



General Purposes Committee

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

**Tuesday, April 2, 2013
4:00 p.m.**

Pg. # ITEM

MINUTES

GP-5 *Motion to adopt the minutes of the meeting of the General Purposes Committee held on Monday, March 18, 2013.*



COMMUNITY SERVICES DEPARTMENT

1. **IMPERIAL LANDING LOT H INFILL FEASIBILITY**
(File Ref. No. 11-7200-01/2013) (REDMS No. 3817287)

GP-23

See Page **GP-23** for full report

Designated Speakers: Mike Redpath & John Irving

STAFF RECOMMENDATION

That the staff report titled Imperial Landing Lot H Infill Feasibility dated March 11, 2013 from the General Manager, Community Services and General Manager, Engineering and Public Works be received for information.



General Purposes Committee Agenda – Tuesday, April 2, 2013

Pg. #

ITEM

2. **2012 RICHMOND FILM OFFICE ANNUAL REPORT**

(File Ref. No. 11-7400-01/2013) (REDMS No. 38018577 v.3)

GP-53

See Page GP-53 for full report

Designated Speaker: Sandi Swanigan

STAFF RECOMMENDATION

That the staff report titled 2012 Richmond Film Office Annual Report from the Director, Arts, Culture and Heritage Services, dated March 16, 2013 be received for information.



FINANCE & CORPORATE SERVICES DEPARTMENT

3. **ENERGY RETROFIT PROGRAM FOR LOW-INCOME HOUSEHOLD**

(File Ref. No.) (REDMS No. 3807671 v.2)

GP-63

See Page GP-63 for full report

Designated Speaker: Cecilia Achiam

STAFF RECOMMENDATION

That the strategy outlined in the staff report from the Director, Administration and Compliance, titled Energy Retrofit Program for Low-Income Households dated March 20, 2013, be endorsed.



LAW & COMMUNITY SAFETY DEPARTMENT

4. **FEE AND ENFORCEMENT OPTIONS FOR SOIL REMOVAL AND DEPOSIT ACTIVITIES IN THE AGRICULTURAL LAND RESERVE**

(File Ref. No. 12-8080-12-01) (REDMS No. 3790498 v. 29)

GP-67

See Page GP-67 for full report

Designated Speaker: Edward Warzel

STAFF RECOMMENDATION

- (1) *That the proposed enhancements to the City's permit and enforcement processes for soil management in the Agricultural Land Reserve, as presented in the staff report titled Fee and Enforcement Options for Soil Removal and Deposit Activities in the Agricultural Land Reserve from the General Manager, Law & Community Safety dated February 22, 2013, be approved in principle for the purpose of consultation;*
- (2) *That the staff report be forwarded to the City's Agricultural Advisory Committee for comment; and*
- (3) *That staff analyze and report back to Council on any comments received from the Agricultural Advisory Committee.*

☐

ADJOURNMENT

☐



General Purposes Committee

Date: Monday, March 18, 2013

Place: Anderson Room
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair
Councillor Chak Au
Councillor Derek Dang
Councillor Evelina Halsey-Brandt
Councillor Ken Johnston
Councillor Bill McNulty
Councillor Linda McPhail
Councillor Harold Steves

Absent: Councillor Linda Barnes

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 4, 2013, be adopted as circulated.

CARRIED

DELEGATION

1. Kerry Starchuk and Ann Merdinyan shared their views about business signage in the City of Richmond and presented a slide show with various signs lacking English and French throughout the City of Richmond. Ms. Merdinyan noted that there has been an increase in the number of ethnic advertising being distributed on leaflets and displayed on buses, and at bus shelters. She also spoke about how people from all ethnic backgrounds that are unable to read Asian characters are experiencing exclusion. A copy of Ms. Merdinyan's presentation is attached as **Schedule 1** and forms part of these minutes.

1.

General Purposes Committee
Monday, March 18, 2013

Upon concluding the presentation, the delegation submitted a petition (on file, City Clerk's Office) consisting of 1000 signatures, of which 800 were acquired from Richmond residents and the remaining 200 belong to residents of other municipalities. Mayor Brodie read the petition aloud, and noted that the petition is to draw the attention of Mayor and Councillors to consider introducing a bylaw or policy that would make it necessary for commercial signs that are publicly displayed to include one of the official languages of Canada preceding the use of other world languages.

It was moved and seconded

That the presentation regarding signage in the City of Richmond and the related Resident's Petition be received for information.

The question on the motion was not called, as a discussion then ensued about the feasibility of referring the matter to staff for further investigation and consultation with various community groups including the delegation, local merchants, and the Chinese community. Discussion also took place about breaking the issue down further and reaching a consensus on how to deal with the various kinds of signage and promotional materials. As a result of the discussion, the following amendment motion was introduced:

It was moved and seconded

That the matter of signage in the City of Richmond be referred to staff for a consultation process with various community groups, with the focus being on the following three types of promotional material:

- (1) basic signage, which would include business name and building information;*
- (2) promotional material found in locations such as windows and bus stops; and*
- (3) inserts that are delivered to residences.*

The question on the **amendment** motion was not called, as further discussion ensued about how legislation of signage may be encroaching upon a business' right to attract the kind of customers it is seeking.

The question on the **amendment** motion was then called and it was **DEFEATED** with Mayor Brodie and Councillors Dang, Halsey-Brandt, Johnston, McNulty, McPhail, and Steves opposed.

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

COMMUNITY SERVICES DEPARTMENT

**2. VANCOUVER BIENNALE PROPOSAL FOR CHARLES JENCKS
LAND FORM PUBLIC ART PROJECT FOR ALEXANDRA
NEIGHBOURHOOD PARK**

(File Ref. No. 11-7000-09-20-139) (REDMS No. 3808265 v.2)

In response to a questions, Eric Fiss, Public Art Planner, advised that: (i) budget information for the proposal is anticipated to be available in three or four months time for Council's review; and (ii) that Vancouver Biennale has been requested to ensure that Canadian artists are involved in the process.

It was moved and seconded

That staff be authorized to investigate the participation of American architectural theorist, landscape architect and designer Charles Jencks in the design of a permanent land based public art project for the Alexandra Neighbourhood Park for the 2013-2015 Vancouver Biennale, including financial implications and terms of conditions and report back, as presented in the staff report from the Director, Arts, Culture & Heritage Services dated February 28, 2013.

CARRIED

FINANCE AND CORPORATE SERVICES DEPARTMENT

**3. UPDATE ON SIDEWALK VENDING SERVICES PILOT PROJECT
AND BUSINESS REGULATION BYLAW NO. 7538, AMENDMENT
BYLAW NO. 8800**

(File Ref. No. 10-6360-03-04) (REDMS No. 3794980 v.4)

Cecilia Achiam, Director, Administration and Compliance, and Aida Sayson, Manager, Corporate Compliance, were available to answer questions.

It was moved and seconded

That:

- (1) Business Regulation Bylaw No. 7538, Amendment Bylaw No. 8800, be introduced and given first, second, and third readings;*

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- (2) *a pilot project to allow sidewalk vending services at the intersection of No. 3 Road and Westminster Highway be endorsed; and*
- (3) *a report be brought back to Council following a one year review of the sidewalk vending services pilot project.*

The question on the motion was not called as a brief discussion ensued about: (i) how vendor truck size requirements would determine the appropriate vendor locations; and (ii) various ways for the City to monitor vendor activities to ensure compliance with business license regulations.

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

LAW & COMMUNITY SAFETY DEPARTMENT

- 4. **SISTER CITY ADVISORY COMMITTEE 2012 YEAR IN REVIEW**
(File Ref. No. 01-0100-20-SCIT1) (REDMS No. 3808514)

Amarjeet Rattan, Director, Intergovernmental Relations & Protocol Unit was available to answer questions.

It was moved and seconded

That the Sister City Advisory Committee 2012 Year in Review, attached to the staff report dated March 5, 2013, from the Director, Intergovernmental Relations and Protocol Unit, be received for information.

CARRIED

- 5. **NON-FARM USE FILL APPLICATION BY SUNSHINE CRANBERRY FARM LTD NO. BC735293 FOR PROPERTY LOCATED AT 12871 STEVESTON HIGHWAY**
(File Ref. No. 12-8080-12-01) (REDMS No. 3802363 v.5)

Terry Crowe, Manager, Policy Planning, and Magda Laljee, Supervisor, Community Bylaws, were available to answer questions.

It was moved and seconded

That the non-farm use application submitted by Sunshine Cranberry Farm Ltd to fill the property located at 12871 Steveston Highway to an agricultural standard suitable for the purposes of blueberry farming be referred back to the Agricultural Advisory Committee to review.

The question on the motion was not called, as a discussion ensued about requesting the Agricultural Advisory Committee (AAC) to further review the application, in particular the issues related to the drainage and irrigation on the site, and to provide information regarding the type of fill required for blueberry farming, and whether the land will then be limited to blueberry farming only.

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

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (4:55 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
18, 2013.

Mayor Malcolm D. Brodie
Chair

Shanan Sarbjit Dhaliwal
Executive Assistant
City Clerk's Office

Presentation to Richmond City Mayor and Council March 18th, 2013
by Kerry Starchuk and Ann Merdinyan

Good afternoon, Your Worship, Mayor Brodie, Councillors:- Thank you for giving us this opportunity to submit this petition and make our presentation.

Our objective is to address the undercurrent of concerns circling our community with reference to the abundance of commercial signs, publicly displayed, throughout Richmond that are lacking English or French. Lately there has been a noticeable increase of ethnic advertising on leaflets, on buses and bus shelters, in real estate pamphlets etc. We, the new 'visible minorities' are experiencing exclusion, an exclusion that is relevant to ALL ethnic backgrounds unable to read Asian characters.

For the past two years we have spent our precious time endeavouring to contribute to what MUST be an inclusive society for Richmond to be "the most appealing, livable and well-managed community in Canada".

This five minute presentation is not directed at newcomers to Canada or the multitude of immigrants who have discovered the secret of adjusting to a new and different life whilst maintaining their culture and heritage language and who contribute to Canada in every way.

Canada has one of the largest intakes of immigrants in the world, and so far, has had a manageable system of assisted integration in the form of multiculturalism. There has never been such an immense influx of one culture concentrated in a single area. Percentage-wise Richmond has the highest per capita immigrant intake of any city in Canada. Richmond is the only city in Canada to turn 'visible minority' on it's head.

Initially we questioned 'Is there a sign by-law regarding language on commercial signs, publicly displayed?' In our research we found that for the past 17 years this complex challenge of language has gone unresolved.

We approach you asking you to pass a by-law requiring English or French on commercial signs, publicly displayed, along with the heritage language. We request a policy that is similar to the one utilized by the Aberdeen Centre. A policy that all may follow, that is consistent, fair and workable. New businesses would adopt it right away, established businesses would be given time to conform, say three years.

The vision of the Richmond Intercultural Advisory Committee for the past 10 years has been "for the city to be the most welcoming, inclusive and harmonious community in Canada. Wonderful words, the most beautiful sentiments.

Harmony is built on understanding - communication is the key.

For the sake of our grandchildren and those who are waiting in the wings to come to Richmond - we MUST become a community inclusive of all peoples, a legacy to be proud of.

A 3 minute Power Point Presentation will follow.

The Signage Issue

1997-2013

A PRESENTATION WITHOUT
PREJUDICE

ALL THESE PHOTO'S HAVE
BEEN TAKEN IN RICHMOND,
B.C.,
CANADA.

ENGLISH AND FRENCH
ARE OUR OFFICIAL
LANGUAGES?

"Why Is There No
English In This Sign?"

Outside the Great
Canadian Super Store

SHOULD A FOREIGN
LANGUAGE TRUMP
OUR OFFICIAL
LANGUAGES
ENGLISH AND
FRENCH?



Signs on private Properties

W H Y ?



THESE SIGNS
ARE
THROUGHOUT
RICHMOND



SEAFAR

WILLIAMS ROAD



Billboards in the Area

Blundell Rd Across from Blundell School

RIVERDALE DRIVE

McKay School Area

Dixon School Area

Redevelopment Billboards

總代理：陳永昌先生
地址：香港中環皇后大道中
電話：2510 年保固

1000 呎起 專業服務
設計 審批 估價 施工
2510 年保固

604-218-7668 李先生

On billboards in Our Subdivisions

Preserving Single Family Neighbourhoods?

**FOR RICHMOND'S NEW
VERSION OF SINGLE
FAMILY HOUSING**

WESTMINSTER & NO. 2 RD

Why the inconsistency?

English Version

Chinese Version

What is being built at Brighthouse Estates?



GP - 14





PARKING LOT?

THE ONLY
CLUE
IS THE PHONE
NUMBER.
RICHMOND'S
AREA CODE.
THE REST?



Ethnic Marketing

-No. 3 Rd & Williams
-Steveston Highway

AN EMAIL WAS SENT
TO GLYSOMED.
THE MARKETING
DIRECTOR REPLIED
"THAT THEY WERE
REACHING OUT TO
THE CHINESE
COMMUNITY".



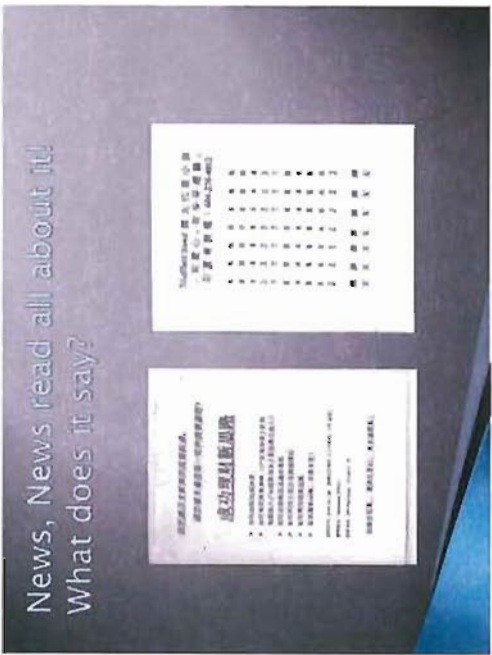
2013

"HARMONY"

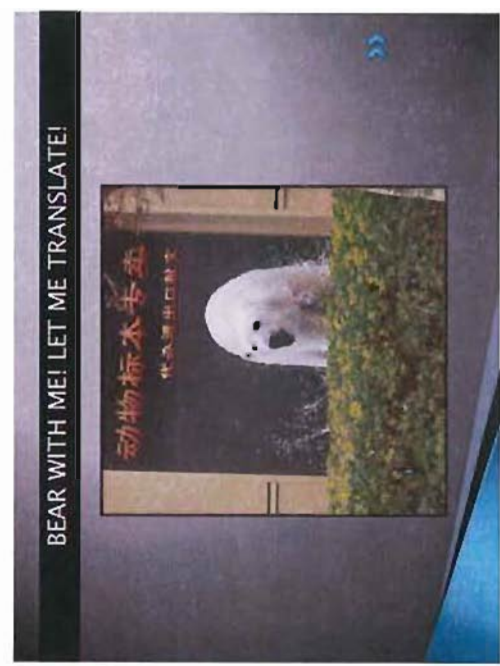
ADVERTISED AT MANY
BUS STOPS
IN RICHMOND



Inclusive?



Sandwich Boards

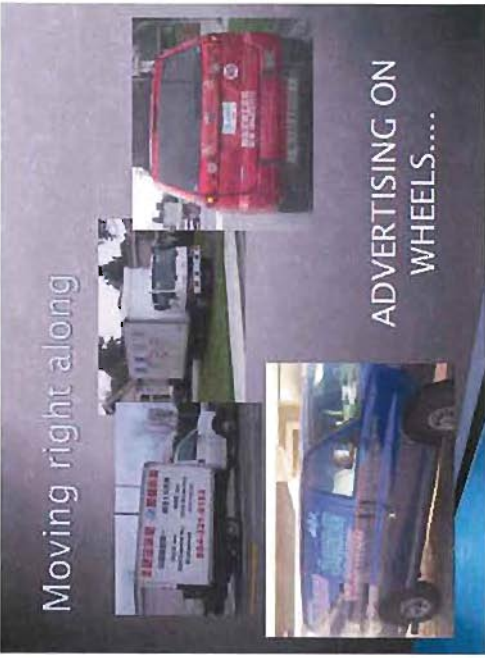




There are more than 12
only Chinese signs in
the City of Richmond.



MOVING BILLBOARDS



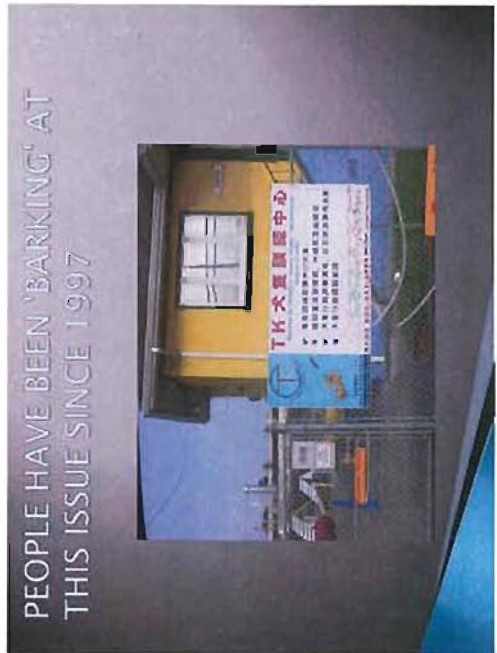
Moving right along

ADVERTISING ON
WHEELS....

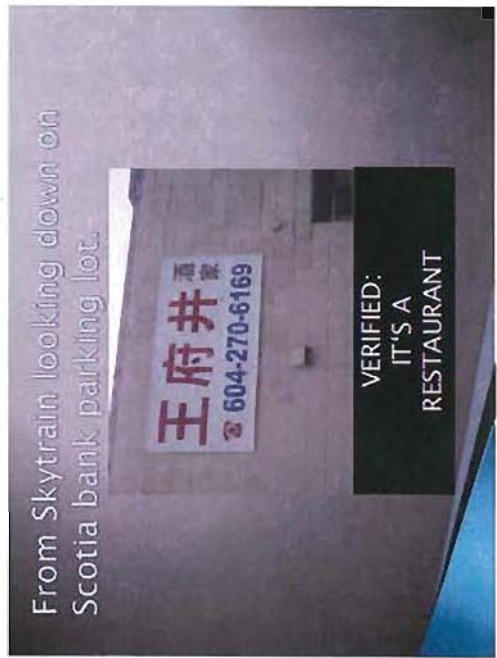
GP - 18



WHY?



PEOPLE HAVE BEEN 'BARKING' AT
THIS ISSUE SINCE 1997



From Skytrain looking down on
Scotia bank parking lot.

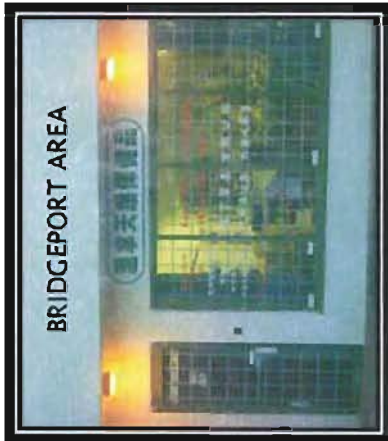
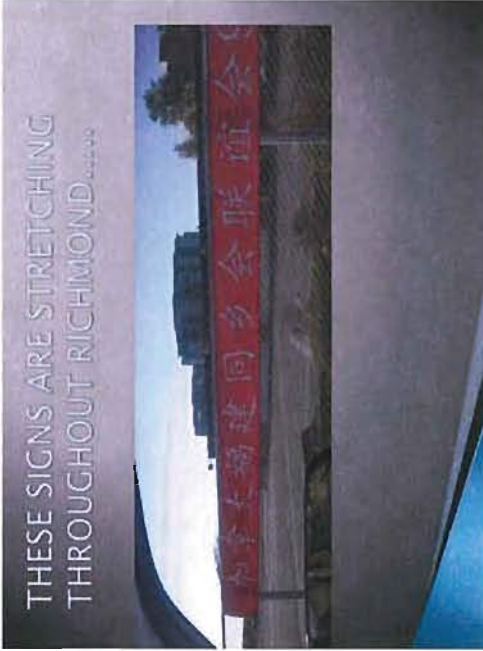
VERIFIED:
IT'S A
RESTAURANT

ABERDEEN CENTRE POLICY

ESTABLISHED
IN 2002

OUR TENANT'S SIGNAGE DESIGN CRITERIA
SAYS:

"ALL SIGNAGE SHALL BE
IN ENGLISH (AT LEAST
TWO-THIRD); other
languages and
characters shall not
exceed one-third of
each sign."



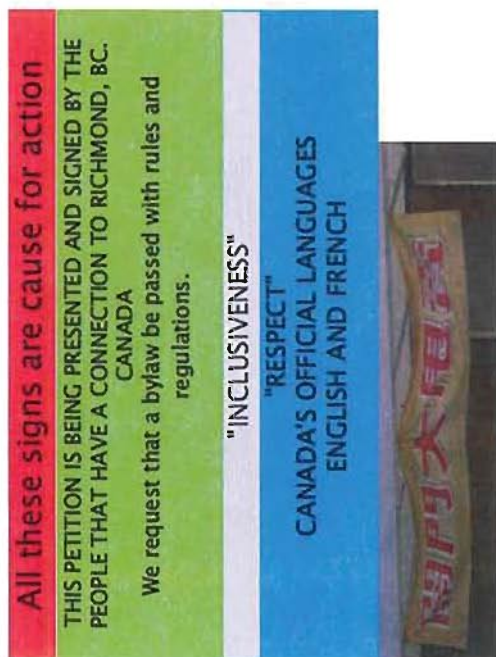
WHAT'S CANADA'S OFFICIAL
LANGUAGE AGAIN?



IT HAS THE
ADDRESS IN
ENGLISH BUT
WHAT DOES IT
SAY?



INTEGRATION
versus ISOLATION





City of Richmond

Report to Committee

To: General Purposes Committee

Date: March 11, 2013

From: Mike Redpath
Senior Manager, Parks

File: 11-7200-01/2013-Vol
01

Re: Imperial Landing Lot H Infill Feasibility

Staff Recommendation

That the staff report "Imperial Landing Lot H Infill Feasibility" dated March 11th, 2013 from the General Manager, Community Services and General Manager Engineering and Public Works be received for information.

Dave Semple
General Manager, Community Services
(604.233.3350)

Robert Gonzalez, General Manager
Engineering and Public Works
(604.276.4150)

Att. 2

REPORT CONCURRENCE			
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER	
Sustainability	☒		
REVIEWED BY DIRECTORS	INITIALS: 	REVIEWED BY CAO	INITIALS:

Staff Report

Origin

At the September 25, 2012 Parks, Recreation & Cultural Services Committee, staff were given the following referral regarding the Imperial Landing Lot H Infill Feasibility Study:

1) That staff consider water covered Lot H (located in front of the Imperial Landing dike trail in Steveston Village) as a paid infill site and report back

This report is also in response to the following 2011 to 2014 Council Term Goals.

4.3. Fill Lot H and provide waterfront facility use (possible museum, market, or other use).

The purpose of this report is to provide an update on information regarding the feasibility of infilling the City-owned water covered "Lot H."

Analysis

Location:

This report focuses specifically on the City owned Lot H, a water covered parcel located in front of the Imperial Landing boardwalk/dike and the Maritime Mixed Use upland development.

The 1.9 acre water covered Lot H (**map Attachment 1**) is the wedge shaped parcel located predominately on the easterly end of this public pathway. The parcel extends out approximately 46 metres (150 feet) south from the existing boardwalk at its Eastern property line and then tapers sharply to meet the Western property line of the dike towards No. 1 Road and Bayview.

Feasibility Study:

The feasibility study conducted by the marine engineering firm, Worley Parsons Canada (**Attachment 2**), have looked at the conceptual options for:

- A. Infilling Lot H both from land based operations (dump trucks disposing fill from potential development sites) and collecting fees from potential developments seeking disposal options for their construction/excavation operations or;
- B. Infilling via water based operations (dredging barge/crane operations from potential marine development sites) and collecting fees from potential developments seeking disposal options for their construction/excavation operations.

The report suggests that approximately 40,000 cubic metres of fill material could be utilized to fill-in Lot H. This works out to approximately 5,000 truckloads of fill material to meet future dike elevation standards of up to 4.9m. The feasibility study and analysis provided the advantages and disadvantages of utilizing Lot H as a paid infill site. A paid infill site is an area allocated to receive construction excavation materials such as gravel, soil, sand, concrete, etc. Similar to the recycling

and waste dump sites around the lower mainland, fees are collected from construction operations disposing their excavation materials onto the site.

Since Lot H is a water lot, it would require the construction of a containment 'wall' around its perimeter, also known as a cofferdam. This wall is required to prevent the infill materials from slipping away into the river. A cofferdam can be made from a sheet pile wall which are piles driven around the perimeter to secure a steel or concrete wall in place.

Both options would require the construction of a perimeter cofferdam/retaining wall built around the water covered Lot H parcel at a cost of up to \$8.1 million. This cofferdam would contain the infill material and provide the structure to create a new 1.9 acre open green space along the waterfront.

Option A – Infill using Land based Equipment and Operations

Currently, locations for a paid disposal site exist in Tsawwassen, Pitt Meadow, Port Moody and Abbotsford for sand, soil, and gravel. For concrete and asphalt, sites include Ecowaste, Richvan, and the Vancouver Landfill. Disposal fees range from \$50-\$75 per truckload (not including labour and transportation).

Advantages:

- There is a market demand for local paid infill sites;
- Potential gross revenues of up to \$300,000 could be collected thru dumping fees; and
- The City would gain a 1.9 acre waterfront open space.

Disadvantages:

- The existing access to the site is from a commercial/residential area, the Imperial Landing waterfront public boardwalk;
- The trail/boardwalk system linking Steveston Village to Britannia Heritage Shipyards would be closed to the public during infill operations for several weeks or months depending on the construction market;
- Up to 5000 truck loads would travel in and out of this busy waterfront pathway resulting in transportation and traffic challenges within the Steveston area;
- The existing dike system and boardwalk surface would need to be analyzed and tested to withstand heavy construction loads.

- The width of the boardwalk is not consistent and trucks will not have a turning radius for a single construction access. Two entrance and exit points are required including thru the No. 1 Road and the East Bayview access points;
- The No. 1 Road and Bayview access intersection is a primary trail linking the Steveston Village towards Britannia Heritage Shipyards and is a popular pathway for the residents in the community;
- Public concerns regarding noise, safety, and pedestrian traffic considerations during construction operations;
- Top of new ground elevation (to meet future dike standard elevations) at the potential fill site would be over 1 metre higher than the current boardwalk elevation; and
- The potential revenues of up to \$300,000 collected from infill operations would only offset a fraction of the cost to construct a cofferdam containment area required to secure the infill.

Option B ~ Infill using Water based Equipment and Operations

The potential to have infill materials such as concrete, gravel, and sand transported via barges from the waterside could be considered; however, the shallow water depths and the narrow secondary channels in the Steveston waterfront would limit the works to smaller based local operations within the harbour.

It would not be financially feasible for a potential large scale development outside of the Steveston Channel to consider transporting excavation disposal materials onto trucks, then to a smaller barge that can fit into the Steveston Harbour. It would be more feasible for that type of operation to dispose directly to a land base infill site using trucks.

Currently, the Steveston Harbour Authority and Small Crafts Harbour conducts annual pocket dredging in areas that are critical to their operations. Since 2010, due to very limited funding resources available, approximately 10,000 to 20,000 cubic metres of dredged material were removed on an annual basis. This would suggest only 25-50% of the volume required to fill to the top of the infill site would be available thru the local annual dredging operations of the channel. This would result in a multi-year phase approach to achieve the desired volumes required to fill the parcel area from their annual dredging program, and presents an opportunity for other dredge operations such as those coordinated by Port Metro Vancouver to provide fill.

This option would be more technically feasible since access from the water via small barges and cranes could be utilized during operations. Operations from the water side would have less direct impact to the existing boardwalk/diking system.

Advantages:

- There is a market demand for local paid infill sites;
- Potential gross revenues of up to \$300,000 could be collected thru dumping fees;
- Site would be accessible for dredging operations that utilizes smaller barge/crane/clamshell units or the use of suction dredging (piping material directly into the containment site);
- The City would gain a 1.9 acre waterfront open space; and
- Little or no impact to upland activities such as the trail boardwalk.

Disadvantages:

- Non localized dredging operations would potentially seek alternative disposal options due to labour and resource intensive operations to transport materials from a larger barge to a smaller barge that can travel into the narrow/shallow waters of the Steveston Harbour Channel. This would result in negligible cost savings for the companies seeking alternative disposal options;
- Successful dredging operations within the Steveston Harbour are subjected to funding availability from Provincial and Federal Government;
- Dredge materials (which is primarily silt and sand) would not be suitable as an infill material for building purposes. It would not have the structural integrity to accommodate a building type structure on the subject property;
- Infill from dredging operations could potentially take longer to complete its targeted fill capacity since it is subjected to current smaller localized operations; and
- The potential revenues of up to \$300,000 collected from infill operations would only offset a fraction of the cost to construct a cofferdam containment area required to secure the infill.

Order of Magnitude Cost Estimates

Worley Parsons report provided an order of magnitude costs for the construction of the project including a potential cost recovery estimate of \$300,000 from gross revenues of a paid infill site.

The conceptual estimate of \$8.1 million do not include any administrative and legal costs, the cost of building a service road over the existing dike/boardwalk nor any costs associated with the geo-technical investigation and studies required for the engineering design of the perimeter cofferdam/ sheet pile retaining wall for the containment of the infill. Considerations should also

be made with any potential remediation for the existing dike/boardwalk system if it were to be damaged during construction operations.

The consultant's report provided this conceptual estimate with a 50% contingency since there are multiple components required for a more detail cost estimate. A detailed cost estimate to investigate all the variable components would cost between \$75,000 - \$100,000 for further engineering and environmental consultation, geotechnical and soil analysis, depth soundings, surveys and preliminary working drawings for the cofferdam.

Construction of a Cofferdam to infill Lot H (Conceptual estimate \$8,130,000)

Infill Lot H for additional waterfront green space and the construction of a cofferdam perimeter which would contain the fill quantities required.

Regulatory and Approval Processes

The feasibility of infilling the City's Lot H water covered lot has revealed that there would be a high level of regulatory review, construction and operational challenges. Approvals would be required from a wide range and number of agencies such as Port Metro Vancouver, the Ministry of the Environment and Fisheries and Oceans Canada.

Environmental Impact

The Worley Parsons feasibility study did not include a thorough environmental impact assessment of the existing habitat and consideration of infill options associated with the riparian habitats comprised within Lot H. Should any of the proposed options be considered in the future, a full environmental study would be required for consideration of options and approvals from Fisheries and Oceans Canada and other triggering agencies on the Fraser River. Though costing for each infill scenario included general environmental compensation costing, future environmental assessments will require a full analysis of habitat impacts and resulting compensatory costs.

The City's Lot H is approximately 65% green and 35% red-coded habitat according to the Fraser River Estuary Management Program habitat coding map. Typically, development may occur with fewer restrictions in green coded habitat which corresponds to Low Productivity (limited habitat and function value). Red coded habitat indicates High Productivity (highly productive and diverse habitat that supports critical fish and wildlife functions). Development of red coded zones is restrictive and only projects that are undertaken specifically for public health and safety would be considered.

Until options for infill scenarios are presented to Fisheries and Oceans Canada and other triggering FREMP agencies, it is uncertain whether an infill of red-coded habitat will be

supported. Further studies will be required in order to determine feasibility and compensatory options for infill scenario.

Financial Impact

There are no financial implications with this report.

Additional Considerations

If the land based infill operations were to be considered, there would be significant impacts to the boardwalk/dike/trail system that is currently being remediated.

Currently, the City's 600 foot long modular floats are located in front of Lot H which is accessed by the existing pier head/look-out. This popular site is used daily by residents of the community, recreational fishermen, tourists, and it is also home to multiple City special events such Ships to Shore and Dragon Boat Races. By infilling Lot H, significant modifications would be required to maintain the existing modular floats at this location since the existing pier head/look-out will have to be integrated as part of the cofferdam/containment area. This would result in additional costs of up to \$250,000 that have not been considered within the Worley Parsons report.

Conclusion

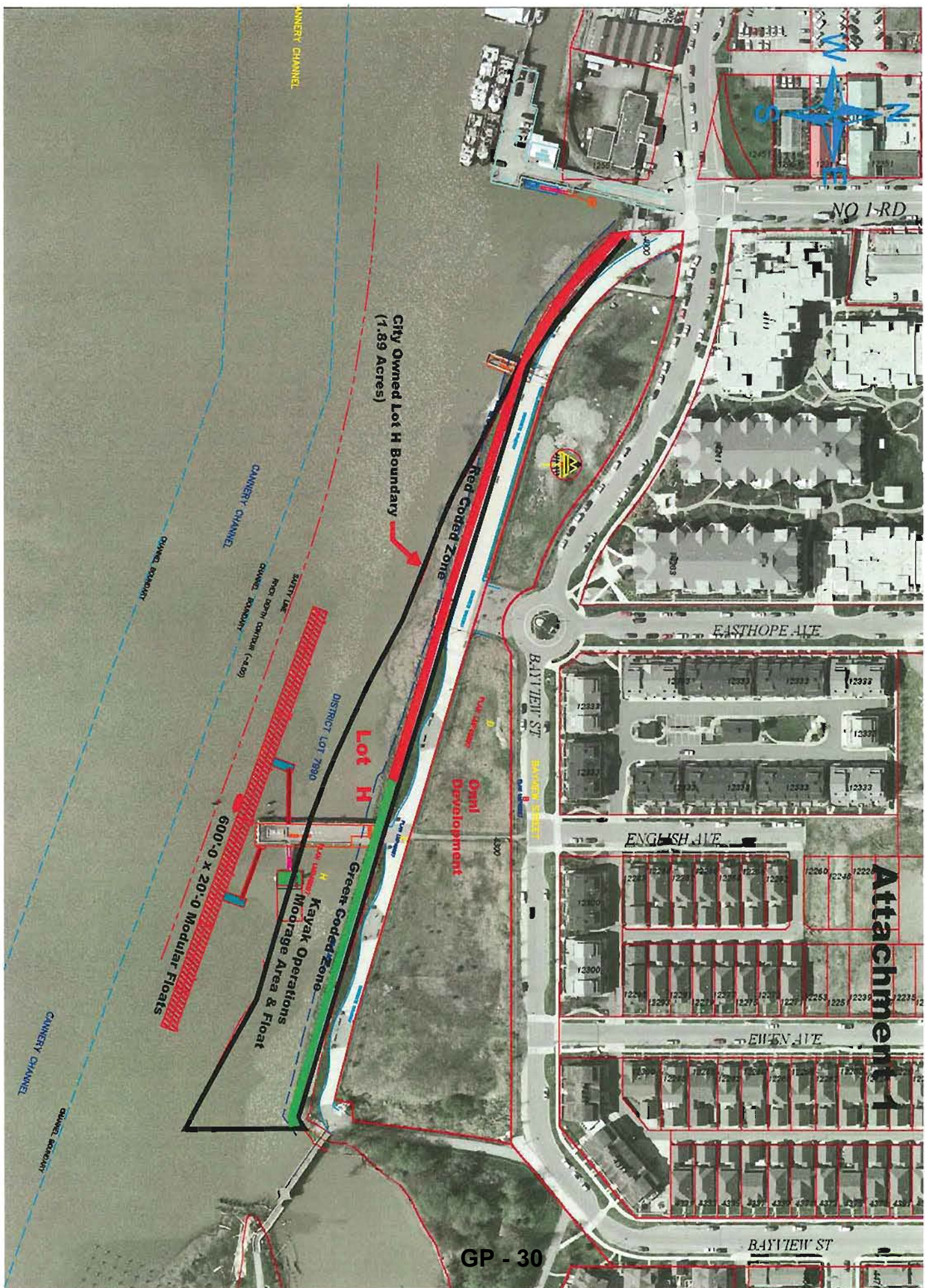
The potential for a paid infill site within the City owned water covered Lot H is not a recommended option based on the cost and the potential impacts to the neighbourhood and site. The potential gross revenue of \$300,000 for dumping fees collected would not amount to a significant contribution within the overall scope of the project. In order to consider this option, the City would first have to construct a cofferdam/containment perimeter of Lot H at a cost of up to \$8.1 million.



Mike Redpath
Senior Manager, Parks
(604-247-4942)



John Irving
Director, Engineering & Public Works
(604-276-4140)





WorleyParsons
resources & energy

EcoNomics

CITY OF RICHMOND

Feasibility of a Paid Infill Lot H at Imperial Landing

307071-00356 – 00-MA-REP-0001

15 November 2012

WorleyParsons Canada
Suite 600, 4321 Still Creek Drive
Burnaby, BC V5C 6S7 CANADA
Phone: +1 604 298 1616
Facsimile: +1 604 298 1625
www.worleyparsons.com
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1. INTRODUCTION

WorleyParsons Canada Services Ltd. (WorleyParsons) is pleased to provide this evaluation and associated recommendations for undertaking land reclamation at Lot H, located at the Imperial Landing site in Steveston Village, B.C. Imperial landing is a river front public park adjacent to Bayview Street from No. 1 Road at the West end to Railway Avenue at the East end. Figure A below shows the general layout of the site.

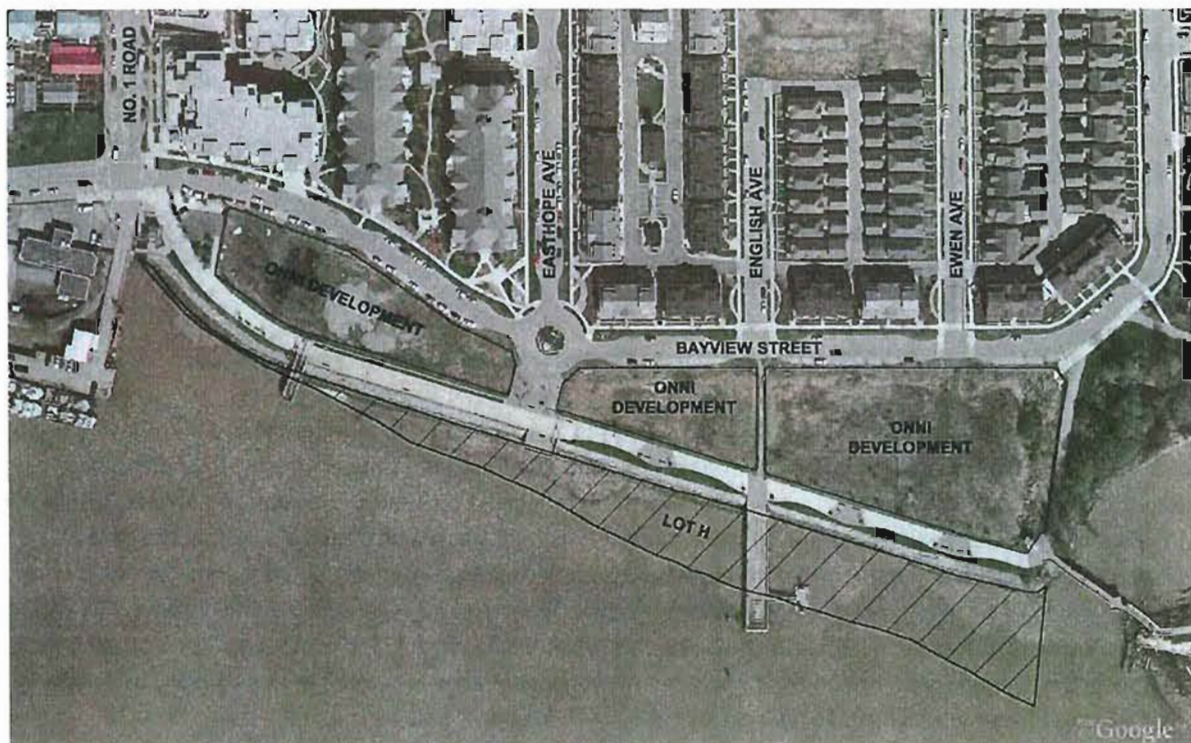


Figure A General Site Layout

2. REFERENCES

The following documents were reviewed in reference to this study:

1. Revised Imperial Landing Infill Cost Study – Review of Design Options and Order-of-Magnitude Cost for Installation, dated October 26, 2011(attached).
2. CoR Report to Committee dated March 13, 2012, File: 06-2345-00 / Vol.01.



3. CoR Parks, Recreation & Cultural Services Committee, dated Tuesday, September 25, 2012.
4. Survey Plan of District Lot 7990, dated October 23, 2002 (attached).

3. BACKGROUND

This evaluation is a continuation of the Revised Imperial Landing Infill Cost Study completed by WorleyParsons on October 26, 2011 and compares Option 4 presented previously to setting up a paid infill lot (Lot H), discussed here. By having developers dispose of their non-structural fill, City of Richmond (CoR) seeks to determine if charging for non-structural fill can be used as a source of revenue to offset the overall cost of the project. As seen in the attached legal survey in Appendix A, Lot H covers about one third the area of the Imperial Landing site that was discussed in the October 2011 report.

4. RESULTS

CoR has requested that WorleyParsons evaluate two options for reclaiming land to expand the park area: placing fill versus constructing a pile and deck structure.

4.1 Option A - Infilling of Lot H using disposal fee fill

WorleyParsons understands that the City of Richmond is considering this project to reclaim Lot H using non-structural fill acquired by using Lot H as a paid infill site to extend the green space. The finished elevation of this park would be at +4.9 m to match the proposed dike elevation requirements as discussed in reference 1. The revenue generated from creating this infill site would be used to offset the cost of creating this additional park space. The city would have to build a cofferdam at the perimeter of Lot H to contain the fill. This would require approval from Fraser River Estuary Management Program (FREMP). As previously discussed in Reference 1 above, this would likely require 1:1 compensation for the fill prism footprint. Since there is no option for this onsite, an equivalent area of shoreline at another CoR property along Fraser River would have to be created as per FREMP guidelines.

4.1.1 Option A-1 - Infill using Land based Equipment

Advantages

Property developers in the lower mainland dispose of non-structural fill on a daily basis. Currently, the only available options for a paid disposal exist in Tsawwassen, Pitt Meadow and Port Moody or as far away as Abbotsford. Round trip by a truck transporting this material can take up to as much as 2 to 3 hours depending on traffic. The labour and transportation costs are in addition to the tipping cost that range anywhere from \$50-\$75 per truckload. This creates a market demand for local paid infill sites, provided that adequate access for heavy dump trucks can be made available.

There are a few upcoming residential developments that will be under construction in the nearby area, such as the Quintet in downtown Richmond and other building in the Metro Vancouver area that can use the site for disposing non-structural fill, provided that the material is not contaminated. The City would have to provide a perimeter cofferdam structure to contain the fill prior to opening this paid fill site.

Disadvantages

From the limited sounding survey information available, the estimated volume required to infill lot H to an elevation of +4.9 m is approximately 40,000 m³. On average, a dump truck can haul as much as 8 m³ of soil. This requires approximately 5,000 trucks to complete the infill.

At lot H, the existing access to the waterfront is via a residential area located adjacent to a city-owned dike and public concrete walkway system. The dike and existing infrastructure would have to be analyzed for withstanding heavy construction loads. The width of the concrete paved walkway is not consistent and would prove difficult logistically for heavy trucks that require a larger turning radius. Noise consideration due to a large number of trucks would also need to be taken into account as the site is near residential building.

4.1.2 Option A-2 - Infill using Water based equipment

Advantages

Fraser River Pile Driving (FRPD) dredges the Fraser River every year to maintain clear navigation channels. The structural fill from this dredging is commercially sold. The non-structural material is hauled off in a bottom opening dumper barge to a deep ocean site for dumping. This material could be dumped at Lot H using a crane bucket placement from the marine side given that a perimeter cofferdam is already built.

Disadvantages

FRPD mainly uses bottom opening dumper barges to offload their disposal material in deeper ocean. They have an ongoing license and approval to dump their material at their designated deep ocean site. The bulk of their costs for this disposal come from the time and resources required to take the barge out to sea. To infill at a shallow shore end would require bucket placement of material from a larger barge, that must remain in deeper water. This option is labour and resource intensive and would likely not yield a revenue stream for the city.



4.2 Order of Magnitude Cost Estimate

Tabulated below are order of magnitude costs for charging disposal fee from land side tipping of infill.

Table A Estimate Order of Magnitude Costs for Option A-1 – Sheet Pile Wall with Reclaimed Fill using Disposal Fee Fill from Landslide

Description	Cost
Demolition of existing decks	\$60,000
Mobilization / demobilization	300,000
Marine habitat compensation	500,000
Sheet pile / cofferdam installation	4,100,000
Reclaimed fill (top of cofferdam at + 4.9 meters)	(300,000)
Timber deck	760,000
Subtotal	\$5,420,000
Contingency and Engineering (50%)	2,710,000
Total	\$8,130,000

In reviewing the above costs, please note the following:

1. The estimate is based on in-house experience with similar projects and prices provided by the suppliers.
2. The sheet pile cost estimate is based on a maximum 10 m sheet pile length. A complete geotechnical study is required to verify embedment depth and hence the adequacy of the pile length.
3. Soil and water environmental remediation are not included.
4. Park programming costs including but not limited to, grass, plants, sidewalks, lighting, handrails, and buildings are not included.
5. The contingency is not a reflection of the accuracy of the estimate, but covers items of work which will have yet to be performed, and elements of cost which will be incurred, but which are not explicitly detailed or described due to the level of engineering which has been completed to date. Contingency is not intended to cover the scope changes.
6. The estimate is considered to be a reasonable order-of-magnitude and is not intended to be used to set a project budget.
7. The estimate does not account for salvage value of existing piers, floats, or gangways located on site.

8. Marine habitat compensation estimate is based on compensated land located within this proposed site.
9. No cost estimation has been included for the museum building structure.
10. HST is not included in the estimated costs.

4.3 Option B – Option 4 (Reference 1 – Pile and Deck Structure)

This option is discussed in detail in WorleyParsons report cited as Reference 1 above. While this option does not require infill, it does require soil improvement prior to installation of a pile and deck structure. This pile and deck structure is proposed to be offset from shore by approximately 10 m and would support a museum building. The elevation at the top of the finished pile and deck structure would be at +4.9 m to match the proposed dike elevation. This option is detailed in drawing number 307071-00356-00-MA-DAL-1503, Rev.A appended to Reference 1.

An order of magnitude cost estimate for this option is presented as Table D on page 6 of Reference 1. The total estimated cost is approximated at \$8,000,000.

5. CONCLUSION

WorleyParsons suggests that Lot H may be used as a paid infill lot. However, the cost associated with maintaining / improving the existing infrastructure due to damage and demand of heavy construction equipment makes this option impractical. Logistically, having thousands of dump trucks transport soil through narrow access ways in close proximity to residential area would be difficult. The noise level so close to residential occupancy will be less than desirable. And it would require many developments in the metro Vancouver area to generate the volume of soil required to infill this lot. The timing of material availability would be outside of CoR's control and would greatly affect the schedule of this project.

The marine infill option would not generate revenue for the city. The material revenue would be offset by labour and equipment required to place the material so close to shallow riverfront. Placement would have to be carried out by mechanical means using buckets. FRPD's preferred method for disposal is through bottom opening barges which cannot be used at shallow water depths.

It has been our experience that it would be challenging to get FREMP's approval for a vertical sheet pile wall structure in the Fraser River. The paid lot option would incur additional land mitigation costs that outweigh the revenue generated by the city.

For the reasons stated above, the pile and deck structure discussed as Option 4 in detail in Reference 1 above would be the more practical of the two options. From previous experience, it would be much simpler to get an approval from FREMP for a pile and deck type of construction. Pile and deck structure that is off set from shore allows plenty of natural light to enter the water. Additionally the pile and deck would be carried out from the River reducing onshore disturbance.

Appendix 1 References



WorleyParsons

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26 October 2011

Proj. No.: 307071-00356
File Loc.: Burnaby

City of Richmond
Parks and Recreation Department
5599 Lynas Lane
Richmond, BC
V7C 5B2 Canada

Attention: Marcus Liu

Dear Mr. Liu:

**RE: REVISED IMPERIAL LANDING INFILL COST STUDY
REVIEW OF DESIGN OPTION AND ORDER-OF-MAGNITUDE COST FOR
INSTALLATION**

The City of Richmond (CoR) is investigating the feasibility of infilling the shoreline at the Imperial Landing Park in Steveston, BC, to expand the usable park area and possibly add a public space building. WorleyParsons Canada Services Ltd. (WorleyParsons) was requested to provide engineering services to develop conceptual options and order-of-magnitude cost estimates.

1. SCOPE OF SERVICES

WorleyParsons' scope of services is summarized below:

- Development of concepts for five conceptual options for the waterfront development at the Imperial Landing Park.
- Develop order-of-magnitude cost estimates ($\pm 50\%$) for each of the five options.
- Development of conceptual drawings illustrating the five conceptual options.
- Preparation of a letter describing the concepts and presenting the cost estimates.
- Preparation of comments on environmental and permitting issues related to the five options considered.



2. DESIGN CONSIDERATIONS

2.1 Design Criteria

The design criteria considered for the concept options is:

- Service Life: 50 years
- Uniform Distributed Live Load: 4.8 kPa
- Vehicular Load: Park maintenance pickup truck
- 2011 City of Richmond Flood Level Including Freeboard: 4.9 m
- Area of Museum Building to be Located on Site (Options 3 and 4): 1,400 sq. m

2.2 Tides and Bathymetry

Published tidal levels for the Fraser River to hydrographic tide and chart datum are listed below:

- Higher High Water Level (HHWL): +2.1 m
- Lower Low Water Level (LLWL): -2.3 m

2.3 Potential Geotechnical Considerations

No geotechnical field investigations have been conducted to date at the site to verify existing ground conditions or verify slip circle stability of the sheet pile retaining wall. Slip circle stability determines the recommended depth of fixity required for installation of a sheet pile wall. At this level of conceptual engineering, the height of the sheet pile wall has been estimated at 10 m.

The CoR drawing titled "Imperial Landing Waterfront Park Infill Proposal of Lot H and District Lot 7990" highlights approximately 5,000 cu. m of contaminated soil located within the park boundaries.

WorleyParsons have undertaken projects in the vicinity of the park site. Based on our experience at nearby sites, it is expected that the in-situ soil will liquefy under the design seismic event specified in the BC Building Code. To address this, it is recommended that either a cellular dam structure or soil densification in combination with a pile and deck structure be installed to minimize lateral movements during an earthquake.



A cellular dam structure offers two advantages. Firstly, it allows for compensation of marine habitat lost due to the proposed infill; and secondly, it can be designed to act as a seismic berm to reduce the risk of liquefaction and slope failure along the shoreline. This will reduce the amount of lateral displacement experienced by retained soils and any structures supported on this retained soil. At this level of concept engineering, a cellular dam consisting of two parallel sheet pile walls spaced approximately 10 m apart and interconnected perpendicularly by sheet pile wall sections at about 10 m spacing to create a series of "cells" is recommended. The engineered infill for this structure should be granular backfill which is less susceptible to liquefaction.

Densification for the pile and deck structure detailed in Option 4 will be required. It can be achieved by the use of stone columns, vibro-compaction, or by employing timber compaction piles. The area requiring densification would at a minimum have to include the entire footprint of the building structure.

2.4 Environmental and Permitting Considerations

Vertical sheet steel pile structures offer little habitat value for aquatic organisms as they do not provide crevice habitat for fish and invertebrates.

The Harmful Alteration, Destruction, or Disruption (HADD) of a Fraser River Estuary Management Program (FREMP) red zone area is not usually considered for compensation. Mitigation measures are typically required to conserve such areas. A design to mitigate environmental impact could consist of offsetting a pile supported pier structure away from the shore so that riparian vegetation is not shaded.

There is a potential environmental liability associated with the contaminated area realized during dredging. Consideration should be given to remediation by "capping" this area, if the natural rate of sediment deposition does not accomplish this.

Due to euryhaline conditions, colonization of constructed habitat features, such as planting benches, will meet with limited success usually confined within the uppermost intertidal area.

3. CONCEPTUAL ARRANGEMENTS

The general arrangement plan for this site is attached in Appendix 1 as Drawing No. 00356-00-MA-DGA-1500.

3.1 Option 1 - Sheet Pile Wall with Engineered Fill

Option 1, shown on Drawing No. 00356-00-MA-DGA-1501 in Appendix 1, requires the installation of a steel sheet pile wall located directly offshore from the current shoreline, approximately 430 m long. The structure shall be backfilled with engineered fill and will be capable of supporting commercial structures such as the proposed museum building. The total area in-filled shall be 15,750 sq. m.



3.2 Option 2 - Sheet Pile Wall with Reclaimed Fill

Option 2, shown on Drawing No. 00356-00-MA-DGA-1501 in Appendix 1, requires the installation of a steel sheet pile wall as described above in Option 1, except that the backfill uses non-engineered reclaimed fill. In this option, the in-filled area shall be used for a park space only, with no building development. Since the infill is of a reclaimed nature, it is expected that the sheet pile wall toe depth would likely be deeper than that of Option 1.

3.3 Option 3 - Sheet Pile Wall and Pile and Deck Structure with Reclaimed Fill

Option 3, shown on Drawing No. 00356-00-MA-DGA-1502 in Appendix 1, requires the installation of a steel sheet pile wall as described above in Option 2, as well as a pile supported structure within the in-filled area capable of supporting a two-storey museum structure. The piles in this option are to be steel tubes that have cast-in-place concrete pile caps and precast concrete stringers.

3.4 Option 4 - Pile and Deck Structure

Option 4, shown on Drawing No. 00356-00-MA-DGA-1503 in Appendix 1, consists of a pile supported structure capable of supporting a two-storey museum structure. The piles in this option are to be steel tubes that have cast-in-place concrete pile caps and precast concrete stringers. The pile and deck structure will be offset from shore approximately 10 m to allow natural light to pass through. Densification of this area using stone columns, vibro-compaction, or timber compaction piles will be required.

3.5 Option 5 - Sheet Pile Wall with Reclaimed Fill and Concrete Flood Wall

Option 5, shown on Drawing No. 00356-00-MA-DGA-1504 in Appendix 1, requires the installation of a steel sheet pile wall as described above in Option 1, except that the backfill uses reclaimed fill. In this option, the in-filled area shall be used for a park space only, with no building development. The finished elevation of the in-filled site will be at 3.7 m. A concrete breakwater will be built to the elevation of 4.9 m to prevent flood waters from entering this in-filled area. This breakwater may be disguised as an architectural feature of the park.

4. ENVIRONMENTAL EVALUATION OF OPTIONS

Options 1, 2, and 3 will require compensation (likely 1:1) for the fill prism footprint. As there is no option for this on-site, due to the scale of the proposed project, CoR would need to create (excavate and liberate) an equivalent area of shoreline at another CoR property on the Fraser River, in accordance with FREMP guidelines for no net loss.



Option 4 is the most readily approvable, as a pier supported structure will not require compensation for infill and could be offset from the shore. Designs for this option should incorporate mitigation to reduce shading impacts to riparian vegetation and aquatic habitat.

5. COST ESTIMATE

Conceptual order-of-magnitude capital cost estimates have been prepared based on the scope of work described above and are summarized in Tables A to E.

Table A Estimated Order-of-Magnitude Costs for Option 1 - Sheet Pile Wall with Engineered Fill

Description	Cost
Demolition of existing decks.	\$60,000
Mobilization / demobilization.	300,000
Marine habitat compensation.	500,000
Sheet pile / cofferdam installation.	6,585,500
Engineered fill.	4,550,000
Timber deck.	800,000
Subtotal	\$12,795,500
Contingency and Engineering (50%)	6,397,750
Total	\$20,000,000

Table B Estimated Order-of-Magnitude Costs for Option 2 - Sheet Pile Wall with Reclaimed Fill

Description	Cost
Demolition of existing decks.	\$60,000
Mobilization / demobilization.	300,000
Marine habitat compensation.	500,000
Sheet pile / cofferdam installation.	6,585,000
Reclaimed fill.	1,400,000
Timber deck.	800,000
Subtotal	\$9,645,000
Contingency and Engineering (50%)	4,822,500
Total	\$15,000,000



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Revised Imperial Landing Infill Cost Study
Review of Design Option and Order-of-Magnitude Cost for Installation

Table C Estimated Order-of-Magnitude Costs for Option 3 - Sheet Pile Wall and Pile and Deck Structure with Reclaimed Fill

Description	Cost
Demolition of existing decks.	\$60,000
Mobilization / demobilization.	500,000
Marine habitat compensation.	500,000
Sheet pile / cofferdam installation.	6,585,000
Pile and deck structure.	2,800,000
Reclaimed fill.	1,400,000
Timber deck.	800,000
Subtotal	\$12,645,000
Contingency and Engineering (50%)	6,322,500
Total	\$19,000,000

Table D Estimated Order-of-Magnitude Costs for Option 4 - Pile and Deck Structure

Description	Cost
Mobilization / demobilization.	\$500,000
Marine habitat compensation.	200,000
Pile and deck structure.	2,800,000
Soil densification.	1,500,000
Subtotal	\$5,000,000
Contingency and Engineering (50%)	2,500,000
Total	\$8,000,000

Table E Estimated Order-of-Magnitude Costs for Option 5 - Reclaimed Fill and Concrete Breakwater

Description	Cost
Demolition of existing decks.	\$60,000
Mobilization / demobilization.	300,000
Marine habitat compensation.	500,000
Sheet pile / cofferdam installation.	6,585,000



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Review of Design Option and Order-of-Magnitude Cost for Installation

Description	Cost
Reclaimed fill.	1,400,000
Concrete breakwater wall.	160,000
Timber deck.	800,000
Subtotal	\$9,805,000
Contingency and Engineering (50%)	4,902,500
Total	\$15,000,000

In reviewing the above costs, please note the following:

- The estimate is based on in-house experience with similar projects and prices provided by the suppliers.
- The sheet pile cost estimate is based on a maximum 10 m sheet pile length. A complete geotechnical study is required to verify embedment depth and hence the adequacy of the pile length.
- Soil and water environmental remediation are not included.
- Park programming costs including but not limited to, grass, plants, sidewalks, lighting, handrails, and buildings are not included.
- The contingency is not a reflection of the accuracy of the estimate, but covers items of work which will have yet to be performed, and elements of cost which will be incurred, but which are not explicitly detailed or described due to the level of engineering which has been completed to date. Contingency is not intended to cover the scope changes.
- The estimate is considered to be a reasonable order-of-magnitude and is not intended to be used to set a project budget.
- The estimate does not account for salvage value of existing piers, floats, or gangways located on site.
- Marine habitat compensation estimate is based on compensated land located within this proposed site.
- No cost estimation has been included for the museum building structure.
- HST is not included in the estimated costs.



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Revised Imperial Landing Infill Cost Study
Review of Design Option and Order-of-Magnitude Cost for Installation

6. CONCLUSION

In light of the environmental considerations discussed above and the order-of-magnitude cost estimates presented, Option 4 is the most feasible option of the five presented in this letter. It allows for the creation of additional public space without adversely affecting the environment or disturbing any contaminated soil. It is important to note that each of these five options require detailed engineering prior to construction.

Regards,

Nadia Krys, P.Eng., P.E.
Marine Structural Engineer

BC Business Unit
Infrastructure & Environment
WorleyParsons Canada Services Ltd.

NBK/tmw
enc.

cc: Anthony Peterson, WorleyParsons Canada Services Ltd.
Mark Ramsden, WorleyParsons Canada Services Ltd.
Daniel Leonard, WorleyParsons Canada Services Ltd.
Steve Colwell, WorleyParsons Canada Services Ltd.



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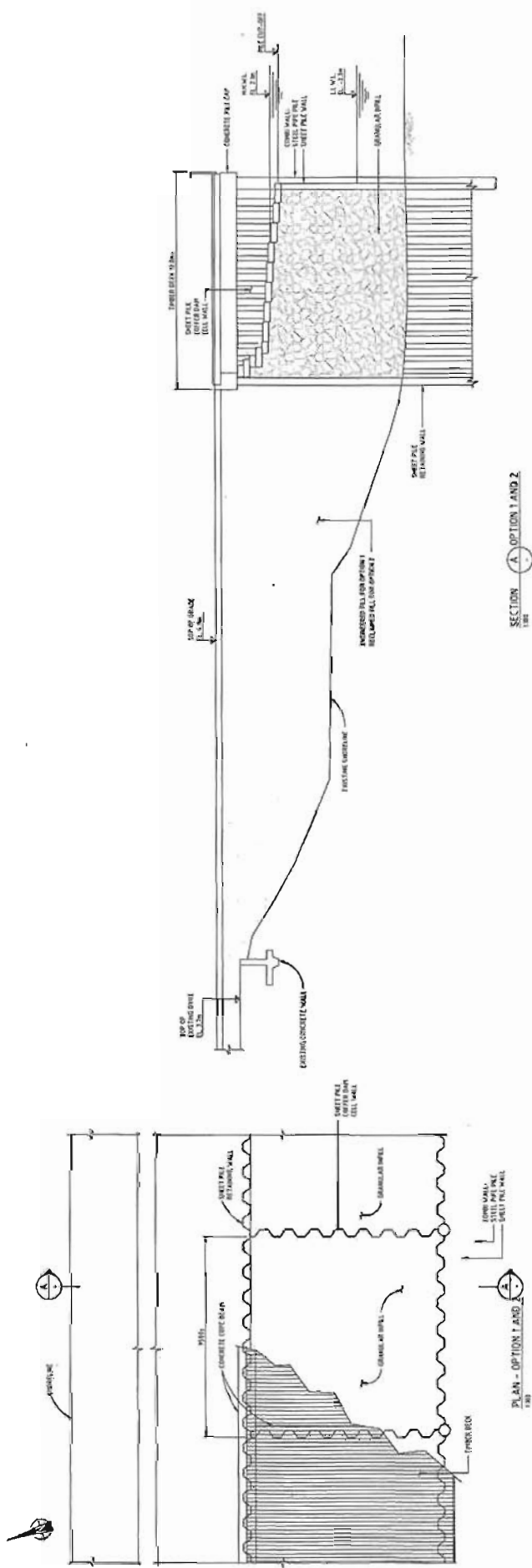
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Revised Imperial Landing Infill Cost Study

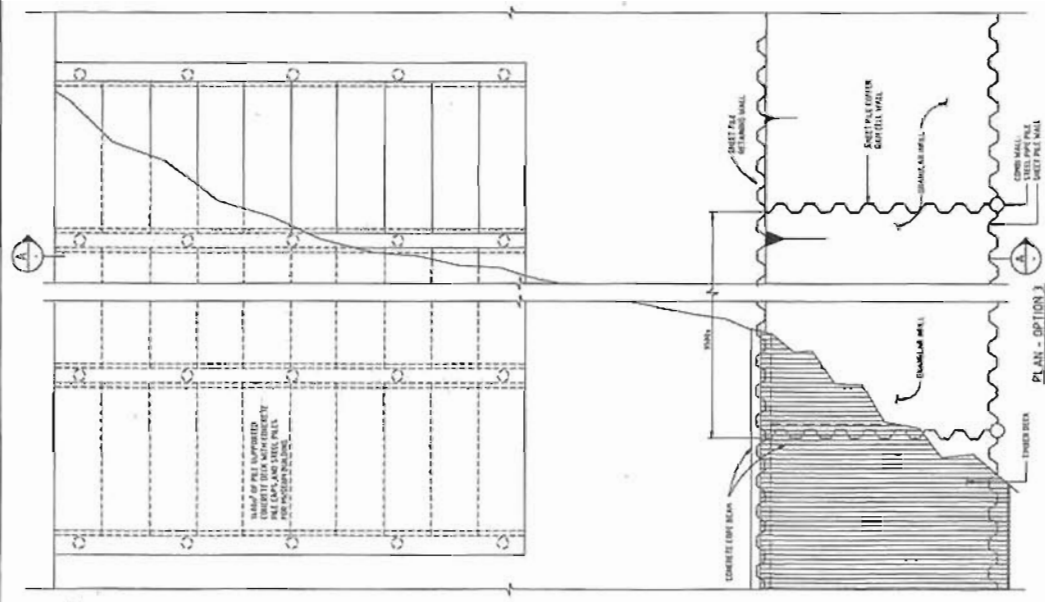
Review of Design Option and Order-of-Magnitude Cost for Installation

Appendix 1 Drawings



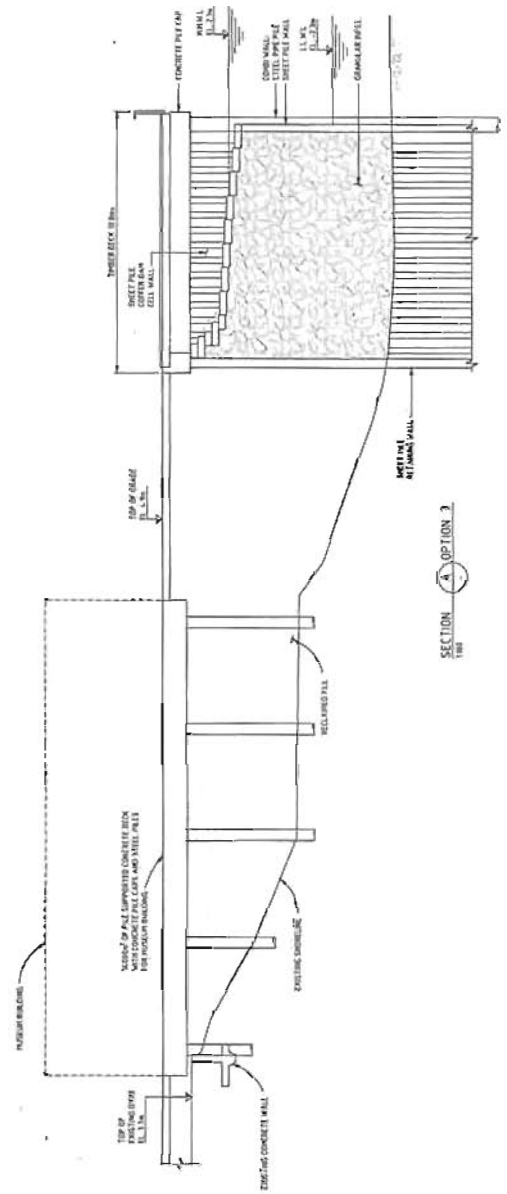
PRELIMINARY
DO NOT USE FOR INSTRUCTION
Last revised 03/10/16

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SECTION 1

OPTION 2



PRELIMINARY
DO NOT USE FOR CONSTRUCTION
Visit www.ford-civ.23101.org

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CITY OF RICHMOND
FEASIBILITY OF A PAID INFILL LOT H AT IMPERIAL LANDING

Disclaimer

This Document is conceptual in nature and represents the work of WorleyParsons Canada Services Ltd. performed to recognized engineering principles and practices appropriate for [conceptual engineering work and] the terms of reference provided by the WorleyParsons Canada Services Ltd. contractual Customer, City of Richmond (the "Customer"). This Document may not be relied upon for detailed implementation or any other purpose not specifically identified within this Document. This Document is confidential and prepared solely for the use of the Customer. The contents of this Document may not be relied upon by any party other than the Customer, and neither WorleyParsons Canada Services Ltd., its subconsultants nor their respective employees assume any liability for any reason, including, but not limited to, negligence, to any other party for any information or representation herein. The extent of any warranty or guarantee of this Document or the information contained therein in favour of the Customer is limited to the warranty or guarantee, if any, contained in the contract between the Customer and WorleyParsons Canada Services Ltd..

PROJECT 307071-00356 - FEASIBILITY OF A PAID INFILL LOT H AT IMPERIAL LANDING							
REV	DESCRIPTION	ORIG	REVIEW	WORLEY- PARSONS APPROVAL	DATE	CLIENT APPROVAL	DATE
A	Issued for Client Review	 N. Kryz	 D. Seavey	 T.D. Leonard	15-Nov-15		



City of Richmond

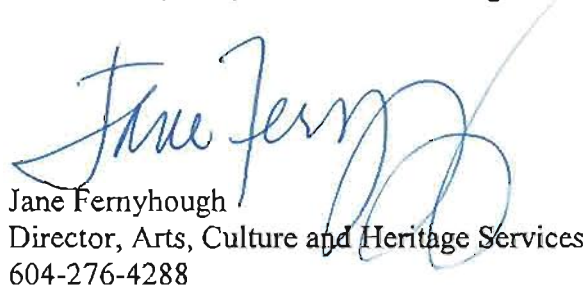
Report to Committee

To: General Purposes Committee
From: Jane Fernyhough
Director, Arts, Culture and Heritage Services
Re: 2012 Richmond Film Office Annual Report

Date: March 16, 2013
File: 11-7400-01/2013-Vol
01

Staff Recommendation

That the attached "2012 Richmond Film Office Annual Report" be received for information from the Director, Arts, Culture and Heritage Services, dated March 16, 2013.


Jane Fernyhough
Director, Arts, Culture and Heritage Services
604-276-4288

Att. 3

REPORT CONCURRENCE			
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER	
Finance	✓		
REVIEWED BY DIRECTORS	INITIALS: 	REVIEWED BY CAO	INITIALS: 

Staff Report

Origin

In 2007, Richmond City Council adopted an official Film Strategy. With a mandate to increase film production in Richmond, the City established a dedicated film office offering centralized service to the film and television industry as well as to Richmond businesses and residents. The Richmond Film Office (the "Film Office") processes filming applications and provides permits for filming held on City-owned property. The Film Office coordinates and invoices for any City activities associated with filming, such as policing, signage, heritage liaisons, fire hydrant use, and other services. Film Office representatives liaise with film industry and community stakeholders on film-related matters.

Film Office activities support the following Council Term Goal:

3.9 Build on filming opportunities in the City.

The purpose of this report is to provide the 2012 Film Office update. Forecasts and initiatives for 2013 are also discussed.

Analysis

Provincial Film Projects and Revenue 2012

British Columbia is the fourth-largest overall film and television production centre in North America behind Los Angeles, New York and Toronto. In 2012, British Columbia hosted 294 filming projects, which included 82 feature films and 84 TV series. The filming industry in British Columbia saw an increase of 2 % in production dollars spent to a total of \$1.2 billion. Much of this increase was buoyed by domestic feature film production which posted an increase of 55 % (approximately \$28 million). Foreign feature film production was down 9%, equalling a downturn of over \$105 million. (**Attachment 1**)

Richmond Billing and Filming Days 2012

Over \$248,000 in service and location charges were processed through the Film Office in 2012 which is an increase of \$62,000 over adjusted figures for 2011. Net revenue of approximately \$175,000 went directly to City departments and \$73,000 to the RCMP. The Richmond Olympic Oval, which works closely with the Film Office but processes its own filming requests, had 4 days of filming and generated \$18,700.

Within Richmond there are many publicly-owned jurisdictions used for filming; these include the Steveston Harbour Authority, YVR, Metro Vancouver (Iona Regional Park) and the Gulf of Georgia Cannery. Public jurisdictions and private property owners are not obligated to report revenue or filming days to the Film Office. As a courtesy, however, film production companies generally do complete a Richmond film application when shooting on non-City owned property.

An estimated 140 days of filming within Richmond's environs took place, 95 of which were on City-owned property and managed by the Film Office.

Film Locations and Productions 2012

TV series and commercials made up the majority of productions filmed in Richmond in 2012. The most popular filming location in Richmond is Steveston Village, which regularly capitalizes on its small village look and feel. Richmond did not host any large-scale feature films in 2012. The films, TV series and commercials filmed in Richmond in 2012 are listed below:

Films	TV Series	Commercials
Anchoring in Seattle	Arrow	Land Rover
Anami Vice (music video)	Bates Motel	Lexus
Scrap Yard	Continuum	Mini Cooper
Stalkers	Fairly Legal	Sleep Numbers
Various Student Films	Fringe	Sleepytime
	Motive	Vancouver Coastal Health
	Penoza (pilot)	Verizon
	Once Upon a Time	Warner Rocket Television
	Rogue	
	Supernatural	
	The Killing	
	The Selection (pilot)	
	True Justice	

Economic Impact 2012

Beyond revenues generated from City- and publically-owned properties, filming contributes significant direct and indirect revenue to local businesses and land owners. The Film Office is not authorized to participate in negotiations between a non-City property owner and a film production company and, therefore, cannot accurately report the amount spent securing non-City property for film locations. Informed discussion with production companies and businesses do allow the Film Office to roughly estimate an average spend of \$75,000 to \$100,000 in direct location revenue per TV episode. Approximately 40 TV episodes were shot in Richmond in 2012, equalling a low estimate of \$3 million paid to private property owners and tenants. Budgets for commercials vary greatly and an average spend is difficult to estimate.

Indirect spending by film crews also contributes to the local economy. Film crews bring an average of 100 people per day into Richmond filming locations; these workers spend a considerable amount on food, beverages and other merchandise while on location. Film production crews also often try to source local supplies whenever possible.

Film tourism is becoming a reality in Richmond, due particularly to the global popularity of *Once Upon A Time*. Much of the tourism has been stimulated by the feature called "Steveston, the Real Storybrooke" which was included on the show's first season DVD. The Film Office and Tourism Richmond regularly field requests from people planning their vacations and wanting to know *Once Upon a Time*'s filming dates. (For reasons of confidentiality and security, the Film

Office does not disclose such information.) These requests primarily come from North America, but reports of European travelers visiting the set have been mentioned by the film crews.

Community Outreach 2012

The Film Office is a well-utilized community resource: residents and merchants frequently contact the office with comments and questions regarding filming. In heavily-used areas such as Steveston, Film Office staff regularly meet with businesses, organizations, associations and residents to ensure their needs are balanced with those of the production company. Filming, however, inevitably causes some disruption. Therefore, before issuing film permits, the Film Office regularly requests that the production company poll affected tenants and residents and demonstrate that a large majority support the proposed filming.

Filming complaints are down considerably in Richmond overall; the majority of inquiries were redirected to the production companies, as the issues were not under Film Office purview. Film companies are required to follow the Professional Code of Conduct, established by the British Columbia Film Commission. All companies filming in Richmond in 2012 were compliant with the code. (**Attachment 2**)

2013 Forecast

Indicators for Lower Mainland filming in 2013 are mixed. TV pilots, series and movies of the week are on par for the first quarter in 2012, but the decline in feature films that began in the last half of 2012 is expected to continue into 2013. The recent change from HST to a GST/PST combination will also negatively affect production companies' budgets. This may be somewhat offset by the Canadian dollar which is predicted to be under or at par in 2013. Another potential impact to the local economy includes employment rates within the industry itself. In 2012, over \$12 million was directly paid to Richmond residents who work in the film sector. Film sector first quarter 2013 payroll is projecting a 35% decrease over the same period in 2012.

Possible changes in film production incentives could be driven by the grassroots, industry-based initiative called Save BC Film. The initiative has a high media profile and representatives have met with all provincial parties; the two major political parties have indicated varying levels of willingness to re-assess British Columbia's competitive position, particularly in the area of tax credits.

The series *Once Upon A Time* has been confirmed for a third season. The production has indicated they plan to continue filming in Richmond, barring budget or creative changes. The AMC series *Bates Motel* also regularly filmed in Richmond. If the show is picked up for a second season, expectations are that they will continue to shoot in Steveston, Britannia Heritage Shipyards and other locations. The Film Office, working with other City departments such as Engineering and Parks, is currently in discussions regarding the filming of a major motion picture in Steveston, at the City Hall Annex and in Minoru Park in May.

2013 Initiatives

The Film Office will continue to position Richmond as a preferred place to conduct film business. Some 2013 initiatives include:

- Filming in Steveston Information Session, to be held in April. This will be a community forum to discuss filming sustainability, location pricing strategies, marketing opportunities and the Film Office's role. A representative from the BC Film Commission will be attending. (**Attachment 3: 2013 Initiatives**)
- General public session on "How to be a Location for Film" for residents and businesses, with a focus on promoting areas other than Steveston for filming. Time and agenda to be set.
- Update of Richmond's Film Strategy and Implementation Plan. The creation of a 3 year strategy and review of policy and procedures. (**Attachment 3: 2013 Initiatives**)
- Application for a "Partners on Screen" designation from the BC Film Commission. (**Attachment 3: 2103 Initiatives**). Continue participation as one of the voting members at the selection table.
- Continued work with the British Columbia Film Commission and other Lower Mainland film offices to attract filming to the region.

The Film Office will also be reviewing its internal financial processes as improved reporting and statistics are needed. The Film Office will consult with local stakeholders and the film industry to find ways to share information that will help provide a more detailed financial picture of filming in Richmond. Much of this work will inform or be included in the updated Film Strategy and Implementation Plan.

Financial Impact

There is no financial impact.

Conclusion

Filming in Richmond exceeded projected revenue targets in 2012. Film Office community outreach initiatives were well-received and resulted in a decrease in negative perceptions regarding filming. Film production companies are pleased with the Film Office's service, transparent process and flexibility. The Film Office will continue to work with the community and the film industry to sustainably increase filming in Richmond.



Sandi Swanigan
Manager, Film and Major Events
Arts, Culture and Heritage Services
(604-276-4320)



BACKGROUND

March 13, 2013

Ministry of Community, Sport and Cultural Development

BRITISH COLUMBIA FILM AND TELEVISION PRODUCTION 2010 – 2012

Production Type	2012 Year End Dec. 31		2011 Year End Dec. 31		2010 Year End Dec. 31	
	No. of projects	Production \$ spent in B.C. (\$ = millions)	No. of projects	Production \$ spent in B.C. (\$ = millions)	No. of projects	Production \$ spent in B.C. (\$ = millions)
Total Production:						
Feature Film*	82	351.84	77	446.86	69	317.83
TV Series **	84	614.67	69	503.91	43	511.69
TV Movies, Mini-Series, Pilots, Shorts & Docs	97	154.20	99	141.55	97	110.05
Animation	31	95.19	36	96.38	37	82.15
Total ***	294	1215.90	281	1188.70	246	1021.72
% Change	4.6%	2.3%	14.2%	16.3%	2.9%	-22.3%
Domestic Production:						
Feature Film*	24	27.99	19	16.93	33	40.46
TV Series**	58	196.57	45	116.37	29	120.09
TV Movies, Mini-Series, Pilots, Shorts, & Docs	72	76.22	74	62.10	78	57.35
Animation	5	23.46	9	13.58	12	25.93
Total Domestic	159	324.24	147	208.98	152	243.83
% Change	8.2%	55.2%	-3.2%	-14.3%	-1.9%	12.0%
Foreign Production:						
Feature Film*	58	323.85	58	429.93	36	277.37
TV Series**	26	418.10	24	387.54	14	391.59
TV Movies, Mini-Series, Pilots, Shorts, & Docs	25	77.98	25	79.44	19	52.71
Animation	26	71.73	27	82.81	25	56.22
Total Foreign	135	891.66	134	979.72	94	777.89
% Change	.07%	-9.0%	42.5%	25.9%	11.9%	-29.2%

*Includes: features, DVD features and VFX-only (visual effects) projects.

**Includes: drama, lifestyle, reality, documentary, web series and VFX-only projects.

***Includes VFX-only projects (31 feature films and two TV series) with B.C. expenditures of \$121million.

Contact: Susan Croome, Film Commissioner

604 660-3235

Best Practices of BC's Motion Picture Industry: Locations Code of Conduct

General Courtesies

- ★ Producers, cast and crew will follow the provisions of their motion picture production permit at all times. A copy of the permit must be on location at all times.
- ★ Filming only takes place during the times listed on the permit unless extensions are granted.
- ★ Pedestrians should always be treated with courtesy and not be obstructed at any time unless stipulated in the permit. All cables and similar items are to be channeled neatly and safely.
- ★ Producers must notify the public in writing whenever production activities may directly affect or disrupt their daily lives. The notice must include the name of the company, working title of the project, production type (e.g. feature, MOW.TV series) and a brief description of the activity. It also must include a clear account of the date and time of disruption.
- ★ All catering, construction, strike and personal trash must be removed from the location. Locations must be left in original condition.
- ★ Removing or cutting signs or plants from any public or private location is not allowed.

Vehicles

- ★ Production vehicles must not arrive before the time stipulated on the permit, should arrive one at a time, and should turn their engines off as soon as possible.
- ★ Cast and crew vehicles are not covered by the location-filming permit and must use designated parking areas only.

- ★ Production vehicles shall not block driveways or gated access without permission.
- ★ Vehicles shall not display signs, posters or pictures that the public may find offensive or objectionable (i.e. material containing vulgar language or sexual content).
- ★ Crew cannot move a private vehicle to accommodate filming or parking, without permission of the owner. If a vehicle is parked in a restricted area, the appropriate authority will remove it.

Cast and Crew

- ★ Cannot trespass on private property. They must remain within the boundaries of the property that has been permitted for filming.
- ★ Cannot drink alcohol on public property.
- ★ Must be served their meals, and eat, in the designated areas.
- ★ Must follow smoking restrictions and always leave cigarettes butts in the appropriate containers.
- ★ Shall keep noise as low as possible at all times and refrain from using lewd or improper language.
- ★ Shall wear appropriate clothing – for example, T-shirts with offensive slogans are not acceptable – and comply with appropriate employee safety regulations.
- ★ Will wear a production pass, as required.
- ★ Will not bring guests or pets to the location, without advance permission.

Thank you for honouring this Code of Conduct. Failure to comply can result in disciplinary action by the government authority, production company, union, guild or association.

2013 Initiatives Richmond Film Office

Filming in Steveston Information Session

This public session for merchants and residents of Steveston will take place in April 2013. The BC Film Commission will be attending and leading a part of the agenda. Other industry personnel will also be on hand to present and to answer questions.

The goals of these information sessions will include:

- Providing residents and merchants with an opportunity to discuss any questions or concerns associated with filming;
- Informing merchants, residents, community associations and organizations about the long term financial benefits to an area hosting filming;
- Outlining the process for loss of business forms (how formulas are calculated, why and when money is paid out etc). This will be presented by the BC Film Commission. (The Film Office receives a number of calls on this subject; however it is beyond City authority to be involved in private negotiations.);
- Ensuring merchants, residents, community associations and organizations are aware of the roles the Film Office and BC Film Commission play; and
- Thanking merchants and residents for their ongoing support of filming in Richmond.

Richmond Film Strategy Update

The current film strategy, created in 2007, will be reviewed and updated. Areas of focus will include, but not be limited to:

- Comparison of Richmond's strategy, mission and policies to other municipalities, along with best practices analysis.
- Re-draft of film bylaw, per Council referral, to ensure that the law is relevant to the current filming environment, does not overreach into private domain and accurately informs current filming processes and procedures.
- Review of location and services fees, both set and not set by law, to ensure competitiveness. Changes, if needed, will be recommended in report.
- Review and refresh internal procedures and processes. Survey internal and external community clients on areas of service, communications and quality.

The desired outcome is to produce a 3-year strategy, implementation and action plan that will foster further growth

Partners on Screen Program

Development of the Partners on Screen program is being led by the BC Film Commission in collaboration with local governments and industry professionals. The purpose of the Partners on Screen initiative is to strengthen British Columbia's competitive position, to increase client satisfaction, to promote the economic and social benefits film production brings to communities and to build on BC's outstanding reputation as a World Class Entertainment

Production Centre in the global marketplace. The Partners on Screen program will achieve these goals by:

- encouraging exemplary client service;
- showcasing the environmental, economic and social benefits the industry brings to communities; and
- formally recognizing municipalities that demonstrate consistent regulatory practices and meet industry needs in terms of flexibility, responsiveness, and cost.

Formalization of the Partners on Screen pilot program is currently under way and Film Office staff are actively involved in this process. Municipalities will have an opportunity to formally apply for a Partner on Screen designation. The program will be marketed internationally by the BC Film Commission and it is anticipated that film productions will actively seek out cities meeting this criteria. Staff will present a report to Council later in the year which outlines further details of the program and requests Council's endorsement of the City's application for Partner on Screen designation.



City of Richmond

Report to Committee

To: General Purposes Committee
From: Cecilia Achiam, MCIP, BCSLA
Director, Administration and Compliance
Re: **Energy Retrofit Program for Low-Income Households**

Date: March 20, 2013

File:

Staff Recommendation

That Council endorse the strategy outlined in the report from the Director, Administration and Compliance, titled "Energy Retrofit Program for Low-Income Households" dated March 20, 2013.

Cecilia Achiam, MCIP, BCSLA
Director, Administration and Compliance
(604-276-4122)

REPORT CONCURRENCE			
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER	
Affordable Housing	☒		
REVIEWED BY DIRECTORS	INITIALS: 	REVIEWED BY CAO	INITIALS:

Staff Report

Origin

The initiative described in this report supports the following Council Term Goal:

- 8.1. *Continued implementation and significant progress towards achieving the City's Sustainability Framework, and associated targets.*

Background

As part of the Official Community Plan and the Sustainability Framework, Council has adopted the following community-wide targets:

- Reduce greenhouse gas (GHG) emissions 33% below 2007 levels by 2020 and 80% by 2050; and
- Reduce energy use 10% below 2007 levels by 2020

Further, as a signatory of the BC Climate Action Charter, Richmond is committed to creating a more compact and energy efficient community.

Significant improvements have been made to reduce emissions related to buildings, transportation and solid waste in the community. Although it is anticipated that these efforts will support durable, long-term reductions in emissions, additional effort is required to increase energy efficiency and reduce emissions in the short term.

While the City's own operations contribute a small amount (1%) of community-wide emissions, it has led by example through its corporate energy management programs and is recognized by BC Hydro as a Power Smart Leader. The City has achieved a 2% reduction (1,800,000 kWh) in electrical use from 2011 levels, the annual energy used by 50 BC homes. Meeting the City's Climate Action Charter commitments for corporate GHG emissions, Council has endorsed the "Making Progress" option outlined in the staff report titled "Carbon Neutral Progress Update", dated October 15, 2012.

The purpose of this report is to introduce a new municipal effort to encourage energy retrofits for low-income households.

Analysis

The City's commitment to building a more compact and energy efficient community is leading to more efficient buildings and greater transportation options. Richmond's per capita energy use and GHG emissions are decreasing. However, to meet the community-wide targets, improvements to the existing building stock are necessary. The City's continuous energy reduction efforts for its own facilities inform these programs, but different tools that encourage energy efficient behaviour are required to address emissions over which the City does not have direct control.

Richmond has identified partners to maximize the effectiveness of community energy efficiency efforts for existing buildings and has prioritized opportunities that concurrently support additional

Council objectives. As a result, the City is partnering with BC Hydro and FortisBC to offer Energy Saving Kits (ESK) specifically designed to assist low-income households¹.

Council has adopted term goals and OCP objectives related to affordable housing. Energy efficiency programs targeting low-income households support these goals and objectives by decreasing utility costs and insulating residents from rising energy prices. BC Hydro and FortisBC deliver programs that support low-income households as part of their conservation efforts. These programs are important not only due to the number of households affected, but also since these households are understood to face barriers to participation in other incentive programs.

Richmond is one of three Lower Mainland municipalities, along with the City of New Westminster and Township of Langley, involved in direct engagement of residents through this program. Staff are currently distributing 4,000 ESK vouchers and plan to distribute another 2,000 once received. Vouchers direct residents to sign up online or via phone to have a kit delivered to their homes. Each ESK is valued at \$75, although there is no cost to the City or participating residents since the program cost is borne by the sponsoring utilities.

The ESK is a package of basic, low-cost energy savings measures easily installed by both renters and owners. Each kit contains a fridge thermometer, compact fluorescent lightbulbs, night light, weatherstrip, window insulation, outlet sealer, hot water gauge, tap aerators, low-flow showerhead, and foam pipe wrap. BC Hydro has surveyed high levels of satisfaction among program participants.²

It is estimated that approximately one in five Richmond households will qualify for the program by having a total household income less than the Low Income Cut-Off (LICO) as developed by Statistics Canada.³ The measure determines income thresholds beneath which households may be unable to meet basic needs. Richmond currently utilizes LICO for a range of programs including the Recreation Fee Subsidy Program. The 2011 LICO thresholds range from \$20,373 for a 1-person household to \$53,916 for a household of 7 or more.

BC Hydro and FortisBC estimate that the average household can save \$100 per year through the use of these items. They regularly evaluate the success of this program and have not imposed an expiry date for the ESK offer at this point in time. Although participation rates are not yet known, staff believe that the City and its partners can meaningfully increase participation in Richmond above what the utilities have realized independently. Since the ESK is a voluntary program, it cannot be assumed that every household receiving a voucher will follow through with the redemption and installation of the kit. At full participation (all 6,000 vouchers are redeemed and installed), the program represents \$450,000 of direct investment in energy efficiency measures for low-income Richmond residents and a potential on-going annual community energy savings of \$600,000. Even a 25% uptake of the vouchers (1,500 participants) would direct \$112,000 of investment and on-going annual energy savings of \$150,000. This level of

¹ Additional information about the program is available on the BC Hydro website:
http://www.bchydro.com/powersmart/residential/ps_low_income/energy_saving_kits.html

² 89% combined top box score. BC Hydro F2011 Demand Side Management Milestone Evaluation Summary Report

³ Details about LICO thresholds in Richmond can be found on the City website:
http://www.richmond.ca/_shared/printpages/page8776.htm

uptake would have the potential to lower energy use by 2,100 GJ and related GHG emissions by over 70 tonnes CO₂e per year, the same impact as removing 22 vehicles from the road.⁴ At the request of City staff and in order to evaluate the level of participation, BC Hydro has agreed to report the uptake by municipality. Staff will report back on any reported benefits to Richmond once they are determined.

To maximize community participation of the ESK program, Sustainability and Affordable Housing staff are coordinating efforts with the Richmond Homelessness Coalition, Richmond Community Services Advisory Committee, Richmond Seniors Advisory Committee, Richmond Poverty Response Committee and Rental Connect initiatives in order to connect as many qualifying families as possible with the program. In addition, vouchers will be distributed at City Hall, Seniors Centre, community centres and libraries and be available at community events such as the Richmond Earth Day Youth Summit (REaDY) in April.

The program sponsors provide an additional benefit when working with subsidized Housing Providers through direct installation funding, which covers the labour and administration costs to install the ESK contents. Since the ESK program is intended to increase energy-efficient behaviours and technologies, the program can further increase the energy savings for residents in dwellings constructed through the Richmond Affordable Housing Strategy such as the Kiwanis Towers under development.

Financial Impact

None.

Conclusion

Richmond has demonstrated leadership in increasing energy efficiency and reducing GHG emissions. However, in order to meet the community-wide targets, new programs targeting existing buildings are required. The ESK program provides a very cost effective means of energy savings by packaging basic, low-cost measures that can be used by both renters and owners. Since the program is sponsored by BC Hydro and FortisBC, there is no cost to the City or participants.

By reducing the monthly energy bills directly of residents that are at greater risk of being unable to fund basic needs, the program supports City objectives related to energy efficiency, GHG reduction and affordable housing provision.



Courtney Miller
Sustainability Project Manager
(604-276-4267)



Cecilia Achiam, MCIP, BCSLA
Director, Administration and Compliance
(604-276-4122)

⁴ Assumptions informing estimated cost savings are from the FortisBC website and estimated energy savings from the respective filings listed below:

<http://www.fortisbc.com/NaturalGas/Homes/Offers/EnergySavingKit/Pages/default.aspx>

British Columbia Utilities Commission. FortisBC 2011 Capital Expenditure Plan IR2. October 1, 2010.

BC Hydro F2011 Demand Side Management Milestone Evaluation Summary Report.



City of Richmond

Report to Committee

To: General Purposes Committee

Date: February 22, 2013

From: Phyllis L. Carlyle
General Manager

File: 12-8080-12-01/Vol 01

Re: **Fee and Enforcement Options for Soil Removal and Deposit Activities
in the Agricultural Land Reserve**

Staff Recommendation

1. That the proposed enhancements to the City's permit and enforcement processes for soil management in the Agricultural Land Reserve, as presented in the report titled *Fee and Enforcement Options for Soil Removal and Deposit Activities in the Agricultural Land Reserve* from the General Manager, Law & Community Safety dated February 22, 2013, be approved in principle for the purpose of consultation.
2. That the report be forwarded to the City's Agricultural Advisory Committee for comment; and
3. That staff analyze and report back to Council on any comments received from the Agricultural Advisory Committee.

Phyllis L. Carlyle
General Manager
(604-276-4104)
Att. 2

REPORT CONCURRENCE

ROUTED TO:

Law
Policy Planning
Budgets

CONCURRENCE



CONCURRENCE OF GENERAL MANAGER

REVIEWED BY DIRECTORS

INITIALS:

DW

REVIEWED BY CAO

INITIALS:

GD

Staff Report

Origin

On a January 14th, 2013 Council meeting, a number of concerns were brought forward regarding soil deposit and land filing activities on agricultural land and a request was made for staff to review the City's *Soil Removal and Fill Deposit Regulation Bylaw* ("Bylaw 8094") to identify any deficiencies in relation to regulating soil deposit activities on lands within the Agricultural Land Reserve ("ALR").

This report is in response to some of the referrals made by Council at a subsequent meeting on January 28, 2013;

- *That staff be directed to report back on the options and implications for charging fees for soil removal and deposit activities in the Agricultural Land Reserve;*
- *That an education and "Soil Watch" program, as outlined in the staff report dated January 16, 2013 titled "Regulation of Soil Removal and Deposit Activities on Agricultural Land" be implemented;*

This report supports Council's Term Goal #8: *to demonstrate leadership in sustainability through continued implementation of the City's Sustainability Framework*, which includes the continued commitment to the protection of the City's Agricultural Land Reserve (ALR) for future agricultural viability.

Analysis

At its January 28, 2013 meeting, Council gave first, second and third reading to a bylaw to amend the *Soil Removal and Fill Deposit Regulation No. Bylaw 8094* ("Bylaw 8094"). The amending bylaw repeals the permit exemption for soil removal or deposit associated with an existing "farm use" under the *Agricultural Land Commission Act* or a "non-farm use" supported by a notice of intent under the *Agricultural Land Commission Act*. In accordance with the requirements of the *Community Charter*, the amendment bylaw has been forwarded to the following provincial Ministries for review and approval:

- 1) Ministry of Community, Sport and Cultural Development;
- 2) Ministry of Environment; and
- 3) Ministry of Energy, Mines and Natural Gas.

Currently one ministry has responded to the City's submission.

Following Provincial approval and Council adoption of the amendment Bylaw 8094, the City would regulate soil deposit and removal activities for both "farm use" and "non-farm use" on agricultural land through the same permit system.

Soil is an important resource in Richmond. Approximately 4,993 ha (12,338 ac) of Richmond's land base, or 39% is within the ALR. This significant percentage of farmable land puts Richmond in the enviable yet difficult position of managing municipal growth while protecting some of the most productive agriculture land in the country (Attachment 1).

Soil removal and deposit on lands within Richmond's ALR is regulated by Bylaw 8094 and the provincial "*Agricultural Land Commission Act*". Provisions under the "*Agricultural Land Commission Act*" allow for an application to be submitted to the local government for review for certain soil removal and deposit activities considered to be "non-farm use" on land in the ALR. For these types of "non-farm use" soil removal or deposit activities, the Council of the local government has the authority to either refuse the application or to authorize the application to proceed to the Agricultural Land Commission (ALC) for review and approval.

Currently the City and ALC simultaneously receive all "non-farm use" applications related to soil fill and removal. Applications are reviewed by both agencies and appropriate approvals and permits are supported or denied as per municipal and provincial legislation. The City's Agricultural Advisory Committee reviews these applications and provides recommendations to assist the City in the decision making process.

Service Demand

The following table indicates the number of files related to the ALR that were managed by the Community Bylaws Division in the past three years.

Year	2010	2011	2012
Investigative Files / Complaints	11	14	12
Farm Use Application	7	2	2
Non Farm Use Application	7	1	2
Total	25	17	16

Currently the City's Community Bylaws Division is mandated with the processing, reviewing and administration of all "non-farm use" soil removal and deposit applications. This includes: issuing permits, responding to complaints, and maintaining patrol services to respond pro-actively to complaints. In addition, Community Bylaws responds to complaints about soil removal and deposit activity associated with "farm use", even though the City is not yet involved in issuing permits for these activities.

The administrator of soil processing permits for soil management in the ALR is the Community Bylaws Supervisor, with final approval by the Manager, Community Bylaws. This duty is in addition to the other supervisory and managerial duties and responsibilities, resulting in a lengthy application process.

At present, the absence of a dedicated staff resource for soils results in monitoring and enforcement being conducted only in response to calls for service. Furthermore, some soil applications which are suspended or cancelled due to applicant delays remain active for years, which can require additional monitoring and further hinders a proactive response.

The ALC received approximately 39 soil related calls for service in Richmond from 2008 to 2012. The ALC, which holds the responsibility to protect agricultural land throughout the province, is minimally resourced, with two enforcement officers monitoring the entire province.

A review of four municipalities near Richmond found that all have dedicated resources, as well as permit and enforcement programs (Attachment 2). These programs include the ability to charge fees for soil removal and deposit activities in the ALR.

Comparisons made with other local municipalities indicate that permits, fees and enforcement activities are consistent in both Metro Vancouver and the Fraser Valley.

Processes and Implications for Charging Fees

To develop and implement an effective permit system, several factors need to be considered:

1. In order to minimize the cost to farmers, fees should be reasonable and “red tape” reduced. Farms periodically require soil to be imported for various reasons.
2. Applications should be categorized by volume with a corresponding approval process for each category. See chart below.
3. Council may wish to consider an exemption limit for any road or dyke maintenance or construction.
4. The City should have the ability to levy fines for those projects conducting fill activity without a permit. Enforcement provisions and fines should be significant enough to encourage the removal of unauthorized fill and land remediation.
5. Drainage remains a significant concern with all soil deposit applications. Applications should be accompanied by detailed information regarding the impact of added soil on the property.
6. Referring to standard best practices may negate the need to obtain agrologist reports in some cases. The Ministry of Agriculture already has guidelines for standard farm practices involving fill and these can be made available to applicants and to staff that review applications. Alternatively, the City can use the services of a professional agrologist to write best practices specifically for Richmond.
7. Council may also wish to consider that Permit holders be required to maintain a daily record of soil removal or deposit activity. For permits of volumes exceeding 500 cubic metres, the permit holders would be required to maintain monthly reports. These records and reports would allow City personnel to better track soil removal and deposit activities and to confirm that permit conditions are being met.
8. In addition posted signage at the main access point of a property could provide notice of permitted soil removal or deposit activity. Signage in conjunction with the Soil Watch program will assist local residents and City staff to be more aware of soil activities on a property.
9. Currently the City is only able to pursue violations of Bylaw 8094 through prosecution in the Provincial Court which is a lengthy and expensive process. In reviewing options, Council may wish to consider implementing a process that would permit the City to issue violation notices for non-compliance with Bylaw 8094.

Council may wish to consider that a permit be maintained for larger operations (over 100 cubic metres), with some enhancements to the permit requirements. The following table delineates proposed permit requirements for Council's consideration:

Permit Requirements

Volume* (cubic metres)	Approval	Proposed Fee	Insurance Required	Security Required	Advise AAC	Council Resolution Required
0-15	No permit or notification required	N/A	No insurance required	No security required	No	No
16-100	Notification required	No Fee	No insurance required	No security required	No	No
101 – 35,000	Permit required	\$500.00 application fee plus 0.50 per cubic meter	\$5,000,000	\$20/cubic metre	Yes	No
35,000+	Permit required	\$500.00 application fee plus 0.50 per cubic meter, plus \$300.00 (ALC portion of non- farm use application)	\$5,000,000	\$20/cubic metre	Yes	Yes

*in any consecutive 12-month period

Consultation and Ministerial Approval

Should Council decide to impose bylaw amendments, this may have an impact on farmers and property owners in the ALR. Therefore it is recommended that this report be forwarded to the City's Agricultural Advisory Committee for comment.

As directed by Council, staff have begun reviewing the authority and process for the ALC to delegate to the City its decision-making and enforcement powers relating to non-farm uses of land within the ALR. Should an agreement be reached, additional resources outside of the recommendations provided in Options 2 and 3 (outlined below) may be required. At this point there is no accurate method of anticipating what those needs may be.

The *Community Charter* provides that certain bylaws relating to soil removal require the approval of the Minister of Energy, Mines and Natural Gas and that certain bylaws relating to soil deposit require the approval of the Minister of Environment. Furthermore bylaws imposing a fee relating to soil removal or deposit require approval by the Minister of Community, Sport and Cultural Development. It is required that any bylaw amendments be forwarded to the three Provincial ministries for review and approval before adoption. Should a decision be made to pursue this bylaw amendment a second round of approval would need to be launched. This process would be considered independently to the earlier submitted bylaw amendments.

Enforcement Program Options

Option 1

Council could choose to remain with the *status quo* with regard to the service levels that are currently in place for soil management in the ALR. This option provides modest or *status quo* revenue levels as a result of additional permits being processed for soil deposit and fill activities.

Identified negatives would be:

1. Enforcement efforts will remain reactive.
2. The repeal of the permit exemption under section 3.2.1(a) of Bylaw 8094 together with the implementation of a soil watch program will result in the City having to process additional applications and/or calls for service with limited staff resources.

Option 1 is currently funded from the Community Bylaws operational budget.

Option 2

Option 2 would require the hiring of a clerk to manage permit applications and a bylaw officer to conduct preventative patrols and field investigations. The clerk's position would handle permit applications during regular work days (Monday to Friday). The bylaw officer position would handle proactive patrols and enforcement also during regular work days. Calls for service outside of regular hours and on the weekend would be addressed by the bylaw officer on an overtime call-out basis.

With only one officer dedicated to soil enforcement option 2 does not provide coverage during the officer's periods of vacation, statutory holidays or illness. Option 2 does provide for some increase in proactive patrols and a soil watch program which is an enhancement over Option 1. Council may wish to consider a bylaw amendment that would allow for the charging of incremental fees for soil removal and deposit activities in the ALR. This could provide for some revenue as a result of additional permits being processed and the issuance of fines for violations. Estimated revenue numbers are included below. There is no current funding source in place for option 2.

Costs to implement an enhanced full time program:

Capital Costs (One Time):

Initial purchase cost of vehicle	\$ 35,000
Two office workstations (Workstations, phones, computers, office supplies, etc...)	\$ 20,000
Total:	\$ 55,000

Operating Costs (Net On-going):

One full time bylaw officer	\$ 81,245
One department associate clerk	\$ 63,552
Operating costs for vehicle (fuel, insurance, Maintenance and replacement)	\$ 12,000

Overtime for callouts	\$ 10,000
Agrologist or Geo Technician	\$ 5,000
Soil Watch Educational Program (Without materials, pamphlets, etc...)	\$ 10,000
General Operating Expenses	\$ 2,500
Total Expenses	\$ 239,297
Offsetting Permits and Fees (See "Permit Fees" below)	\$ 100,000
Total Tax Base Funded Cost Option 2	\$ 139,297

All financial figures are based on projected permit and volume fees, and on the assumption that at least one half of Richmond's ALR land is dedicated for farm use that yields one to two crops per year.

Option 3

Option 3 would require the hiring of a clerk to manage permit applications and two bylaw officers to conduct preventative patrols and field investigations. The clerk's position would handle permit applications during regular work days (Monday to Friday). The bylaw officer position would handle proactive patrols and enforcement not only during regular work days but also on the weekends. Calls for service outside of regular shifts would be addressed by the bylaw officers on an overtime call-out basis. Option 3 would permit for an aggressive level of enforcement by identifying any soil deposit issues, with Community Bylaws staff implementing a systematic approach to proactive patrol, investigation, and enforcement of the soil violations in Richmond's ALR.

Option 3 provides for increased proactive patrols and a complete soil watch program. With two officers dedicated to soil enforcement option 3 provides coverage when one of the officers are away during vacation, statutory holidays or illness. Option 3 provides for an enhanced level of service over both options 1 and 2.

A bylaw amendment that would allow for the charging of incremental fees for soil removal and deposit activities in the ALR could provide for some revenue as a result of additional permits being processed and the issuance of fines for violations. Estimated revenue numbers are included below.

There is no current funding source in place for option 3.

Costs to implement an aggressive full time program:

Capital Costs (One Time):

Initial purchase cost of vehicle	\$ 35,000
2.5 office workstations (Workstations, phones, computers, office supplies, etc...)	\$ 25,000

Total:	\$ 60,000
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Operating Costs (Net On-going):

Two full time bylaw officers	\$ 162,490
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One department associate clerk	\$ 63,552
Operating costs for vehicle (fuel, insurance, Maintenance and replacement)	\$ 12,000
Overtime for callouts	\$ 10,000
Agrologist or Geo-Technician	\$ 5,000
Soil Watch Educational Program (Includes materials, pamphlets, etc...)	\$ 12,000
General Operating Expenses	\$ 3,500
Total	\$ 328,542
Offsetting Permits and Fees (See "Permit Fees" below)	\$ 100,000
Total Tax Base Funded Cost Option 3	\$ 228,542

All financial figures are based on projected permit and volume fees, and on the assumption that at least one half of Richmond's ALR land is dedicated for farm use that yields one to two crops per year.

Permit Fees

Geographic, demographic, and economic variances hinder the compilation of accurate permit fee predictions. Local municipalities such as Langley Township and Delta report permit fees for similar programs ranging from \$124,000 to \$232,000 respectively. It is difficult to estimate these levels based on programs in other cities; however if necessary there is a high probability that the Soil Bylaw amendments may provide for some offsetting costs near \$100,000. Fees will offset some of the costs associated with this initiative.

Financial Impact

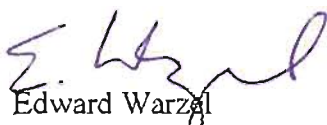
The Enforcement Program Options (Option 1, Option 2, and Option 3; above) outline financial impacts expected for 2013. There is no funding for options 2 or 3 in the 2013 budget.

If either option 2 or 3 are chosen, staff recommend that the rate stabilization account be utilized to fund this as a one-time expenditure in 2013 and the five year Financial Plan (2013-2017) be amended accordingly.

In 2014, the financial impact would vary depending upon the option chosen. Funding for the program (if applicable) would be advanced by staff as part of the 2014 budget process.

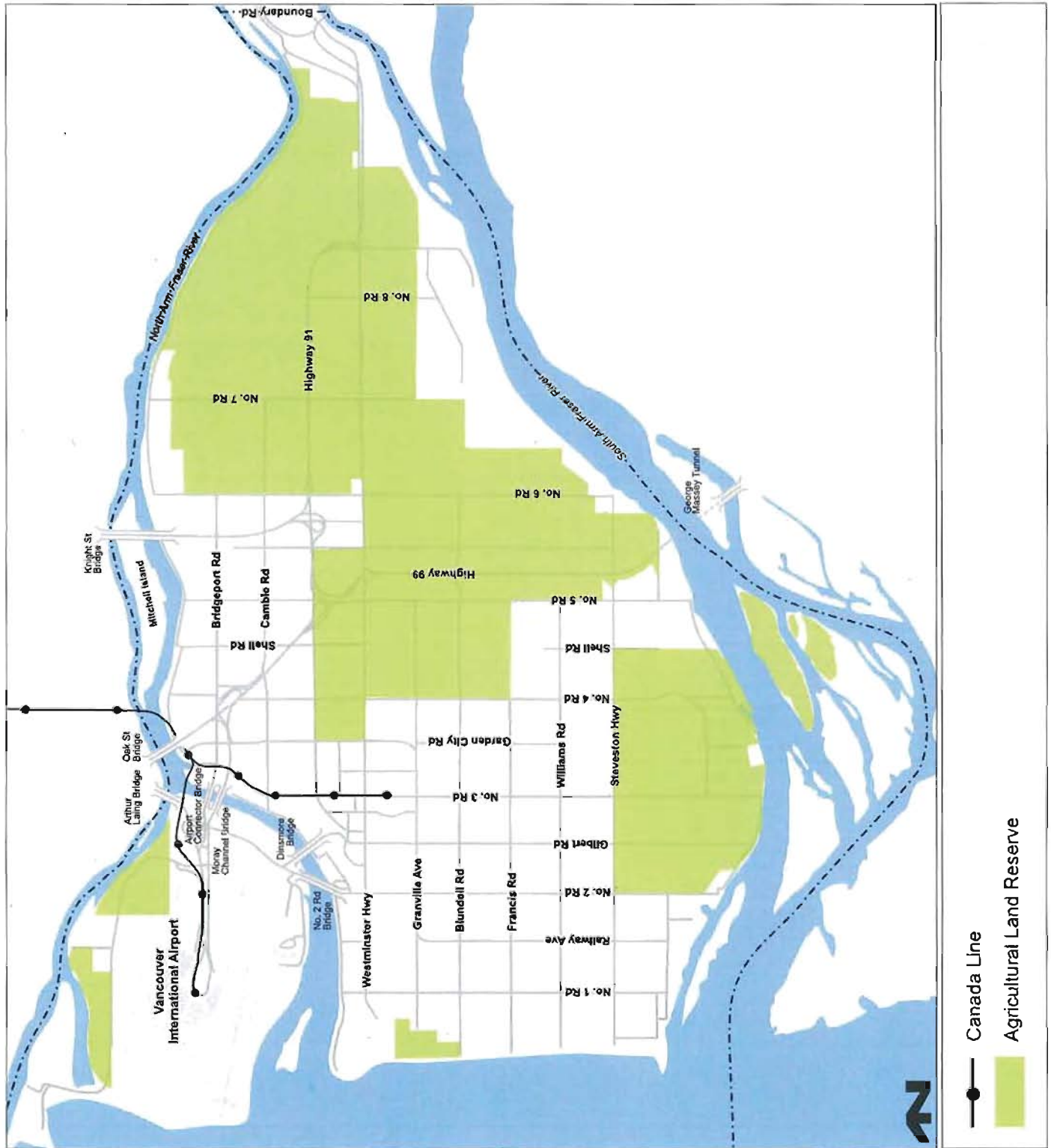
Conclusion

This report provides information on the City's current regulations pertaining to soil deposit activities in the ALR, as well as measures of the current resource levels dedicated to the permit process. This report also provides information related to the monitoring of soil offences in the City of Richmond and options for maintaining and or enhancing the delivery of education and enforcement programs to better manage soil related issues. Furthermore the report provides to Council the implications of charging fees for soil activities on ALR lands within Richmond.



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Agricultural Land Reserve Map



Municipality	Monitoring Activity	Permits Issued	Fees Charged	Staffing Resources	Soil Watch Program
City of Abbotsford	40 active sand and gravel pits. Proactive monitoring of active/permitted sites conducted by Public Works Inspectors. Permit applications reviewed and processed by the Manager of Engineering Inspections and Permits. Projects involving 20,000 cubic meters or more must go before Council.	Soil permit	Currently no application fee. Report going forward to consider charging application fee plus royalties. 0.67 per cubic meter charged from source site only. No level for charges, all fill activity is subject to permit fee. \$600.00 fee for non-farm use application - \$300.00 forwarded to ALC once approved by Council	1 Manager 1 RFT Public Works Inspector 2 RPT Public Works Inspectors 1 Clerical Staff	Yes
Corporation of Delta	Permitted sites required to provide daily log sheet of soil deposits to Delta. Proactive monitoring of sites by 9 Bylaw Officers.		\$500.00 application fee plus 0.50 per cubic meter for all soil projects over 100 cubic meters. Security bond/deposit for soil deposition \$5.00/meter In addition \$300.00 for the ALC portion for non-farm use application which is only taken from the applicant once the project receives Council approval to be forwarded to the ALC	1 RFT Bylaw Officer In addition sites monitored by all general duty officers (8) in specific zones. Permits are processed by Bylaw Supervisor in conjunction with City Planner.	Yes

Municipality	Monitoring Activity	Permits Issued	Fees Charged	Staffing Resources	Soil Watch Program
City of Surrey	Bylaw Officer closely monitors permitted sites for soils and erosion sediment activity. Engineering Technologist processes and issues permits, in addition the Technologist monitors the projects in the field making sure that permitted fill sites are in compliance with the conditions. All fill projects over 100 cubic meters are forwarded to the Engineering Technologist. All fill projects over 35,000 cubic meters go through the City's non-farm use application process requiring Council Resolution and ALC approval.	Soil Permit	\$580.00 flat fee for a "farm use" permit. (permit is required for fill projects over 100 cubic meter and valid for 1 year applicants may apply for renewal but must pay an additional \$580.00 each year). In addition Surrey charges 0.57 per cubic meter for aggregate extraction operations only. Applicants must pay the additional \$300.00 for the ALC portion if the project is a "non-farm use" application. Security bond/deposit for soil deposition \$5.00/meter	1 RFT Bylaw Officer 1 RFT Engineering Technologist	Yes
Township of Langley	Monitor soil concerns on complaint based only - soils hotline. Officers able to issue a stop work order and bylaw violation notices through the adjudication system.	Soil Permit	\$250.00 regular application permit fee. Plus 0.50 per cubic meter charged on anything over 100 cubic meters. Security bond of \$1000.00 minimum can be higher based on project. In addition \$300.00 for the ALC	2 RFT Bylaw Officers	Yes (telephone number is also forwarded to Officer's email address)

Municipality	Monitoring Activity	Permits Issued	Fees Charged	Staffing Resources	Soil Watch Program
Township of Langley (continued)	Penalties include fill w/o permit, deposit or removal, filling on stat holidays or weekends, affecting drainage, causing run offs into City ditches. A Soil declaration is required for all projects including building. The declaration must show where source sites are. All projects over 600 cubic meters must go to Council. Township provides proponent with a sign that must be erected at the project site and requires 48 hours notice from the land owner prior to start of project.		portion for non-farm use application which is only taken from the applicant if the project once the project receives Council approval to be forwarded to the ALC.		