC are excluded.

- j) the costs incurred by the Municipal Police Unit for participation in the PRIME-BC (RMS) information management system, operated by PRIMECORP Police Records Information Management Environment Incorporated.
- k) the cost incurred by Canada in providing security at points of entry in respect of the Municipal Police Unit, including at divisional or regional headquarters, determined on a proportional basis relative to the total occupancy of the building;
- l) if any item of Equipment–Type A costs at least \$150,000 and if requested by the CEO, an amount equivalent to the straight line amortization of the capital cost over the estimated life of that item of equipment, together with interest at a rate equal to the Applicable CRF Lending Rate on the unpaid balance of the capital cost. The estimated life of that item of equipment will be no longer than the period determined by Canada to depreciate such equipment and the amortization period will not exceed the estimated life of that item of equipment. The CEO may also specify an amortization period that is shorter than the estimated life of the item of equipment;
- m) the cost of maintaining and providing the Public Complaints Commission to be calculated in each Fiscal Year by dividing the cost to Canada of maintaining and providing the Public Complaints Commission for that Fiscal Year by the total FTE Utilization of Members in the RCMP in that same Fiscal Year and multiplying the result by the total FTE Utilization of Members in the Municipal Police Unit in that same Fiscal Year;
- n) the cost for legal advisory services received by the RCMP in direct support of providing and maintaining the Municipal Police Unit within the municipality, and those costs are to be calculated by:
  - i) dividing the applicable base amount determined in accordance with subparagraphs (ii) and (iii) by the total FTE Utilization of Members in the police services of each province, territory, and municipality with which Canada has a similar agreement or an agreement for a municipal police service and multiplying the result by the total FTE Utilization of Members in the Municipal Police Unit for the Fiscal Year;
  - ii) for the Fiscal Year beginning April 1, 2012, and ending March 31, 2013, the applicable base amount is to be \$2,000,000; and
  - iii) each base amount established under this Agreement will be adjusted in the next Fiscal Year to establish a new base amount to be applicable to that next Fiscal Year, such adjustment is to be

calculated on the basis of any change during the immediately preceding Fiscal Year in the National Consumer Price Index determined by Statistics Canada, such adjustment to be made immediately following when that change becomes known.

- iv) the initial value of the Consumer Price Index will be 118.8, for the month of November 2011 as set out in Table 6 of the Consumer Price Index published by Statistics Canada.
  - v) for greater certainty, the costs for legal advisory services are not to include those costs related to a matter where Canada and the Municipality are adverse in interest or if the costs are excluded by operation of paragraph 11.3(c) or subarticle 11.10.
- o) where costs are incurred by the RCMP to provide and maintain the enhanced reporting and accountability capacity to provide improved administration of this Agreement, the Province's share of those costs are to be calculated by:
- i) dividing the costs determined in accordance with subparagraph (ii) by the total FTE Utilization of Members in the police services of each province, territory, and municipality with which Canada has a similar agreement or an agreement for a municipal police service and multiplying the result by the total FTE Utilization of Members in the Municipal Police Unit for the Fiscal Year;
  - ii) subject to subparagraph (iv), the costs are deemed to be \$1,500,000.
  - iii) the RCMP will provide annual statements on the number, location and position of all staff assigned to provide and maintain the enhanced reporting and accountability capacity and the activities generated by those staff.
  - iv) by March 31, 2015, the Contract Management Committee established under the Provincial Police Service Agreement will undertake a review of reports being produced to assess whether they are meeting the interests of the Committee, whether adjustments are necessary and to assess associated cost implications of any adjustments if made.
  - v) the parties acknowledge that the enhanced reporting and accountability capacity will, to the extent reasonably possible, generate such reporting as may be required under the terms of this Agreement.

- vi) the parties acknowledge that the resources dedicated to such capacity may only be increased by agreement between Canada, the Province and all of the provinces and territories with which Canada has an agreement similar to Provincial Police Service Agreement, and if an increase is agreed to, that the base amount will be revised by agreement in writing.
- vii) the parties acknowledge that Canada and the Province have committed to work together to avoid a duplication of existing capacity within the Service and to explore ways in which they can better utilize that capacity to provide improved administration of this Agreement.

11.3 The cost of each Municipal Police Unit will not include:

- a) the cost of relocation of personnel;
- b) the cost of Equipment—Type A if such cost is at least \$150,000 per item and if the CEO has requested that such cost be amortized under paragraph 11.2(1);
- c) the cost of any civil action, compensation claim, *ex gratia* payment or claim for associated legal fees; and
- d) the cost incurred by Canada in respect of providing point of entry security for federal buildings other than divisional or regional headquarters.

11.4 If the Municipality has a population of under 15,000, the Municipality will pay to Canada in each Fiscal Year the costs determined in accordance with subarticle 11.2 and calculated by applying the following formulae:

- a)  $A/AM = PM$ , where:
  - i) “A” is the aggregate cost of all the Municipal Police Units in municipalities in the Province having a population of less than 15,000;
  - ii) “AM” is the FTE utilization of Members utilized in those Municipal Police Units for the Fiscal Year; and
  - iii) “PM” is the yearly cost per Member of the Municipal Police Units in those municipalities; and
- b)  $PM \times QA \times 0.7 = C$ , where:
  - i) “PM” has the meaning given to it in paragraph (a);

- ii) “QA” is the projected FTE utilization of Members to be utilized in the Municipal Police Units for that Fiscal Year; and
- iii) “C” is the amount of costs referred to in subarticle 11.2 that is payable by the Province for that Fiscal Year.

11.5 If the Municipality has a population of 15,000 or more, the Municipality will pay to Canada in each Fiscal Year the costs determined in accordance with subarticle 11.2 and calculated by applying the following formulae:

- a)  $A/AM = PM$ , where;
  - i) “A” is the cost of providing the Municipal Police Unit in the Municipality;
  - ii) “AM” is the FTE utilization of Members utilized in the Municipal Police Unit for the Fiscal Year; and
  - iii) “PM” is the yearly cost per Member of the Municipal Police Unit in the Municipality; and
- b)  $PM \times QA \times 0.9 = C$ , where
  - i) “PM” has the meaning given to it in paragraph (a);
  - ii) “QA” is the projected FTE utilization of Members to be utilized in that Municipal Police Unit for that Fiscal Year; and
  - iii) “C” is the amount of costs referred to in subarticle 11.2 that is payable by the Province for that Fiscal Year.

11.6 For purposes of determining costs pursuant to this article, any Member who is on:

- a) sick leave or suspended for more than 30 consecutive days;
- b) parental leave; or
- c) pension retirement leave

will be deemed not to be in the Municipal Police Service and the costs relating thereto will be allocated to divisional headquarters administration.

11.7 There will be deducted from the cost payable by the Province in respect of a Municipal Police Unit:

- a) any amount, at the appropriate cost sharing ratio set out in paragraph 11.1(b), subsequently refunded or reimbursed to Canada with respect to any expenses that were paid by the Province;
  - b) any amount, at the appropriate cost sharing ratio set out in paragraph 11.1(b), received by Canada from the sale, transfer out of the Municipal Police Unit or other disposition of any item of Equipment that cost less than \$150,000 and was purchased by Canada for use in the Municipal Police Unit.
- 11.8 Canada will pay 100 per cent of all of the costs incurred in respect of the External Review Committee and the Staff Relations Representative Program or their respective successors.
- 11.9 In respect of the Municipal Police Unit, except where the Province accepts responsibility for costs, the Municipality will pay to Canada 100 per cent of all of the following costs:
  - a) hospitalization, medical examination or treatment, including mental health examination or treatment, for any person in the custody of the RCMP except if such costs have been incurred in the obtaining of evidence;
  - b) witness fees, transportation, maintenance and escort costs for persons (except for Members and Support Staff) required as witnesses in criminal and civil proceedings and proceedings under provincial laws;
  - c) conveyance by a third party that is obtained by a Member of the Service for a disabled, injured, ill or deceased person if the cost of the service is not paid by or on behalf of the person or their estate;
  - d) all incremental costs incurred when, at the request of a Municipality listed in Annex "A", the scope and duration of a search and rescue operation is extended beyond that which the Member in Charge considers to be appropriate in the circumstances and the Member in Charge has so advised the CEO.
- 11.10 a) The Municipality acknowledges that under the Municipal Police Service Agreement if any Member employed in any Municipal Police Unit receives the benefit of any statutory defence such as that provided by the *Police Act* (British Columbia) to any claim or action and in connection therewith the Province may be or may become liable for any of the payments contemplated by subparagraph 11.3(c), Canada will indemnify and hold harmless the Province with respect to any such claims or actions and Canada will assume the conduct and the carriage of any proceeding relating to such claim.

- b) The Municipality will promptly notify the Province of any claim or action referred to in paragraph (a) and, upon request, the Municipality will provide all reasonable assistance to the Province, Canada or the RCMP with respect to any such claim or action.
- b) The Municipality will not compromise or settle any such claim or action without the consent of Province.

11.11 In respect of each Municipality, the Municipality will pay separately to Canada, at the appropriate cost sharing ratio determined in accordance with paragraph 11.1(b), the cost of overtime utilized by or on behalf of the Municipal Police Unit.

#### **ARTICLE 12.0 - EQUIPMENT**

- 12.1
  - a) Equipment supplied by Canada for use by the Municipal Police Unit will be of a standard and quantity that is necessary to carry out its responsibilities under this Agreement.
  - b) Canada, in procuring such Equipment, will do so in accordance with its own procurement practices and procedures, directives of the Treasury Board of Canada and the Government Contract Regulations.
- 12.2 If any item of Equipment–Type A that was purchased during this Agreement by Canada at a cost of more than \$150,000 for the Municipal Police Unit, is lost, damaged, destroyed or removed from the Municipal Police Unit, the financial consequences from the loss, damage, destruction or removal of that item will be determined as follows:
  - a) if the Municipality paid for the item in full at the applicable cost-sharing ratio in the year of acquisition, the Municipality will be credited, at the applicable cost-sharing ratio stipulated in paragraph 11.1(b), with the Fair Market Value, if any, of that item;
  - b) if the Municipality has not yet paid its full share of the purchase cost of the item, the Municipality will be credited with a percentage of the Fair Market Value of that item that is equal to the proportion of the amounts paid by the Municipality for that item, exclusive of interest, up to the time of loss, damage, destruction or removal divided by the original acquisition costs incurred by Canada for that item;
  - c) the Fair Market Value referred to in paragraph (a) and (b) is to be determined as of the time immediately preceding the loss, damage, destruction or removal of the item; and

- d) if the item of Equipment is subject of amortization in accordance with subparagraph 11.2(l), the payments will cease in the Fiscal Year when the item was lost, damaged, destroyed or removed.

### **ARTICLE 13.0 - TRANSFER OF OWNERSHIP OF EQUIPMENT**

#### **13.1 In the event of the expiry or termination of this Agreement:**

- a) subject to subarticle 13.2, the ownership of any item of Equipment that was purchased by Canada for the Municipal Police Unit and in respect of which the Municipality has paid its full share, will, at the option of the Municipality:
  - i) be acquired by the Province pursuant to its option under the Municipal Police Service Agreement, upon payment by the Municipality to Canada of an amount equal to the amount that the current Fair Market Value exceeds the amount, exclusive of interest, already paid to Canada by the Municipality for that item of equipment and then be transferred to the Municipality; or
  - ii) remain vested in Canada, in which case Canada will credit the Municipality with the amount, if any, by which the current Fair Market Value exceeds the amount that Canada paid for that item of Equipment;
- b) subject to subarticle 13.2, if any item of Equipment—Type A that cost more than \$150,000 was purchased by Canada for the Municipal Police Unit and amortized under paragraph 11.2(l) and the Municipality has not yet paid its full share of the expenditures owing for that item of Equipment, then the ownership of that item of Equipment will, at the option of the Municipality:
  - i) be acquired by the Province after the Municipality pays to Canada an amount equal to the amount that the current Fair Market Value exceeds the amount, exclusive of interest, that was already paid to Canada by the Municipality for that item of Equipment, and then be transferred to the Municipality; or
  - ii) remain vested in Canada, in which case Canada will credit the Municipality with a percentage of the Fair Market Value that is equal to the proportion of the amounts paid by the Municipality for that item, exclusive of any interest, up to the time of the expiry or termination divided by the original acquisition costs incurred by Canada for the item; and



- i) any amortized amount remaining owing by the Municipality in respect of that item of equipment will cease.
  - c) the Fair Market Value referred to in paragraph (a) and (b) is to be determined as of the time immediately preceding the termination or expiry.
- 13.2 Municipality acknowledges that the option to transfer ownership of an item of Equipment referred to in paragraph 13.1 (a) and (b) may only be exercised by the Province if it has provided notice in writing of the intent to exercise that option; and
  - a) in the event of termination such notice must be received by Canada at least 6 months prior to the date of the intended termination; or
  - b) in the event of expiry such notice must be received by Canada at least 3 months prior to the date of the expiry;

and the transfer must be completed within 6 months following the effective date of termination or expiry, unless the Canada and Province agree otherwise.

#### **ARTICLE 14.0 - JAILS AND LOCK-UPS**

- 14.1 Canada is under no obligation to maintain any jails for prisoners committed to custody for less than two years for an offence committed within the Province against the Criminal Code, the laws of the Province, or the by-laws of a Municipality, but where necessary due to remoteness or the absence of an efficient alternative, such prisoners may be held in lock-ups maintained by the RCMP.

#### **ARTICLE 15.0 - METHOD OF PAYMENT**

- 15.1
  - a) Subject to paragraph (c), all amounts payable by the Municipality will be due 45 days from the date of receipt of an invoice from Canada; payment will be made by cheque payable to the Receiver General for Canada and sent to the Commissioner in Ottawa, or as Canada might otherwise direct in writing, by registered mail; where the Commissioner and the Minister agree in writing, payments may be made by any other method.
  - b) Canada will invoice for payment on a quarterly basis, on or about July 1, October 1, January 1 and March 31 in each Fiscal Year; with the invoices being for the four periods ending June 30, September 30, December 31, and March 31 respectively, and each invoice will cover 1/4 of the estimated cost of each of the Municipal Police Units for that Fiscal Year.

- c) Any deficiency in payment or over-payment by the Municipality in one Fiscal Year will be credited to or debited against the Municipality, as the case may be, and will be reflected in the first invoice of the succeeding Fiscal Year.
- d) The Municipality may make any payment that is required to be made by the Province.

#### **ARTICLE 16.0 - FINANCIAL PLANNING AND REPORTING**

- 16.1 a) Each Fiscal Year the Member in Charge and the CEO will, in an agreed upon format and schedule, exchange information necessary for the RCMP to prepare the projected Multi-Year Financial Plan for that Municipal Police Unit, which will include the projected budget for any Divisional and Regional administration that is required to support the Service, for the consideration of the CEO in preparation of the annual budgets for the Service.
- b) For the purposes of paragraph (a), the Multi-Year Financial Plan will cover a period of three Fiscal Years, or up to five Fiscal Years, as determined by the Minister, beginning on the first day of the next Fiscal Year.
- c) For the purposes of paragraphs (a) and (b), the information exchanged between the Member in Charge and the CEO will, at a minimum, address the following:
- i) the number of positions required for the Municipal Police Unit;
  - ii) the resources, including staffing levels, allocated to any Divisional and Regional administration that is required to support the Service;
  - iii) budgetary considerations affecting the Municipal Police Unit and any Divisional and Regional administration that is required to support the Service;
  - iv) the proposed multi-year equipment plans;
  - v) any significant deviation between the budget for the previous Fiscal Year and expenditures for the current Fiscal Year; and
  - vi) any other agreed upon information.

- d) Each Fiscal Year the Member in Charge will, on or before June 1, provide the CEO with the Multi-Year Financial Plan.
  - e) Each Fiscal Year the CEO will, on or before June 15, provide the Member in Charge with the projected annual budget for the Municipal Police Unit for the next Fiscal Year, as well as the projected budgets, if available, for the balance of the Multi-Year Financial Plan.
  - f) Each Fiscal Year the CEO will, to the extent they become available, provide the Member in Charge with updates of the projected annual budget for the next Fiscal Year for the Municipal Police Unit until the conclusion of the municipal budget process for the next Fiscal Year.
- 16.2 a) The CEO will, at the conclusion of the municipal budget process for each Fiscal Year, provide to the Member in Charge:
- i) a written statement indicating the approved annual budget for the Municipal Police Unit for that Fiscal Year; and
  - ii) if available, a written statement indicating any changes to the projected annual budgets for the balance of the then current Multi-Year Financial Plan.
- b) The Member in Charge will seek approval from the CEO as soon as feasible with respect to any proposed changes to the said approved annual budget.
- 16.3 The Member in Charge will at mutually agreeable intervals during the Fiscal Year, and in a standardized format, provide the CEO with the following:
- a) details of the year-to-date expenditures together with the forecasted expenditures for the remainder of the Fiscal Year including explanations of any material variances from the approved annual budget referred to in subparagraph 16.2(a)(i); and
  - b) proposed changes or updates to the Service's multi-year infrastructure and equipment plans.
- 16.4 The Member in Charge will, no later than three months following the conclusion of each Fiscal Year, provide the CEO in a standardized format with an accurate, detailed accounting of all actual expenditures for the Municipal Police Unit, together with an explanation of any material variances from the approved annual budget referred to in subparagraph 16.2(a)(i).

- 16.5 In respect of each Municipality having a population of 15,000 or more, the Member in Charge will obtain the approval of the CEO prior to purchasing Equipment-Type A over \$150,000.
- 16.6 Each Fiscal Year the Member in Charge will provide the CEO with a copy of the current RCMP's Chart of Accounts used to record financial transactions.
- 16.7 The Member in Charge, being given reasonable notice, will provide the CEO with any additional information reasonably relating to the financial implications of the Municipal Police Unit.
- 16.8 In addition to the above, the parties will work to continue to strengthen the overall financial efficiency and administration of this Agreement including developing and implementing on-going initiatives to contain costs and improve long-term financial planning, with a view to achieving greater predictability, efficiency and transparency when budgeting for future policing costs.

#### **ARTICLE 17.0 - OPERATIONAL EFFECTIVENESS ASSESSMENTS**

- 17.1 The CEO and the Member in Charge may, in accordance with this article, undertake reviews of matters arising out of the provision of the Municipal Police Unit, and prior to initiating a Dispute under Article 20, the CEO and the Member in Charge should give due consideration to undertaking such reviews.
- 17.2 The frequency, scope and subject matter to be reviewed are subject to the agreement of the CEO and the Member in Charge.
- 17.3 If either of the CEO or the Member in Charge wishes to propose a matter for review, they will notify the other in writing of the matter proposed to be reviewed, together with full written details thereof.
- 17.4 If either of the CEO or the Member in Charge is in receipt of a notice provided under subarticle 17.3, they will respond in writing as soon as practicable to provide notice of its agreement or counter-proposal, together with full written details thereof.

#### **ARTICLE 18.0 – LOCAL GOVERNMENT CONTRACT MANAGEMENT COMMITTEE**

- 18.1 There will be a Joint Provincial-Local Government RCMP Contract Management Committee (the “Committee”) in accordance with this article.
- 18.2 The Committee will work towards the goal of providing an efficient and effective police service in support of the administration of justice to all municipalities in

the province that receive policing services from the RCMP and to meet the evolving needs of policing in the Province.

18.3 The Committee will be composed of:

- a) the Assistant Deputy Minister responsible for the administration of the Municipal Police Service Agreement; and
- b) no more than ten local government representatives, being either elected officials or local government staff, appointed from time to time by the Union of British Columbia Municipalities.

18.4 The Committee will have two Co-chairs;

- a) one Co-chair will be the Assistant Deputy Minister responsible for the administration of the Municipal Police Service Agreement; and
- b) one Co-chair will be appointed by the Union of British Columbia Municipalities and, by such appointment, will be the nominee to be the associate member of the Contract Management Committee for the purposes of paragraph 21.9(b) of the Provincial Police Service Agreement.

#### **ARTICLE 19.0 - DISPUTES**

19.1 Any issue, matter of general concern, or dispute ("Dispute") arising from this Agreement will be a matter for consultation and resolution between the CEO and the Member in Charge.

19.2 The CEO and the Member in Charge will consult each other should there be any issue, matter of general concern, or dispute arising from the interpretation or implementation of this Agreement, and will, in good faith, attempt to resolve the matter before providing written notice of a Dispute.

19.3 If either of the CEO or the Member in Charge has provided the other with a written notice identifying the nature of the Dispute and containing a request for a meeting, consultations are to take place in a timely manner.

19.4 If a Dispute is related to an invoice under this Agreement, consultation will take place in the following manner:

- a) Within 30 days of providing notice identifying the nature of the Dispute and containing a request for a meeting, the Member in Charge will attempt to resolve the Dispute with the CEO.

- b) If some or all of the issues in dispute are not resolved within 45 days of receipt of the notice provided under subarticle 19.3, then the Municipality and the RCMP will attempt to resolve the Dispute through a second level of discussion, to be undertaken between the CEO and the Commanding Officer.
  - c) If some or all of the issues in dispute are not resolved within 60 days of receipt of the notice provided under subarticle 19.3, then the Municipality and the RCMP will attempt to resolve the Dispute through a third level of discussion, to be undertaken among the CEO and the Federal and Provincial Assistant Deputy Ministers responsible for issues related to this Agreement.
  - d) If some or all of the issues in dispute are not resolved within 120 days of receipt of the notice provided under subarticle 19.3, then the Municipality and the RCMP will attempt to resolve the Dispute through a fourth level of discussion, to be undertaken among the CEO and the Federal and Provincial Deputy Ministers responsible for issues related to this Agreement.
  - e) If some or all of the issues in dispute are not resolved within 180 days of receipt of the notice provided under subarticle 19.3, then the matter will be referred to the CEO and to the Federal Minister and the Minister for resolution in such manner as they will see fit.
- 19.5 Notwithstanding subarticle 19.4, any Dispute arising from this Agreement may be referred to the Federal Minister and the Minister, or their Deputy Ministers, for consultation and resolution at any time and in such manner as they see fit.
- 19.6 If a Dispute is not resolved through consultation, it may be dealt with through an alternative dispute resolution process on such terms and within such time as may be agreed to in writing by the Province Minister, the Municipality and the RCMP.
- 19.7 All information exchanged during any part of this process will be regarded as “without prejudice” communications for the purpose of settlement negotiations and will be treated as confidential by all parties and their representatives, unless otherwise required by law. However, evidence that is independently admissible or discoverable will not be rendered inadmissible or non-discoverable by virtue of its use during any part of this process.
- 19.8 The provisions of this Agreement will continue to apply despite any Dispute.

## **ARTICLE 20.0 - NOTICE**

20.1 Any notice that is required or permitted under this Agreement, to be given by one party to the other party, will be given in writing and will be communicated as follows:

- a) to Canada, by registered mail, addressed to the Federal Minister at Ottawa, Ontario;
- b) to the Province, by registered mail, addressed to the Minister, by official title, at the Parliament Buildings, Victoria, B.C.; and
- c) to the Municipality by registered mail addressed to the Chief Executive Officer, by official title, at the regular mailing address of the Municipality.

## **ARTICLE 21.0 - REVIEW**

21.1 Amendments resulting from any review provided for in Articles 20 and 22 of the Provincial Police Service Agreement will be applicable to and binding on this Agreement.

## **ARTICLE 22.0 - TERM OF AGREEMENT**

- 22.1
- a) Notwithstanding the date on which this Agreement was executed and subject to paragraph (c), this Agreement will come into force on April 1, 2012 and, subject to paragraph 22.1(c), will continue in force until March 31, 2032;
  - b) On or after March 31, 2030 and prior to the expiry of this Agreement, this Agreement may be renewed for an additional period upon terms that are agreed to by the parties.
  - c) This Agreement may be terminated on March 31 in any year by either party giving the other party notice of such termination;
    - i) 25 months prior to the date of the intended termination in the case of the Municipality giving such notice; and
    - ii) 23 months prior to the date of the intended termination in the case of the Province giving such notice.

### **ARTICLE 23.0 - DEFAULT**

- 23.1 Despite any other provision of this Agreement, in the event the Municipality fails to perform any obligation under this Agreement, then, and in addition to and without prejudice to any other remedy available to the Province or the Minister, the Province may at its option:
- a) cancel this Agreement upon two months written notice to the Municipality, unless the default is remedied prior to the expiration of the two month notice period; and
  - b) continue to provide municipal police services to the Municipality pursuant to Section 4 of the *Police Act*, as amended from time to time, in which event all costs incurred by the Province in continuing to provide such police services will constitute a debt due to and recoverable by the Province pursuant to the *Police Act*.

### **ARTICLE 24.0 – AMENDMENT**

- 24.1 Subject to subarticle 21.1, this Agreement may only be amended by the written agreement of the parties .

### **ARTICLE 25.0      SURVIVAL**

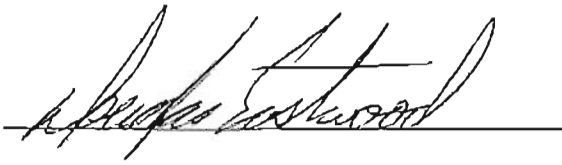
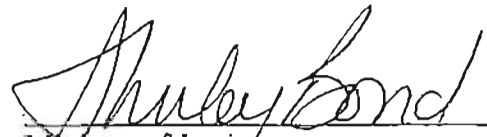
- 25.1 The obligations and rights set out in Articles 11.10 (Basis of Calculation of Payment), 15 (Method of Payment), 20 (Notice), 23 (Default) and 24 (Amendment) will survive the expiry or termination of this Agreement.
- 25.2 The obligations and rights set out in Article 11 (Basis of Calculation of Payment), except 11.10, will survive following the expiry or termination of this Agreement until the date on which the amount owed by the Municipality under that article is paid in its entirety.
- 25.3 The obligations and rights set out in subarticle 10.5 (Accommodation) will



survive until the day on which the amount owed by the Municipality under this Agreement is paid in its entirety.

IN WITNESS WHEREOF the Honourable, Shirley Bond Minister of Justice, and Attorney General, has hereunto set her hand on behalf of the Province and the Corporate Seal of the Municipality has been hereunto affixed in the presence of its duly qualified officers:

SIGNED on behalf of Her Majesty  
the Queen in right of the Province  
of British Columbia by the, Honourable  
Shirley Bond Minister of Justice, and  
Attorney General, for the Province  
this 14<sup>TH</sup> day of March 2012 in the  
presence of:


  
Minister of Justice  
and Attorney General

THE Corporate Seal of the City of  
Richmond was hereunto affixed  
this \_\_\_\_\_ day of \_\_\_\_\_  
2012, in the presence of:

[C/S]

ANNEX "A"

MEMBERS ASSIGNED TO THE MUNICIPAL POLICE UNIT

<u>Effective Date</u>	<u>Total Members</u>	<u>Amending Document References</u>	
		<u>For the Province</u>	<u>For the Municipality</u>
April 1, 2012	211		