



General Purposes Committee

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

**Tuesday, May 19, 2020
4:00 p.m.**

Pg. # ITEM

MINUTES

GP-5 *Motion to adopt the **minutes** of the meeting of the General Purposes Committee held on May 4, 2020.*



COUNCILLOR KELLY GREENE

1. **PATIO APPLICATIONS**
(File Ref. No.)

GP-13

See Page GP-13 for materials

RECOMMENDATION

To create a streamlined application and permitting process for patios as an accessory to existing restaurants, cafes, and pubs.



2. **LETTER FOR LIQUOR LICENSING**

(File Ref. No.)

GP-40

See Page GP-40 for materials

RECOMMENDATION

To write a letter to the BC Attorney General, B.C. Minister of Jobs, the Liquor and Cannabis Regulation Branch (LCRB), and the Richmond MLAs, in favour of a temporary, expedited, and low-cost application process for businesses who are adding patio space as a response to the Covid-19 pandemic.



ENGINEERING AND PUBLIC WORKS DIVISION

3. **2019 CLIMATE ACTION REVENUE INCENTIVE PROGRAM AND CORPORATE CARBON NEUTRAL PROGRESS REPORT**

(File Ref. No. 10-6000-01/2020) (REDMS No. 6451162 v.13)

GP-41

See Page GP-41 for full report

Designated Speaker: Peter Russell and Poroshat Assadian

STAFF RECOMMENDATION

That the Climate Action Revenue Incentive Program Report and Carbon Neutral Progress Report, as described in the staff report titled, “2019 Climate Action Revenue Incentive Program and Corporate Carbon Neutral Progress Report” dated April 24, 2020, from the Director, Sustainability and District Energy, be posted on the City’s website for public information, in accordance with Provincial requirements.



COMMUNITY SAFETY DIVISION

4. **PROPOSED BYLAW AMENDMENT TO ALLOW BACKYARD CHICKENS ON PROPERTIES WITHIN THE AGRICULTURAL LAND RESERVE**

(File Ref. No. 08-4040-01) (REDMS No. 6404325 v. 7)

GP-73

See Page GP-73 for full report

Designated Speaker: Douglas Liu

STAFF RECOMMENDATION

That the Animal Control Regulation Bylaw No. 7932, Amendment Bylaw No. 10157, to allow the keeping of backyard chickens on properties located within the Agricultural Land Reserve, be introduced and given first, second and third readings.



5. **UBCM COMMUNITY EMERGENCY PREPAREDNESS FUND**

(File Ref. No. 09-5126-01/2020) (REDMS No. 6439542 v. 3)

GP-78

See Page GP-78 for full report

Designated Speaker: Norman Kotze

STAFF RECOMMENDATION

- (1) *That the application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for up to \$25,000 in grant funding to support Emergency Support Services for the City of Richmond be endorsed;*
- (2) *That the application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for up to \$25,000 in grant funding to support Emergency Operations Centres & Training for the City of Richmond be endorsed;*
- (3) *That the application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for up to \$25,000 in grant funding to support Evacuation Route Planning for the City of Richmond be endorsed;*
- (4) *That should the funding application be successful, the Chief Administrative Officer and the General Manager, Community Safety be authorized to execute the agreements on behalf of the City of Richmond with the UBCM; and*
- (5) *That should the funding application be successful, the 2020-2024 Five Year Financial Plan Bylaw be adjusted accordingly.*



COMMUNITY SERVICES DIVISION

6. **2019 RICHMOND FILM OFFICE YEAR IN REVIEW**

(File Ref. No. 08-4150-09-01/2020) (REDMS No. 6433763 v.2)

GP-81

See Page GP-81 for full report

Designated Speaker: Samir Modhwadia

STAFF RECOMMENDATION

That the staff report titled, “2019 Richmond Film Office Year in Review”, dated March 17, 2020, from the Director, Arts, Culture and Heritage Services, be received for information.

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7. **REVISED CITY EVENT PROGRAM 2020**

(File Ref. No. 11-7000-01/2020) (REDMS No. 6450908 v.5)

GP-88

See Page GP-88 for full report

Designated Speaker: Marie Fenwick

STAFF RECOMMENDATION

- (1) *That the Revised City Event Program 2020 and budget as outlined in Table 1 of the staff report titled “Revised City Event Program 2020”, dated April 20, 2020, from the Director, Arts, Culture and Heritage Services be approved; and*
- (2) *That \$790,000 be returned to the Rate Stabilization Account.*

☐

ADJOURNMENT

☐



General Purposes Committee

Date: Monday, May 4, 2020

Place: Anderson Room
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair
Councillor Chak Au
Councillor Carol Day (attending via teleconference)
Councillor Kelly Greene (attending via teleconference)
Councillor Alexa Loo
Councillor Bill McNulty (attending via teleconference)
Councillor Linda McPhail (attending via teleconference)
Councillor Harold Steves (attending via teleconference)
Councillor Michael Wolfe (attending via teleconference)

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 April 20, 2020, be amended to include the phrase “enhanced communication regarding the disposal of drywall and wood” in Item No. 1 as Part (vii).

CARRIED

It was moved and seconded

That the minutes of the meeting of the General Purposes Committee held on April 20, 2020, be adopted as amended.

CARRIED

General Purposes Committee
Monday, May 4, 2020

ENGINEERING AND PUBLIC WORKS DIVISION

1. **CAPITAL REGIONAL DISTRICT BIOFUEL INCINERATION AT THE RICHMOND LAFARGE CEMENT MANUFACTURING SITE**
(File Ref. No. 10-6175-03-01) (REDMS No. 6440871 v. 6)

Discussion ensued with regard to (i) monitoring and minimizing contaminants in the biofuel, (ii) management of the project, (iii) minimizing potential odours and emissions, and (iv) alternatives to the incineration of biosolids.

In reply to queries from Committee, staff noted that (i) contaminants and emissions will be monitored to ensure that concentrations meet acceptable standards, (ii) installation of carbon filters are proposed in the emission pipes, (iii) the project will be managed by Metro Vancouver and the City will remain engaged and provide input throughout the process, and (iv) the City will be engaging with other municipalities to ensure sites outside of Richmond meet emission standards.

It was moved and seconded

That the comments outlined in the staff report titled "Capital Regional District Biofuel Incineration at the Richmond Lafarge Cement Manufacturing Site" dated March 30, 2020, from the Director, Sustainability and District Energy be endorsed and directed to Metro Vancouver and the Capital Regional District.

CARRIED

COMMUNITY SAFETY DIVISION

2. **BUSINESS REGULATION BYLAW NO. 7538, AMENDMENT BYLAW NO. 10127 PART TEN: KARAOKE BOX ROOM REGULATION**
(File Ref. No. 12-8060-02-01) (REDMS No. 6392006)

In reply to queries from Committee, staff noted that the applicant met current regulations regarding the coverage of glass on the walls for visibility of the rooms, however the proposed bylaw would further provide clarity on glass transparency requirements for future applicants.

It was moved and seconded

That Business Regulation Bylaw No. 7538, Amendment Bylaw No. 10127, which amends Part Ten: Karaoke Box Room Regulation to prevent mosaic patterns of glass coverage, be introduced and given first, second and third readings.

CARRIED

General Purposes Committee
Monday, May 4, 2020

PLANNING AND DEVELOPMENT DIVISION

3. APPLICATION BY DAVID LIN FOR A HERITAGE ALTERATION PERMIT AT 6471 DYKE ROAD (MCKINNEY HOUSE)

(File Ref. No. HA 20-893182) (REDMS No. 6431249 v. 5)

A revised Heritage Alteration Permit was distributed (attached to and forming part of these minutes as Schedule 1).

It was moved and seconded

That a Heritage Alteration Permit be issued which would:

(1) Permit the following maintenance work to the heritage-designated house at 6471 Dyke Road, on a site zoned "Single Detached Housing (ZS1) - London Landing (Steveston)":

- (a) Removal and replacement of exterior wood shingle and horizontal lap siding cladding on a like-for-like basis;*
- (b) Repair and replacement of the rotted shiplap sheathing with new plywood sheathing as needed;*
- (c) Installation of new building wrap material to seal the dwelling from water ingress;*
- (d) Installation of metal flashing to all openings and joints; and*
- (e) Incidental repair of existing soffits, as needed, on a like-for-like basis.*

CARRIED

4. APPLICATION BY YUANHENG SEASIDE DEVELOPMENTS LTD. / YUANHENG SEAVIEW DEVELOPMENTS LTD. FOR A ZONING TEXT AMENDMENT TO THE "RESIDENTIAL/LIMITED COMMERCIAL AND COMMUNITY AMENITY (ZMU30) – CAPSTAN VILLAGE (CITY CENTRE)" ZONE AT 3399 CORVETTE WAY AND 3311 AND 3331 NO. 3 ROAD

(File Ref. No. 12-8060-20-010162; ZT 19-872212) (REDMS No. 6447538)

Staff reviewed the application, noting that the applicant has requested that (i) approximately 10,000 ft² of unbuilt floor area be relocated from the Phase 1 site to the Phase 2 and 3 sites of the project, (ii) the number of dwelling units on-site be increased to 960 from 850 based on the increase of the public open space contribution as applicable to the Capstan Station Bonus, and (iii) completion of proposed City Centre North Community Centre be deferred to 2023.

General Purposes Committee

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Discussion ensued with regard to (i) increasing the number of proposed dwelling units allocated for affordable housing, (ii) determining the size of the proposed units and the unit mix of family-friendly units, and (iii) considering the application at a Public Hearing.

In reply to queries from Committee, staff noted that at the time of the rezoning application, proposed designs were conceptual, however more information on dwelling unit size can be obtained from the applicant. Also, staff noted that the proposed development is expected to meet a minimum level 2 BC Energy Step Code and will be required to connect to District Energy.

A letter from the City Centre Community Association, dated May 3, 2020, was distributed (attached to and forming part of these minutes as Schedule 2).

Discussion ensued regarding the governance model of the proposed City Centre North Community Centre, and in reply to queries, staff noted that staff can provide additional information on the matter. Also, staff added that residency of Phase 2 will not take place until the completion of the proposed Community Centre.

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

It was moved and seconded

That the staff report titled "Application by Yuanheng Seaside Developments Ltd. / Yuanheng Seaview Developments Ltd. for a Zoning Text Amendment to the "Residential/Limited Commercial and Community Amenity (ZMU30) – Capstan Village (City Centre)" Zone at 3399 Corvette Way and 3311 and 3331 No. 3 Road", dated April 23, 2020, from the Director, Development, be referred back to staff to provide more information on the following:

- (1) the proposed changes to the dwelling unit sizes compared to the original proposal;***
- (2) the proposed number of rental units;***
- (3) options to increase the affordable housing contribution;***
- (4) rationale for waiving the Public Hearing;***
- (5) the proposed amount of amenity space;***
- (6) the rationale for the deferral of the proposed City Centre North Community Centre and the proposed construction timeline; and***
- (7) the proposed governance model of the City Centre North Community Centre.***

General Purposes Committee
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The question on the referral motion was not called as discussion ensued with regard to the application's timeline and construction timeline of the proposed City Centre North Community Centre.

The question on the referral 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, May 4, 2020.

Mayor Malcolm D. Brodie
Chair

Evangel Biason
Legislative Services Associate



City of
Richmond

Schedule 1 to the Minutes of the
General Purposes Committee
meeting of Richmond City
Council held on Monday, May 4,
2020.

Heritage Alteration Permit

Development Applications Division
6911 No. 3 Road, Richmond, BC V6Y 2C1

File No.: HA 20-893182

To the Holder: David Lin

Property Address: 6471 Dyke Road

Legal Description: LOT 1 SECTION 18 BLOCK 3 NORTH RANGE 6 WEST NEW WESTMINSTER
DISTRICT PLAN 11588

(s.617, *Local Government Act*)

1. (Reason for Permit)
 - ☒ Designated Heritage Property (s.611)
 - ☐ Property Subject to Temporary Protection (s.609)
 - ☐ Property Subject to Heritage Revitalization Agreement (s.610)
 - ☐ Property in Heritage Conservation Area (s.615)
 - ☐ Property Subject to s.219 Heritage Covenant (Land Titles Act)
2. This Heritage Alteration Permit is issued for the following alterations, as illustrated on Plans #1 to Plan #3.d:
 - Removal and replacement of exterior wood shingle and horizontal lap siding cladding on a like-for-like basis;
 - Repair and replacement of the rotted shiplap sheathing with new plywood sheathing as needed;
 - Installation of new building wrap material to seal the dwelling from water ingress;
 - Installation of metal flashing to all openings and joints; and
 - Incidental repair of existing soffits, as needed, on a like-for-like basis.
3. This Heritage Alteration Permit is issued subject to compliance with all of the Bylaws of the City applicable thereto, except as specifically varied or supplemented by this Permit.
4. If the alterations authorized by this Heritage Alteration Permit are not completed within 24 months of the date of this Permit, this Permit lapses.

AUTHORIZING RESOLUTION NO.

ISSUED BY THE COUNCIL THE DAY OF

DELIVERED THIS DAY OF , 2020.

MAYOR

CORPORATE OFFICER

IT IS AN OFFENCE UNDER THE *LOCAL GOVERNMENT ACT*, PUNISHABLE BY A FINE OF UP TO \$50,000 IN THE CASE OF AN INDIVIDUAL AND \$1,000,000 IN THE CASE OF A CORPORATION, FOR THE HOLDER OF THIS PERMIT TO FAIL TO COMPLY WITH THE REQUIREMENTS AND CONDITIONS OF THE PERMIT.



City Centre Community Association

5900 Minoru Blvd.
Richmond, BC
V6X 0L9

Tel: 604-204-8588
Fax: 604-204-8589

May 3, 2020

To: General Purposes Committee, City of Richmond

Re: May 4, 2020 meeting, Agenda item #4 from Planning & Development Division (GP-61)

"APPLICATION BY YUANHENG SEASIDE DEVELOPMENTS LTD. / YUANHENG SEAVIEW DEVELOPMENTS LTD. FOR A ZONING TEXT AMENDMENT TO THE "RESIDENTIAL/LIMITED COMMERCIAL AND COMMUNITY AMENITY (ZMU30)-CAPSTAN VILLAGE (CITY CENTRE)" ZONE AT 3399 CORVETTE WAY AND 3311 AND 3331 NO. 3 ROAD (File Ref. No. 12-8060-20-010162; ZT 19-872212) (REDMS No. 6447538)"

Dear Mayor and Councillors,

I am writing on behalf of the Board of Directors of the Richmond City Centre Community Association with respect to this City Centre North development, and particularly staff recommendation "(2) That the terms of the voluntary developer community amenity contribution secured through the original rezoning of 3399 Corvette Way and 3311 and 3331 No. 3 Road (RZ 12-603040) be amended to permit the completion of the proposed City Centre North Community Centre, at 3311 No. 3 Road, to be deferred from December 31, 2021 to December 31, 2023".

The Board of the City Centre Community Association strongly supports the City of Richmond's push to build the new City Centre North Community Centre. This Centre will be a major benefit to the growing community in City Centre North. We feel that the deferred completion will enable the new Centre to establish itself more quickly once it is finished, since there will be more residents in the area. The revised design brings significant improvements including an expanded plaza and improved design with more daylight within the building, which will be very positive for local residents. Plus, as taxpayers, we very much appreciate that the developer is funding the construction of the new Centre as well as significant costs for its fit-up.

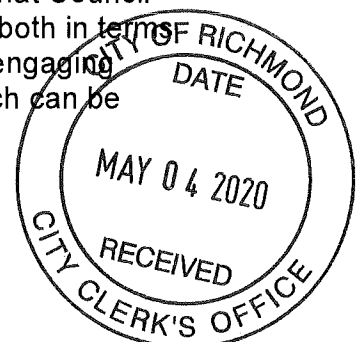
The new timeline and the presence of local residents when the new Centre opens will enable residents in that neighborhood to form a Board to ensure that local needs are met by the new Centre, in partnership with the City. Our Board requests that Council clearly endorse this governance model since it has been proven effective both in terms of results as well as costs across Richmond's other Community Centres, engaging local residents and establishing a sense of pride and neighbourhood, which can be particularly challenging in urban settings.

PHOTOCOPIED

GP - 11

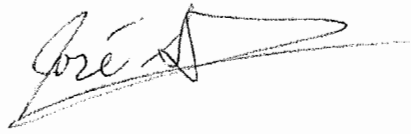
MAY 04 2020

& DISTRIBUTED



As our Board wrote in previous correspondence to the Mayor and Council, we are actively interested in helping the new Centre start on a successful path in its urban location and with the partnership opportunities that location brings. We are happy to help the City of Richmond establish the new Centre based on learnings from our experiences in the startup of the existing City Centre Community Centre - both with the new facility as well as setting-up links with the local community.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jose', followed by a stylized, elongated flourish that extends to the right.

Jose Gonzalez,
President, Richmond City Centre Community Association

Motion:

To create a streamlined application and permitting process for patios as an accessory to existing restaurants, cafes, and pubs.

Rationale:

Physical distancing measures will be required until a vaccine or treatment is available for Covid19. Many small businesses are in dire straights due to take-out only restrictions on restaurants and people limiting themselves to essential trips only, per the provincial Health Officer.

Ensuring a clear and simple path for adding patio space, which will allow for outdoor physical distancing, will help our small businesses survive and recover as we adjust to the “new normal”.

Patio space should be considered for private property, including parking facilities, and public street parking, with no consideration of sidewalks. Permitting and licensing costs should be minimal and approval times accelerated to encourage uptake of the patio program.

Hours of operation, temporary relaxation of zoning parking requirements, and temporary relaxation of restroom to occupancy load requirements should be additionally considered.



STREET PATIO HANDBOOK



City of Austin, Texas

GP - 14

Photo credit: Michael Knox

About Street Patios

A street patio is an extension of pedestrian space that enlivens the public realm. Sometimes dubbed “parklets,” these amenities have proven popular and filled a need in cities around the country and the world. By converting street space to a use that serves people rather than vehicles, parklets make cities more welcoming and people-friendly. They support local businesses, create a sense of place in neighborhoods and business districts, beautify the streetscape, and create walkable destinations for residents. They create a people-oriented amenity in street space previously dedicated to vehicles.

Austin City Council Resolution No. 20120322-067 directed the creation of “a program allowing businesses to lease adjacent parking spaces for retail uses.” The City refers to the leased space created as a “street patio.” In 2014, street patios were incorporated into the City’s standard temporary sidewalk café permitting process.

A street patio is funded, operated and maintained by a private business that holds the permit. A business licensed to serve food and beverages must be the permit holder. As with any sidewalk café operated by a restaurant, typically no outside food is allowed. At their discretion, permit holders may allow people to bring in outside food.

All visitors are welcome – as customers during operating hours, and for general public use when the hosting establishment is closed. For the City, this is a cost-effective way to partner with local businesses to activate streets, create more vibrant neighborhoods, and promote economic vitality.

Currently, the City of Austin permits only street patios (as temporary sidewalk cafés) that are hosted by a single building tenant or owner, who holds the permit. In a future phase, the City may develop a program for public parklets that continuously operate as public space, like a tiny pocket park.

Street patios are not considered permanent structures. They are approved under a temporary Sidewalk Café Permit by the Austin Transportation Department’s Right of Way Management Division. Currently, a temporary permit can be renewed for up to five years. In other cities with developed street patio and parklet programs, temporary installations that have proved successful and popular have been converted to long-term use.

About the Parklet Movement

Parklets were born in 2005 in San Francisco. That city now has a robust parklet program with sites in many different neighborhoods; see its website on [Pavement to Parks](#). The concept has spread and been embraced by many cities across the country – from Sacramento, CA to Minneapolis, MN to Roanoke, VA. Parklets with café seating have become a popular way to support vibrant neighborhoods in diverse cities such as Portland (Street Seats), Seattle (Streeteries), and Montreal (Terrasses). As in Austin, these programs support local businesses by permitting Street Patios that operate as café space.

The addition of Street Patios may also encourage walking and biking on streets, which can lead to more attractive and inviting commercial districts.

In Austin, a 2012 City Council resolution directed the creation of a Street Patio Program. In 2014, Street Patios were incorporated into the City's standard temporary sidewalk café permitting process.

PROGRAM OBJECTIVES

Provide safe, comfortable, and useful spaces within the public right of way

1. Supply new spaces for community interaction
2. Activate Austin's streets through unique, community-driven projects
3. Encourage walking, biking, and the use of public transportation
4. Support local businesses and promote economic vitality in commercial districts

How to Create a Street Patio

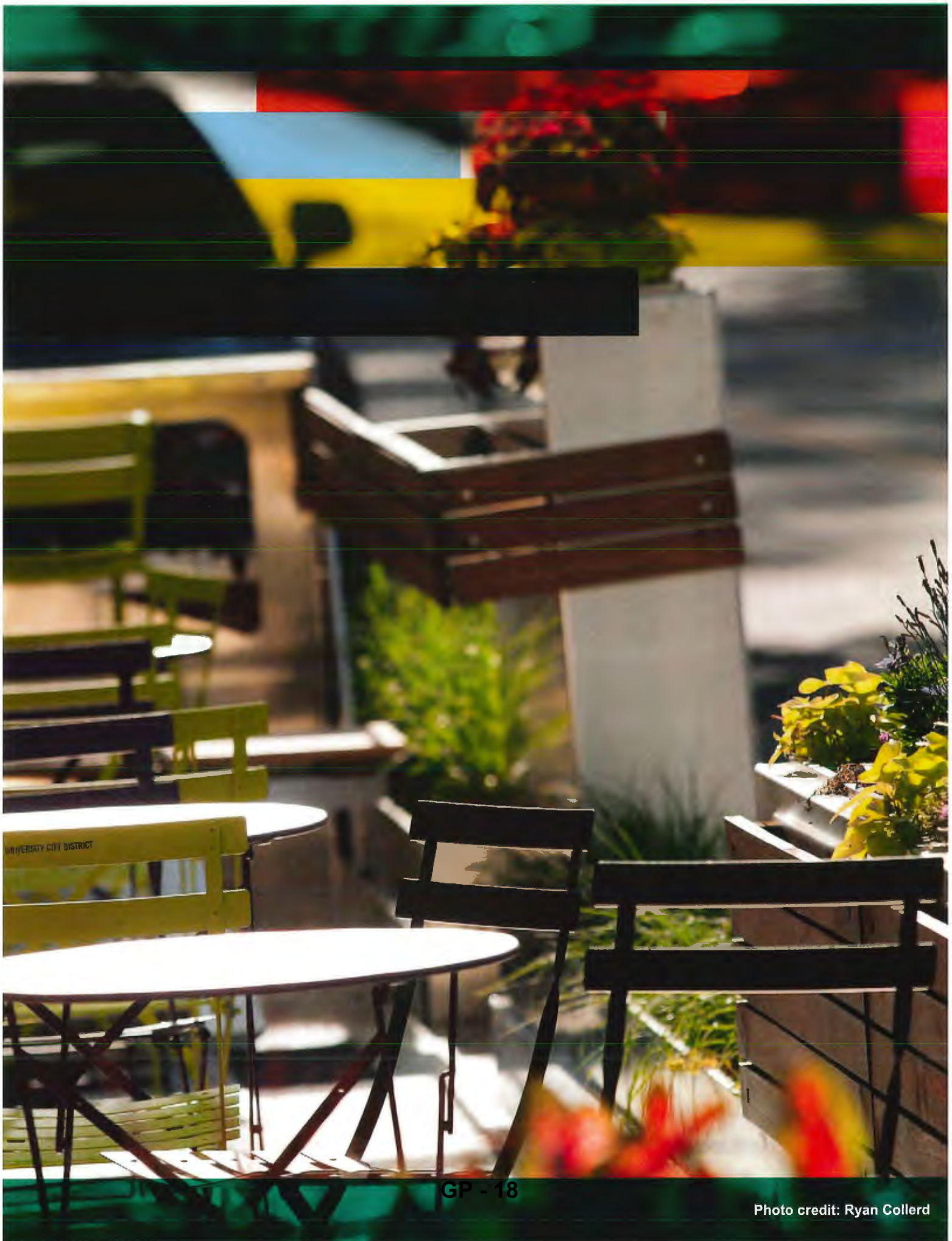
If you're an Austin business owner interested in creating a Street Patio – or a resident interesting in bringing one to your neighborhood business district – this guide is for you. It serves as a supplement to the City's Sidewalk Café Handbook. Please also read the Temporary Sidewalk Café and Street Patio [Application Form](#) (available online), as it contains additional details about the process to obtain the permit needed from the City of Austin.

Not sure whether a conventional Sidewalk Café or a Street Patio is the best choice for your location? The diagram on page 19 provides guidance in making this decision. It outlines the requirements that apply to each type of café. A business may install both a Sidewalk Café and a Street Patio, if both are feasible at the location; however, the two cafés have different fee structures. A Street Patio may be placed alongside a sidewalk café, but it must have its own entrance from the sidewalk. Additionally, at least six feet of a pedestrian passage zone must be maintained on the City sidewalk.

Applicants also should review the Street Patio Support and Maintenance Agreement, which must be signed and notarized as part of the approval process. It is included as an appendix.

A Street Patio serves as an extension of a restaurant or other establishment that sells food and drink. Permitted as a sidewalk café, it is created in street space formerly dedicated to parking spaces. Street Patios function as private space controlled by a host business during its hours of operation. Like sidewalk cafés, they are considered part of the restaurant that provides the food service. Once converted from parking space to pedestrian/café space use, the area is treated by the City as a sidewalk; therefore, it is subject at all hours to the same regulations that govern sidewalks (e.g., laws that prevent loitering or sleeping in the area).

PLEASE NOTE: All Street Patio requirements, review processes and fees, application evaluation criteria, and host responsibilities listed in this handbook are subject to change. Austin Transportation Department reserves the right to amend any aspect of these guidelines at any time. Applicants who do not find the amended terms acceptable may withdraw their applications.



I. Planning

Below is a guide to planning a Street Patio that can be permitted by the City and enjoy continued success. A well-planned Street Patio can be a positive and welcome addition to a business district.

NEIGHBORHOOD CONTEXT

A well-designed Street Patio is a neighborhood amenity; to be successful, it will need to be popular with customers and have the support of other businesses and residents in the area. Street Patios work best in places where people frequently walk; food and drink service must be provided. They help to create a more pedestrian-friendly environment, especially in places where sidewalks are narrow and/or other public and pedestrian space is lacking.



In developing a design concept, consider what people will be doing near your Street Patio, and what might attract them to walk, bike, or take transit to the area. Ideally, the site will be part of a lively neighborhood district or downtown streetscape. Are other sidewalk cafés, food carts/trucks, bike share stations, or people-friendly streetscapes and uses nearby? Are you seeking to build on existing pedestrian activity, or to create some vibrancy where none exists today? Could you partner with neighboring businesses to achieve mutual goals? The goal is to create a Street Patio that becomes popular and beloved by all, so gather plenty of input at the early planning stage.

NEIGHBORHOOD SUPPORT

As the applicant for a Street Patio, take time to communicate the idea and get feedback from neighbors. Build understanding about your project, prior to submitting the application. The more support your Street Patio has from nearby neighbors, the more smoothly the project and ongoing café operations will be. While you don't need the permission of all your neighbors, you do need to contact immediately adjacent and affected neighbors to let them know about your proposed Street Patio. You may wish to share this guide with them, to help them understand the City's program and to work together on any design revisions needed to address concerns.

The permit application will need two letters of support from adjacent neighboring businesses or property owners. Start obtaining commitments and letters of support early on. If the property owner is different from the tenant and/or applicant, please provide a letter of support from the owner as well. Be aware that the property owner and neighbors have the opportunity to file an objection to the project.

Included as an appendix to this document is a sample of a flyer and an email to let neighbors know about your plans to apply for a Street Patio permit.

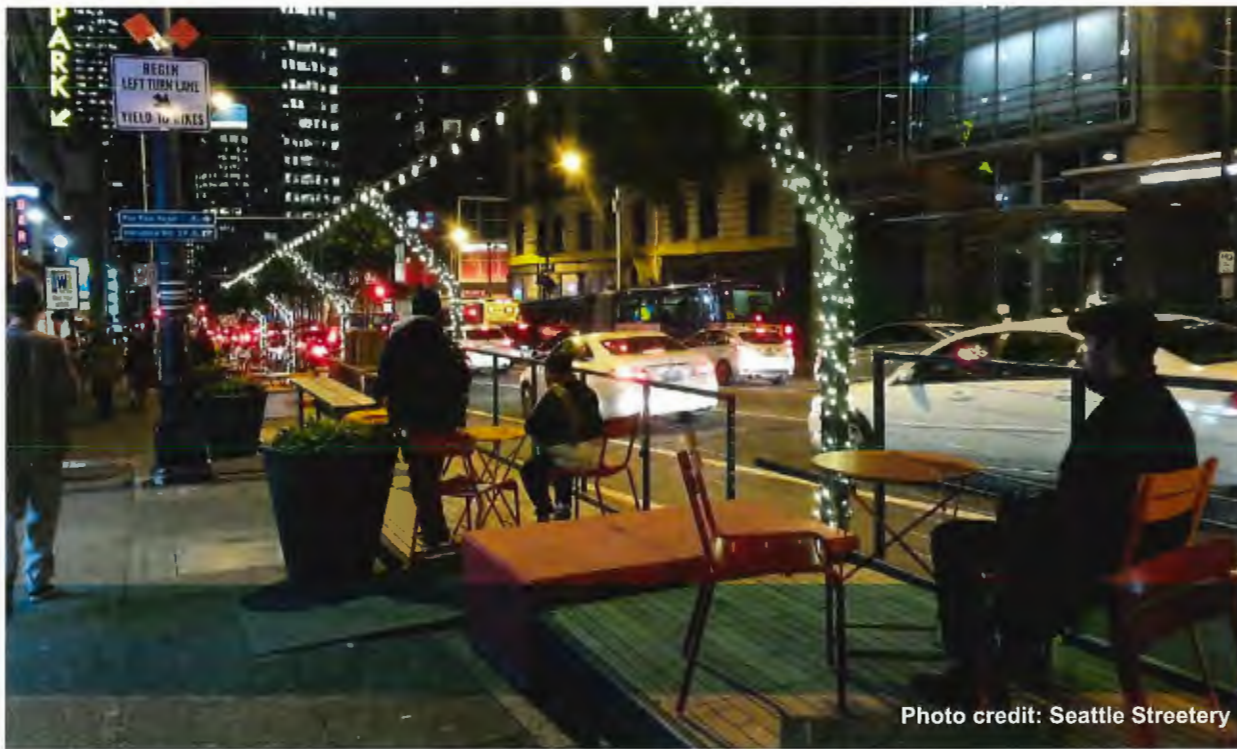


Photo credit: Seattle Streetery

LOCATION ON THE BLOCK

Consider where your business is located on the block. A Street Patio is only allowed in the parking lane (the parking spaces to be converted) directly adjacent to your building frontage. It typically occupies the length of either one or two parking spaces.

All Street Patios must be sited and designed to keep traffic and pedestrian sightlines clear for safety reasons (see the café structure design guidelines provided). Corner locations can be attractive sites; however, the closer a Street Patio is to a corner, the more complicated siting becomes, due to pedestrian and driver visibility issues.

SAFETY & ACCESS

A desirable site is one where people who use the Street Patio can be safely buffered from traffic. A physical barrier is always required alongside the travel lane. Like other streetscape features with pedestrian activity, a Street Patio can encourage drivers to slow to a safer speed as they pass. Street Patios are not appropriate on major roadways with dangerous volumes of high-speed traffic.

For safety, a Street Patio must be designed so that it does **not**:

- Create dangerous confusion or conflicts between the pedestrian area and vehicle lanes
- Create a traffic safety hazard by interfering with visibility of pedestrians, street signs or signals
- Begin within 20 feet of an intersection or crosswalk
- Block access to a driveway, or sight lines of cars emerging from the driveway

CURB USE

A Street Patio cannot interfere with other curb uses. Examine the proposed area for any conflicts along the curb, in advance. Conflicts with existing curb uses that will result in denial of the permit application include conflicts with a:

- fire hydrant
- bus stop or transit station
- loading zone
- taxi zones
- handicap-access parking spaces
- other specially designated zones

You may be able to work with the City and your neighbors to move certain types of conflicting uses or zones; please consult the Right of Way Management Division at Austin Transportation Department.

If parking is metered on the block, it is recommended that a Street Patio not occupy more than half of the total parking spaces on the block.

UTILITY CONFLICTS

Streets in Austin move more than people and cars. Under the street run water and sewer lines, electrical and telecommunications conduits, and vaults. City workers and private utility owners need to access these utilities, so **Street Patios cannot block manholes or utility**

boxes/covers. Please inspect the proposed site in advance (both the street and sidewalk). Be aware that if utility providers should need to excavate the street, you may be required to temporarily remove the Street Patio. See the Street Patio Maintenance Agreement for more information.



STREET TREES

Siting a Street Patio near existing shade trees and other landscaping can enhance its appeal. Small trees in containers can be an attractive part of the café design. Be sure to design your project so that it does not interfere with the root system or health of existing street trees. In particular, ensure that your design will not lead people to walk over a street tree's well/pit or through a landscaped area. Conflicts with trees would require a redesign on Congress Avenue and other downtown streets, for example.



Photo credit: City of Portland

COSTS

As the applicant and host business, you are responsible for all costs related to designing, constructing, operating and maintaining a Street Patio.

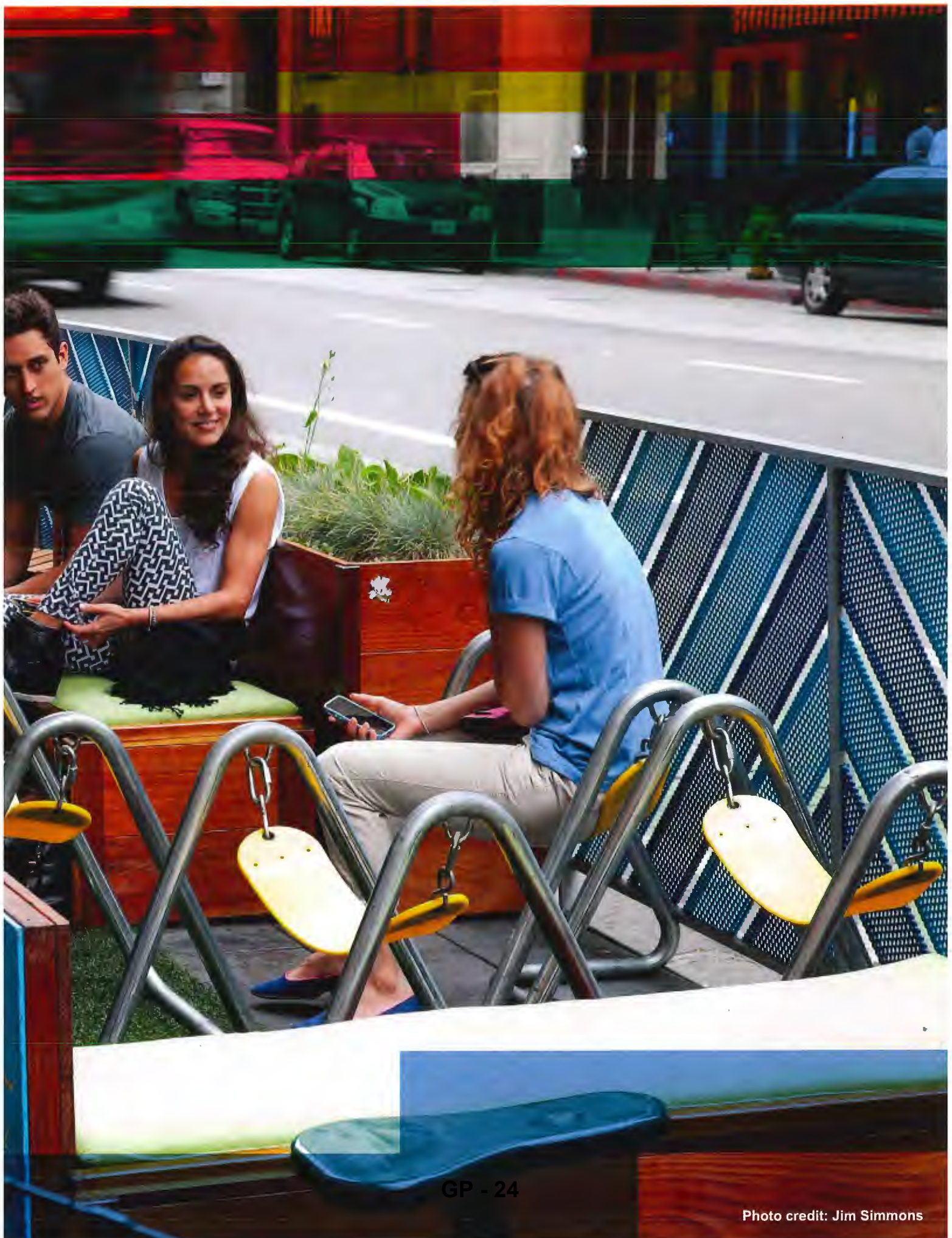
Based on reports from previous applicants, the total initial costs to create a permitted temporary Street Patio can range from a few thousand dollars to upwards of \$60,000, depending on the design and the materials used.

If your budget is tight, consider crowd-funding as an option. Neighbors and friendly customers may be interested in contributing toward the funding of a Street Patio; consider establishing a donation site on a crowd-resourcing platform such as [IOBY](#) (In Our Back Yard).

A Street Patio is a private use of the public right of way, so City of Austin usage fees apply. For a Street Patio, the usage fee is \$2,000 per parking space annually. This fee is consistent with the rates for other dedicated private-sector uses of a parking space on a City street (e.g. valet, car-share). The fees are paid to Austin Transportation Department, which incurs the costs to operate the Street Patio program.

Applicants should also budget for ongoing operations, daily maintenance, repairs and eventual removal of the Street Patio structure. Plan ahead for the staff hours (or other help) needed to keep the area and the structure clean, safe, and attractive daily and maintained year-round.





II. Design Requirements

Street Patios should be thoughtfully designed as quasi-public spaces that are safe, accessible, attractive, functional, and contribute positively to the character of the city and the area. To make your Street Patio a popular and welcoming space, gather ideas from your customers, neighbors, design professionals and other street parklets, such as those illustrated in this handbook.

Carefully select materials that will weather well over time. Sustainable, locally-sourced and reclaimed materials are encouraged and budget-friendly. Address fire safety concerns. For the Street Patio design, consider options for built-in seating, creative artistic elements, and drought-tolerant landscaping in containers. Consider the kinds of activities you want to promote, and those you may want to discourage. How can the Street Patio best reflect the special character of its neighborhood? To ensure a high-quality design and sustainable life-cycle cost, engaging an architecture or landscape architecture firm is recommended; a number of local firms are experienced in developing design concepts and specifications for Street Patios and sidewalk cafés. Keep in mind that the plans must be submitted by a licensed professional. If your budget is tight, consider engaging design or architecture students who may be eager to help and are working under the guidance of a licensed professional.

Please refer to illustrations included in this handbook to better visualize the design requirements and communicate them to your team, including the fabricators and installer. The section on Technical Development that follows provides additional information about construction and installation.

FOOTPRINT

A Street Patio may not intrude into a lane of travel (including vehicle, bus and bicycle lanes).

Parallel and angled parking spaces

Length: The curb-front length of a Street Patio is limited to the host building's frontage. You may make a special request on your application to extend the Street Patio to include a portion of another building frontage. In that case, **please include a letter of support from the neighboring building's tenant and/or owner which explicitly extends permission to occupy parking spaces in front of their building.**

Width: The structure should extend into the street at the same width (between curb and travel lane) as the parking space(s) it replaces, which is typically eight feet wide.

EXTERIOR BARRIER / VERTICAL ELEMENTS

For safety purposes, a Street Patio must have a continuous edge and physical barrier along the travel lane. It must serve to separate the Street Patio from traffic. The barrier may be composed of railings, barricades, planters, and/or a wall with built-in seating. The barrier must be at least 36 inches tall, as measured from the street surface.

Fencing or a railing can be anchored or integrated into the decking structure. Landscaping containers and/or seating may be integrated into the fencing or wall as well.

Overhead weather protection, such as shade umbrellas or structures, is encouraged. Overhead features may not extend into the street's travel lane. If they extend over the curbside edge, they must provide at least 8 feet of clearance for people walking, as measured from the sidewalk.

BUFFER

To ensure visibility and to protect your Street Patio from parking cars, the City requires a four foot buffer on both ends of the Street Patio.

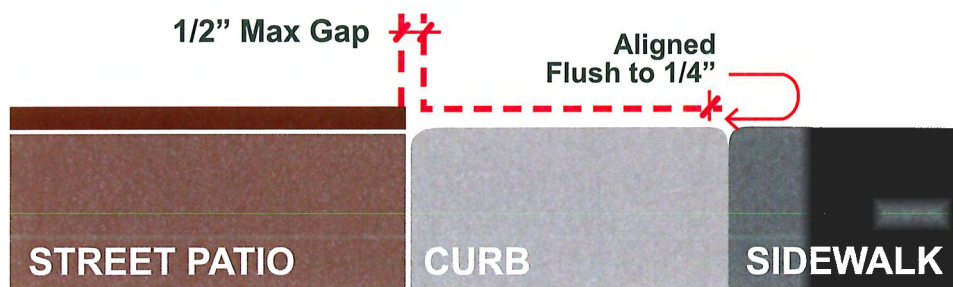
Wheel stops must be installed at the back of the buffers to prevent people from parking too close to your Street Patio. To enhance visibility, reflector posts are recommended at the outside corners of the buffers.

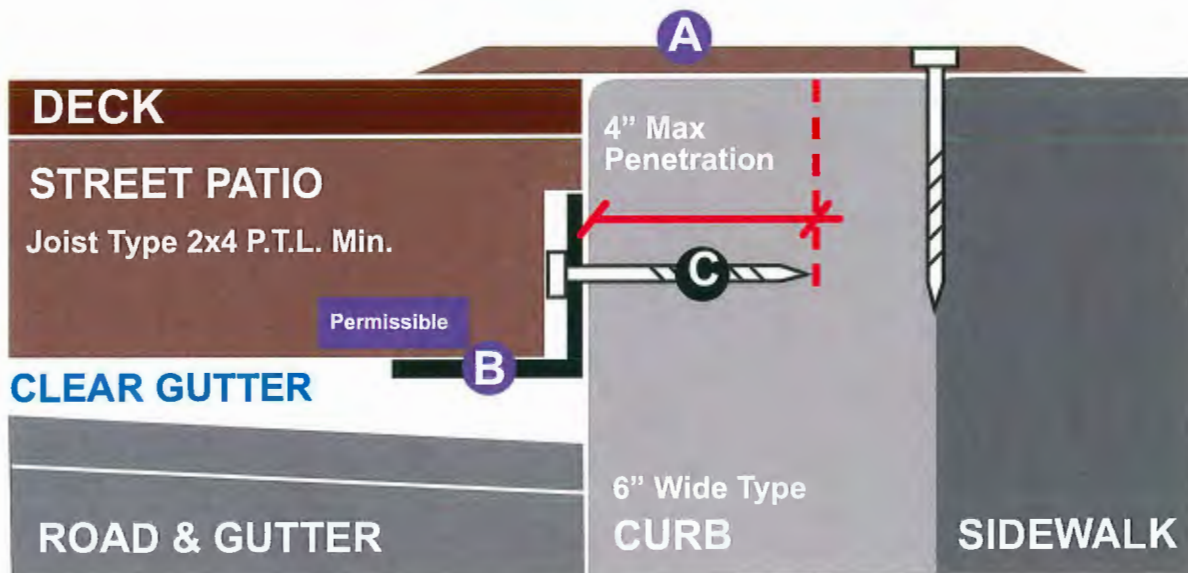
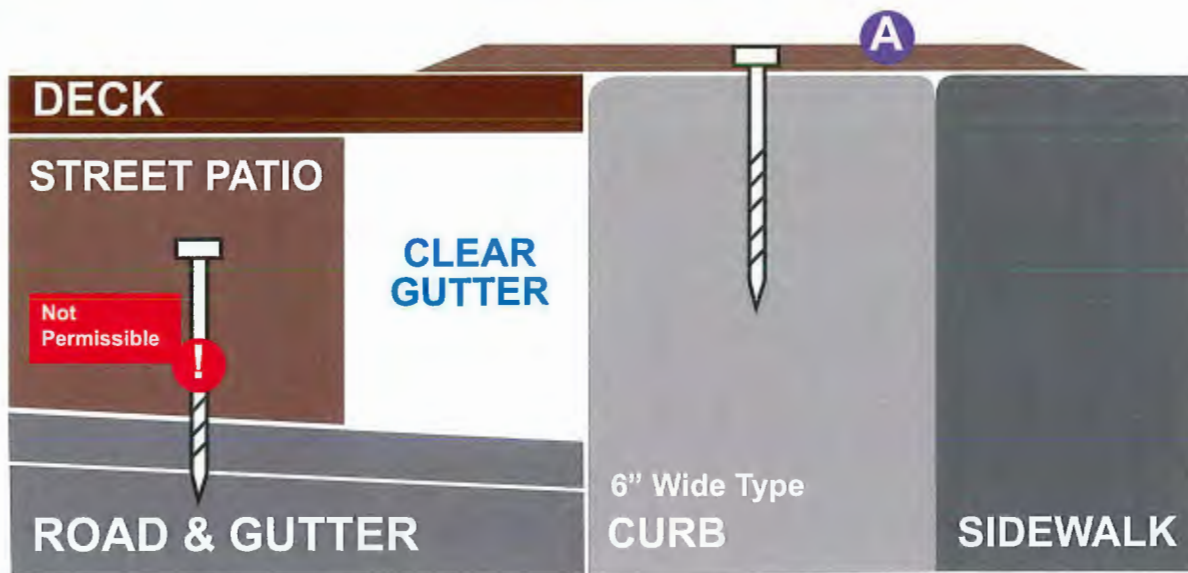
These buffer areas don't have to remain empty space, though. You may install a bike rack, large planter, or other features within the buffer zone as an added amenity.

FRAME AND DECK

A Street Patio requires a structural foundation that rests on the street surface. To qualify as a temporary structure under the City's Sidewalk Café ordinance, this frame can be attached to the street or curb only with a single bolt in each corner of the deck (four bolts maximum). Please see the bolting illustrations below:

THRESHOLD & PLATFORM SURFACE





The top of the Street Patio platform must be flush with the sidewalk with a maximum gap of 1/2 inch between the curb and the top of the deck.

Most Austin streets slope upward from the gutter towards the centerline of the street. The gutters are typically edged with a six-inch-high curb. This ensures that stormwater flows towards the curb and gutter during a rainstorm. The curb is intended to prevent water from jumping the curb and flooding adjacent buildings. Applicants and designers are strongly advised to take field measurements before beginning design to ensure the proposed platform solution will fit within the allotted space and satisfy all slope and accessibility requirements for the finished deck.

The Street Patio cannot impede the flow of curbside drainage. Designers are strongly encouraged to cover openings at either end of the Street Patio with screens to prevent debris buildup beneath the deck and in the gutter.

As a temporary structure, the frame and deck should be built to allow for easy removal. (For example, it could need to be removed for future street reconstruction, utility work, failure to abide by City regulations, or it may be decommissioned after a new tenant moves in). Wood frame, steel frame, or pedestal support systems are recommended. Concrete may be used; however, a plastic slip-sheet or similar material must be used to prevent the concrete from binding to the street.

MATERIALS

The Street Patio should be constructed of high-quality, durable, non-reflective, and aesthetically pleasing materials. Steel, finished woods, salvaged building materials, and sustainably sourced materials are recommended.

All walking surfaces should be non-slip and weather resilient to ensure safety and accessibility. Lumber, wood tiles, or precast concrete pavers are good choices for the Street Patio platform surface.

Since Street Patios are intended to be temporary structures, consider the potential for eventual recycling or reuse of materials.

ADA ACCESSIBILITY

The design must include at least one ADA-accessible seating area per parking space used. This seating area must accommodate a 60-inch turning circle for a wheelchair. Movable chairs and tables can be placed within this area if they are removed as needed to accommodate disabled persons. The entrance to the Street Patio must be a minimum of 36 inches wide to accommodate a wheelchair.

AMENITIES

Seating:

All Street Patios may include built-in seating, which can be integrated in a variety of creative ways. These seats can be attached to the decking structure.

Comfortable places to sit are important to create welcoming and inviting public spaces. Movable seating is recommended as well; chairs or stools can be removed and stored inside at the close of business, or locked with cables to the structure.

The Street Patio and its furnishings will be open to the public when the business is closed. As such, they should be highly durable and appropriate for the public realm.

Landscaping:

Landscape plantings make the space more people-friendly and can serve as a pleasant buffer from traffic along the street-facing Street Patio edge. Drought-tolerant and native plants are strongly recommended. Landscape elements may be incorporated in large pots, decorative

planter boxes, hanging planters, green walls, or raised beds. Large planters can serve as part of the required barrier between the Street Patio and traffic in the travel lane. These could be used for small evergreen and flowering trees, for example. Select container materials that will retain moisture in the summer heat; adequate drainage is also needed. Adequate soil volume will protect plant health and reduce the need for watering; plan ahead for ongoing watering needs. Consider edible plants such as herbs and plants with fragrance, texture, color and seasonal interest.

Bicycle Parking:

Fencing or railings are likely to be used by bicyclists as handy places to lock up their bikes; the design should anticipate this use. The Street Patio design can also incorporate a separate bike rack, or a specific feature (e.g. metal loops) suitable for attaching bike locks. Applicants may also request that the City install a bike rack on the sidewalk next to the Street Patio.





III. Application Process

The Austin Transportation Department Right of Way Management Division reviews applications for Street Patios. The application form is available [online](#) and may be picked up at the office at 3701 Lake Austin Boulevard, Austin, TX 78703, between 8 a.m. and 1 p.m. on weekdays. When completed, it may be mailed to this location or delivered during these hours. All elements described below must be submitted together.

Application Form: Prepare a short description of your Street Patio to help reviewers understand what you're planning for the space. The application asks for detailed information such as the proposed location and specific parking spaces desired, the specific hours that your establishment (and thus the Street Patio) will be open for business, and whether you have a Texas Alcoholic Beverage Commission (TABC) license and intend to serve alcohol.

See the application form for further details about the City process for submittal, review, and approval.

Letters of Support: A street patio applicant may be required to furnish two letters of support from adjacent neighboring businesses or property owners. If the applicant is not the property owner, they must lease space in the building.

Photos: Include at least three photos showing the current parking space(s) to be converted into a Street Patio, along with the adjacent street and sidewalk. At a minimum, please provide one photo from across the street and one photo from each end of the proposed Street Patio.

Historic and Landmark Districts: In the following areas with a Historical Designation, an applicant must obtain prior approval from the Historic Preservation Office.

- Fifth Street (From Neches Street to Red River Street)
- Sixth Street (From I-35 to Lavaca Street)
- Trinity Street (From Sixth Street to Seventh Street)

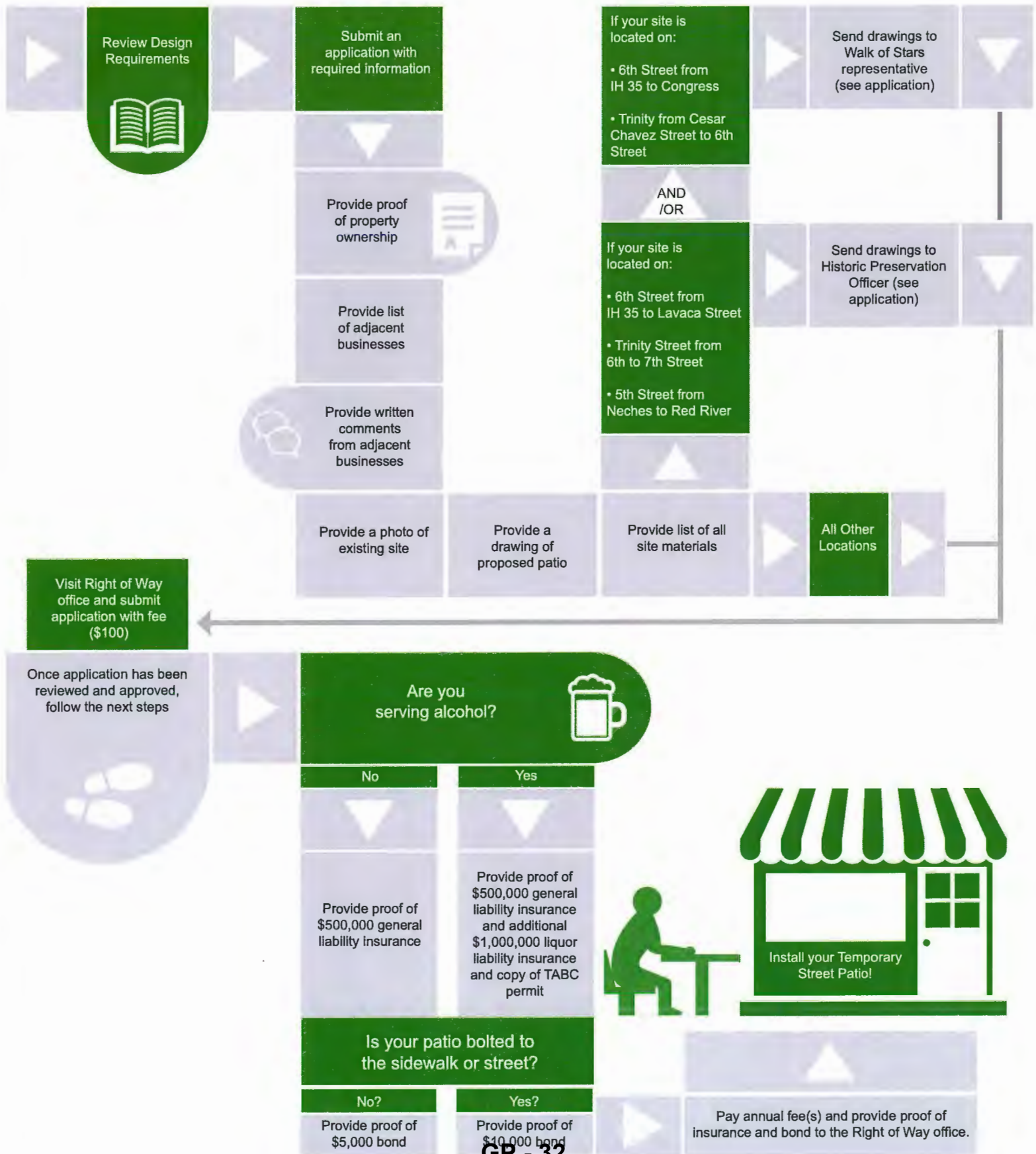
Contact the Historic Preservation Office early in the design process; incorporate their feedback into your design to expedite approval. The Historic Preservation Officer may be reached by calling 512-974-6454. Include a letter or email from the Officer approving your design with your application packet.

LIABILITY INSURANCE

As is required for other City street use permits, the applicant business must carry \$500,000 in commercial general liability insurance. A business that sells alcohol must also carry \$1,000,000 in Liquor Liability Insurance. The applicant must add the City of Austin as an "additional insured" to the policy.

The applicant must provide a certificate of liability insurance before the City can issue the permit. This coverage must be maintained throughout the duration of the permit and for six months after the café is removed. For more information, please see the [Right of Way Requirements for Insurance, Bond, and License](#).

PERMIT PROCESS FLOWCHART





IV. Technical Development

CONSTRUCTION DOCUMENTS

With your application, please submit a complete set of construction documents that are drawn to scale, showing the dimensions, materials, assembly details, and landscape plan for the Street Patio. Keep in mind that the plans should be submitted by a licensed professional.

Prior to submission, check to ensure that construction documents include:

1. LOCATION AND CONTEXT PLAN

Show the Street Patio in relation to the surrounding context, including buildings, property lines, driveways, bike and traffic lanes, and street features (e.g., trees, utilities, fire hydrants, bus shelters). This plan must specify the dimensions of the footprint, the width of the adjacent sidewalk, and surrounding parking spaces.



2. DETAILED SITE PLAN

This top-view drawing of the Street Patio must show the dimensions and its various elements. Provide details on the specific materials (including plants).

3. ELEVATIONS

These side-view drawings must indicate dimensions (including height), materials, and buffers.

4. CONSTRUCTION DETAILS

The construction detail diagrams should show the nuts and bolts (literally!) of how you plan to

assemble the Street Patio. Detail the hardware and fasteners to be used in the construction process. Detail how storm water will drain and flow along the curb.

5. DETAILED FENCING PLAN

This plan should contain diagrams showing how your Street Patio fencing will be assembled and secured. You should list the type of materials that will be used and provide dimensions.

V. Permit Issuance & Fees

After the technical review of construction documents is complete and approved, the City will issue your temporary use Street Patio permit.

The permit fee is \$2,000 per parking space annually. The fee can be paid in person at Austin Transportation Department's Right of Way Management Division, 3701 Lake Austin Blvd., Austin, TX 78703 between 8:00 a.m. and 1:00 p.m. Monday through Friday. The annual \$2,000 permit fee for each parking space is in addition to the initial \$100 application fee.

An applicant can obtain a permit for up to five years by paying the total amount of fees, due for multiple years, upon approval.



VI. Installation

Upon issuing the permit, staff will advise you on site-specific considerations. These include:

- Plan to spend as little time building in the right of way as possible, by starting construction off-site. Contractors can prepare materials and build the frame offsite before delivering it to the project site.
- Prior to starting construction, you will be responsible for placing temporary No Parking Signs adjacent to the parking spaces to be converted. This is a two-step process that requires you to rent “No Parking” sign easels from a traffic control vendor, then attach a self-verification form to the easels. The signs must be placed in the right of way 72 hours in advance of the day you start building. Ensure that no cars are parked in the spaces to be converted, on the day of the build. City staff can provide guidance.
- You are responsible for ensuring that all adjacent street trees are protected during construction. The tree root zone should not be used to stage equipment or stockpile materials. Tree protection fencing should be used to mark a minimum four-foot tree protection root zone around the trunk.





Photo credit: Ryan Collard

VII. Maintenance

Street Patio operators manage and are responsible for all maintenance duties and costs to keep the structure in good condition. Clean your Street Patio and the surrounding area on a daily basis, clear the drainage channel as needed, secure movable furniture at night, and repair any damage to the site. Proper maintenance is a condition of the permit, per the maintenance agreement signed before the permit is issued. A copy of this agreement is found in the Street Patio Permit Application.



Photo credit: Jim Simmons

VIII. Permit Renewal

The permit must be renewed and the fee paid once a year. Alternatively, permits can be issued and paid for up to five years in advance. You will receive a renewal notice and invoice prior to the anniversary date of your permit.

An inspector will visit your Street Patio around the time of permit renewal and will work with you to ensure that any maintenance, safety, or accessibility issues get resolved. Make sure your liability insurance policy is up to date before renewing your permit.

IX. Street Patio Removal

A Street Patio must be constructed and installed such that it can be easily removed when needed. In rare circumstances, the City may require that you temporarily or permanently remove your structure. You must be able to do so within 30 days of the notice. Faster removal may be required for emergency work. As the Street Patio host, you are responsible for all costs and labor associated with the disassembly and removal.

Motion:

To write a letter to the BC Attorney General, BC Minister of Jobs, the Liquor and Cannabis Regulation Branch (LCRB), and the Richmond MLAs, in favour of a temporary, expedited, and low-cost application process for businesses who are adding patio space as a response to the Covid-19 pandemic.

Rationale:

Liquor licensing is time-consuming and costly. Many small businesses are on the brink of closure and are trying to adapt to the “new normal”. For those that are adding patio space to be able to accommodate physical distancing measures, a simple and streamlined application process is needed to help them adapt in a timely manner.



City of Richmond

Report to Committee

To: General Purposes Committee **Date:** April 24, 2020
From: Peter Russell, MCIP RPP **File:** 10-6000-01/2020-Vol
 Director, Sustainability and District Energy 01
Re: **2019 Climate Action Revenue Incentive Program and Corporate Carbon
 Neutral Progress Report**

Staff Recommendation

That the Climate Action Revenue Incentive Program Report and Carbon Neutral Progress Report, as described in the staff report titled, "2019 Climate Action Revenue Incentive Program and Corporate Carbon Neutral Progress Report" dated April 24, 2020, from the Director, Sustainability and District Energy, be posted on the City's website for public information, in accordance with Provincial requirements.

Peter Russell, MCIP RPP
 Director, Sustainability and District Energy
 (604-276-4130)

Att. 3

REPORT CONCURRENCE		
ROUTED TO: Finance Department Parks Services	CONCURRENCE <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	CONCURRENCE OF GENERAL MANAGER <small>Discussed by:</small> <small>g:352CB09CEDB440...</small>
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO

April 24, 2020

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Staff Report

Origin

The City of Richmond is committed to maintaining carbon neutral corporate operations, first achieved in 2013. The purpose of this report is to update Council on the 2019 corporate greenhouse gas (GHG) emissions and carbon neutrality activities.

This report supports Council's Strategic Plan 2018-2022 Strategy #2 A Sustainable and Environmentally Conscious City:

2.1 Continued leadership in addressing climate change and promoting circular economic principles.

This report supports Council's Strategic Plan 2018-2022 Strategy #6 Strategic and Well-Planned Growth:

6.2 "Green" and circular economic growth and practices are emphasized.

Council signed the BC Climate Action Charter in September 2008, voluntarily committing the City to annual corporate GHG emissions reporting and taking the necessary actions to achieve carbon neutral operations. In 2013, Council adopted the "*Towards Carbon Neutrality: Implementation Strategy*," which put in place an effective framework, defined by four key steps, for meeting carbon neutrality commitments: measure, reduce, compensate (or offset) and report.

Key mechanisms identified in the 2013 strategy to address the need for compensation included assessing and quantifying beyond "business as usual" corporate activities that reduce GHG emissions and the implementation of the Richmond Carbon Market program to purchase offsets from Richmond-based projects, as needed.

The City is reducing GHG emissions through the implementation of the 2013 Green Fleet Action Plan, Energy Management Program (for buildings and infrastructure), and other initiatives. To meet the City's community commitment of 33% reduction from 2007 levels by 2020, Council previously endorsed a 20% GHG emissions reduction target for Fleet by 2020 from 2011 levels and a 65% reduction for corporate buildings by 2020 from 2007 levels.

Analysis

The City of Richmond has achieved carbon neutral operations for the past six reporting years (2013-2018). Based upon this year's review and findings, the City will also be eligible to achieve carbon neutral corporate operations for the 2019 calendar year. Due to ongoing completion of emissions reduction projects, the City is carrying forward a surplus of verified emission credits. As per Provincial reporting protocol, surpluses can be allocated to future reporting years. Based on the continued work to reduce fleet and corporate building related emissions, diversion of community organics from the waste stream, and the accumulation of verified surplus emission credits from previous reporting years, staff are projecting that carbon neutral operations can be maintained into future reporting years.

April 24, 2020

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2019 Corporate Carbon Emissions

The reported corporate emissions adhere to the BC Ministry of Environment's reporting methodology, and include GHG reductions resulting from the City's purchase of renewable natural gas. The 2019 total includes GHG emissions associated with traditional municipal services, including those that are contracted out (e.g. community recycling collection). Corporate emissions in 2019 were approximately 14% lower than in 2007. This reduction was achieved despite an increase in population of approximately 20% and corresponding increases in corporate services that are associated with this growth.

Through the replacement of aging facilities with less GHG emission intensive infrastructure and the continued operational improvements at key facilities, it is anticipated that emissions at corporate buildings will continue to be reduced as planned projects are implemented over the coming few years.

Table 1: 2019 Corporate Emission Sources

	Tonnes CO₂e	Quantification Method
Emissions from services delivered directly by the City	7,103.6	Derived from metered energy consumption and associated GHG emissions from stationary sources (buildings, lighting, and pumps – except police services energy use) and corporate mobile sources (fleet – except construction related fuel use) used directly by the City
Emissions from contracted services delivering services on the City's behalf	1,897.4	The BC government standard methodology and guidance for estimated contracted emissions. Fuel usage values and Option 3 (Vehicle/Equipment Type and Hours of Usage) were used to determine the contracted emissions value.
TOTAL	9,001.0	

2019 Corporate and Community Carbon Credits (Offset Projects)

In accordance with BC Government Carbon Neutral protocols, the City completed the necessary reporting, quantification and verification of one corporate project outside of the City's traditional services boundary.

- **Diverted Organics Credits:** Emission credits from diverted household organic waste contributed significantly to offsetting the City's corporate emissions footprint in 2019. The estimated total diverted organics for 2019 corresponds to 6,370 tonnes of avoided GHG emissions, which represents 71% of the City's 2019 total corporate emissions.
- **Sun Hor Lum Conservation Area Credits:** The City achieved emissions credits for the 2011 purchase and preservation of the Sun Hor Lum Conservation Area in Northeast Richmond. Preserving this natural habitat and ensuring that the land was not developed for agricultural purposes preserves the carbon stored in the peat soil and provides benefits to Richmond and the region. Analysis and quantification of the carbon storage and sequestration benefits of the Sun Hor Lum Conservation Area resulted in the City claiming 3,244 tonnes of avoided GHG emissions for the period of time the City has

April 24, 2020

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owned the site, between 2012 and 2018. The carbon storage and sequestration benefits that were quantified as part of the City's due diligence and conservation management planning are in addition to the ecological benefits that the City and region enjoy from the preservation of this ecosystem. It is believed that this work will help to inform other jurisdictions in the region on the importance of conserving and enhancing bog environments. The City is able to claim additional emissions credits for carbon sequestration from the Sun Hor Lum Conservation site, if the area is preserved and maintained in its natural state for the long term. Additional credits were not quantified in the current reporting year because the City already has a surplus of credits. Staff will assess and report additional credits from this source in future years.

- **Richmond Carbon Market:** Council endorsed the Richmond Carbon Market (RCM) program in 2017 as a tool to purchase carbon offsets from Richmond-based emissions reduction projects. The City currently maintains an open bid for interested parties. To date, Council approved the execution of purchase and transfer agreements with Pacific Gateway Hotel and Lafarge Canada. Pacific Gateway Hotel carbon credits were derived from a building energy efficiency project completed in 2015, and credits from Lafarge Canada were derived from asphalt recycling operations at Mitchell Island. Credits were recorded in the 2017 reporting year, and when not fully used, have been carried forward. The Carbon Market has been an effective tool for identifying potential community partners with quantifiable GHG emissions reduction projects.

Table 2: Anticipated Emission Credits (Offsets) for the 2019 Reporting Year

Offsets	Tonnes CO ₂ e	Quantification Method
Household Organic Waste Composting – Municipally Collected	6,370	BC Government Option 1 GHG Reduction Projects reporting method.
Surplus GHG emission credits from 2018 Reporting Year	7,566	As per BC Government reporting protocol.
Total projected credits	13,936	
Estimated surplus carry forward for 2020 (see below discussion)	4,935	

With the above figures, staff anticipate that the City will again be eligible for a “Level 3 Achievement of Carbon Neutrality” through the Climate Action Recognition Program. Formal determination is typically announced at the Union of British Columbia Municipalities’ annual conference. It is estimated that the City will carry forward approximately 4,935 tonnes of GHG (tCO₂e) emission offsets for use in future reporting years. In addition, staff see opportunity to assess the potential for additional emission credits from City-owned bogs in Richmond, including Garden City Lands, that could be utilized in the future to offset Corporate greenhouse gas emissions. Natural bogs that are managed by the City in perpetuity would be eligible.

April 24, 2020

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Public Reporting

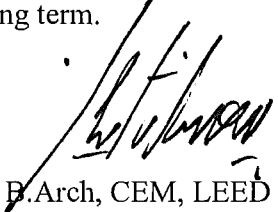
Staff will carry out public reporting on the City's website (Climate Action Charter related reports Attachments 1-3) and highlight the report through social media and public engagement activities throughout the year.

Financial Impact


None.

Conclusion

The City of Richmond is a leader amongst BC municipalities through its innovative corporate projects and programs to reduce community and corporate GHG emissions. Through the continued and strategic implementation of the *Towards Carbon Neutrality – Implementation Strategy*, the City has focused on completing projects that maximize the reduction of fossil fuel use in City operations. The City is well positioned to maximize corporate and community benefits of transitioning towards a low carbon community and maintain carbon neutral corporate operations in the long term.



Poroshat Assadian, B.Arch, CEM, LEED
Corporate Energy Manager
(604-244-1239)



Norm Connolly, MCIP RPP
Sustainability Manager
(604-276-4676)

NC:nc

- Att. 1: Carbon Emissions Provincial Reporting Worksheet – 2019 City of Richmond
- Att. 2: Climate Action Revenue Incentive Program – 2019 Public Report
- Att. 3: Contracted Emissions Estimate Report 2019

Attachment 1: Carbon Emissions Provincial Reporting Worksheet – 2019 City of Richmond

Local Government Name:	The City of Richmond
Year:	2019
Contact Information:	
Name:	Andrew Nazareth
Position:	General Manager of Finance and Corporate Services
Telephone Number:	604-276-4095
Email address:	anazareth@richmond.ca

Stationary Emission Sources:				
Building and Infrastructure Fuel	Unit of Measure	Quantity	Emissions (tCO2e)	
Electricity	KWH	38,859,991.00	415.21	
Natural Gas	GJ	88,339.00	4365.02	
Mobile Emission Sources: Estimated			4780	
Vehicle Class	Vehicle Fuel	Unit of Measure	Quantity	Emissions (tCO2e)
Light Duty Vehicle	Gasoline	L	32,772	73.08
Light Duty Vehicle	Diesel	L	421	1.10
Light Duty Truck	Gasoline	L	198,930	450.18
Light Duty Truck	Diesel	L	7,201	18.89
Heavy Duty Truck	Gasoline	L	240,774	516.70
Heavy Duty Truck	Diesel	L	338,968	882.33
Off Road Vehicle	Gasoline	L	18,596	40.30
Off Road Vehicle	Diesel	L	107,333	309.55
Off Road Vehicle	Propane	L	20,215	31.11
Marine	Gasoline	L	32	0.07
Light Duty Truck - Contractor	Gasoline	L	10,402	23.54
Heavy Duty Truck - Contractor	Diesel	L	527,956	1,374.27
Heavy Duty Truck - Contractor	Natural Gas	GJ	32	1.60
Estimated Contractor	Diesel/Gas	L		498.00
Total Emissions (all Sources)				9,000.95
Credits: Estimated				
Organic Waste Diversion		Baseline	Estimated tonnes	Estimated credits
Diverted Household Organic		7,783	20,673	6,370
Diverted Organic Waste (Waste Drop off Service)		4,709	4,450	0
2018 Surplus Carbon Credits				7,566
Total Estimated Credits			13,935.97	
Total Estimated Balance				4,935.02



Climate Action Revenue Incentive (CARIP) Public Report for 2019

Local Government:

City of Richmond

Report Submitted by:

Peter Russell

Senior Manager, Sustainability & District Energy

prussell2@richmond.ca

Phone: 604-276-4130



The City of Richmond has completed the 2019 Climate Action Revenue Incentive Program (CARIP) Public Report as required by the Province of BC. The CARIP report summarizes actions taken in 2019 and proposed for 2020 to reduce corporate and community-wide energy consumption and greenhouse gas emissions (GHG), as well as general sustainability related initiatives.

April 24, 2020

General Information

Name of Local Government	City of Richmond
Member of Regional District (RD)	Metro Vancouver
Regional Growth Strategy (RGS) in region	Yes
Population	227,406



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1. GENERAL REPORT INFORMATION

This 2018 Climate Action Revenue Incentive Program (CARIP) Public Report documents the actions that the City of Richmond has taken corporately and in the community to support the reduction of greenhouse gas (GHG) emissions and energy use, as well as other sustainability related initiatives. The actions are separated into seven main categories; Broad Planning, Buildings and Lighting, Energy Generation, Greenspace/Natural Resource Protection, Solid Waste, Transportation, Water and Wastewater, and Climate Adaptation. There is also an Innovative Actions category, which the City has inputted items. The categories are further divided into community and corporate related actions, with general climate action questions at the beginning of each category.

This report encompasses a majority of the action items that the City is involved in support of GHG emissions and energy use reduction, but does not cover all sustainability related initiatives that the City conducts or supports. The report represents a “snapshot” of City activities in the past year, and proposed actions for 2020.

2. BROAD PLANNING ACTIONS

Broad Planning refers to high level planning that sets the stage for GHG emissions reductions, including plans such as Official Community Plans, Integrated Community Sustainability Plans, Climate Action Plans or Community Energy Emissions Plans. Land use planning that focuses on Smart Growth principles (compact, complete, connected, and centred) plays an especially important role in energy and GHG reduction. Summarized below are the City of Richmond’s responses to the Provincial inquiries regarding broad planning issues, and summary of initiatives conducted in 2019 and planned in 2020.

General Questions - Broad Planning	
What is (are) your current GHG reduction target(s)?	33% below 2007 levels by 2020; 80% below 2007 levels by 2050. Staff are currently developing new CEEP with revised targets: 50% below 2007 levels by 2030, and net zero GHG emissions by 2050.
Are you familiar with your local government's community energy and emissions inventory (e.g. CEEI or another inventory)?	Yes
What plans, policies or guidelines govern the implementation of climate mitigation in your community? <ul style="list-style-type: none"> Community Energy and Emissions Plan Integrated Community Sustainability Plan Community-Wide Climate Action Plan Official Community Plan Regional Growth Strategy Other: Ecological Network Management Plan, Riparian Response Strategy, Invasive Species Action Plan 	Yes No No Yes Yes No Yes
Does your local government have a corporate GHG reduction plan?	Yes



Community-Wide Broad Planning Actions Taken in 2019	
	Report to Council (RTC) on IPCC report, recommending a renewed Community Energy & Emissions Plan (CEEP), with deeper GHG reduction targets in line with limiting global temperature rise to 1.5 degrees Celsius [RTC endorsed by Council]
	Developed community engagement plan and branding (<i>50% x 2030 Advancing Richmond's Climate Leadership</i>). Conducted extensive public and stakeholder outreach and engagement in both spring and fall 2019 campaigns.
	Created eight strategic direction areas with proposed actions for the new CEEP, contingent with achieving 50% emission reduction from 2007 by 2050, and net zero carbon emissions by 2050.
	Development of actions within each CEEP direction area was supported by geospatial modelling and emissions forecasting, with consultant engaged to support this analysis.
Community-Wide Broad Planning Actions Proposed for 2020	
	Report to Council in January 2020 detailing results of community engagement on Community Energy & Emissions Plan completed in 2019, and seeking endorsement of the eight Strategic Directions that create the framework for the new Plan.
	Complete the revised CEEP 2020-2050 in tandem with final round of community engagement to help shape actions and timing within the new Plan.
	Create a Climate Action Strategy that acts as a communications document encompassing the following: (a) major actions and GHG emission targets from the new CEEP, (b) actions tied to energy and emissions leadership on the City's civic buildings and fleet, and (c), City-led infrastructure investments tied to climate adaptation and resiliency.
	Implement of higher BC Energy Step Code requirements in the City's Building Bylaw for detached and duplex homes, with a one-Step relaxation in these requirements available for homes equipped with a City-approved low carbon energy system.
	Implement new, mid-level Step Code requirements for hotels and motels, with a one-Step relaxation in these requirements for buildings equipped with a City-approved low carbon energy system.
	Conduct a curbside EV charging pilot in Richmond to test efficacy of increasing access to Level 2 public charging in proximity to existing MURB development, and where many residents currently don't have the option to charge at home.
	Develop a proposal to REAC-CPS that would provide Metro Vancouver Regional District with an expanded mandate to support local and regional climate action programs.
Corporate Broad Planning Actions Taken in 2019	
	Expand the Energy Optimization Program for City-owned buildings, which includes a range of energy efficiency retrofits for civic buildings and facilities.
	Expansion of public DC Fast Charging and Level 2 Electric Vehicle charging stations at civic locations,



	in partnership with Natural Resources Canada.
Corporate Broad Planning Actions Proposed for 2020	
	Update City of Richmond's High Performance Building policy.

3. BUILDINGS AND LIGHTING ACTIONS

Low-carbon buildings use the minimum amount of energy needed to provide comfort and safety for their inhabitants and tap into renewable energy sources for heating, cooling and power. These buildings can save money, especially when calculated over the long term. This category also includes reductions realized from energy efficient street lights and lights in parks or other public spaces. Below are the City of Richmond's responses to the Provincial inquiries regarding building and lighting initiatives conducted in 2019 and planned for 2020.

General Questions - Building and Lighting

The Province has committed to taking incremental steps to increase energy-efficiency requirements in the BC Building Code to make buildings net-zero energy ready by 2032. The BC Energy Step Code--a part of the BC Building Code--supports that effort

Is your local government aware of the BC Energy Step Code ?	Yes
Is your local government implementing the BC Energy Step Code ?	Yes

Community-Wide Building and Lighting Actions Taken in 2019

	Energy Step Code now in effect in Richmond's Building Bylaw for single-detached and duplex homes (Step 1) and a minimum Step Code level 3 requirement for new townhomes.
	Provide free training to local homebuilders on airtightness techniques in new home construction; results obtained in 2019 indicate a significant improvement in the airtightness of new homes.
	City of Richmond participation in development of Building Benchmark BC pilot program with five participating municipalities, Metro Vancouver, UBC and Province of BC. Work with OPEN Green Building Society to submit application to Natural Resources Canada for major program funding [two-year funding approved by NRCan in September 2019].

Community-Wide Building and Lighting Actions Proposed for 2020

	Implement higher BC Energy Step Code requirements for single-detached and duplex homes, with a one-Step relaxation available for new homes equipped with a City-approved low carbon energy system low-carbon option to maximize GHG reductions.
	Implement new, mid-level Step Code requirements for hotels and motels, with a one-Step relaxation in these requirements for buildings equipped with a City-approved low carbon energy system.
	Conduct an awareness campaign with owners and property managers of larger residential,



	commercial and industrial buildings to enroll and participate in the regional Building Benchmark BC (January 2020 to April 2021).
	Continue implementing: EnergySave Richmond suite of programs; Metro Vancouver Strata Council Advisor pilot program (encouraging a subsequent phase of this program in the region); water and energy saving programs; promoting Richmond Carbon Market initiative to Richmond businesses as needed.
	Implement public, direct current fast charging (DCFC) stations for electric vehicles in Richmond, at major civic facilities.
	Conduct research to inform Level 2 EV charging infrastructure requirement for new industrial and commercial buildings in Richmond, similar to implementation of EV infrastructure requirements for new residential buildings completed in 2018.

Corporate Building and Lighting Actions Taken in 2019

	Deployment of the Deep Emission Building Retrofit Program to support carbon reductions in City owned buildings, including Richmond Library and Cultural Centre,
	Completed LED Street Light Conversion Project - Phase 3 (421,798 kWh) in savings. The LED upgrade will reduce maintenance and operation costs by 50%, and improve the quality of light by focusing light directly where it is required, in a uniform way. LED lighting also has lower energy consumption and carbon footprint. The street light LED upgrade resulted in 46% savings in electricity.
	Energy efficiency upgrades at Thompson Community Centre, including DDC Upgrade, RTU replacement, and new electric heat pump equipment.
	Gateway Theatre mechanical and lighting upgrade: replacing incandescent lighting with LED fixtures.
	Watermania, heat recovery, cooling tower replacement.
	DDC and energy efficiency upgrades completed at: Community Safety Building (RCMP), South Arm Community Centre, and Thompson Community Centre.
	Boiler replacement at the Richmond Ice Centre: convert atmospheric boiler to condensing boiler.

Corporate Building and Lighting Actions Proposed for 2020

	Secured funding for Phase 4 of the City of Richmond street lighting conversion project, with replacement of approximately 1,000 existing street light fixtures with new and much more energy efficient LED technology.
	Work towards achieving key targets in the City's High Performance Building Policy for new and existing facilities, with focus on energy efficiency, reduced resource use, wellness and wellbeing, circular economy and environmental sustainability.
	Solar PV installation at the Fire Hall No.1.
	Install exhaust heat recovery at the City Hall and South Arm Community Centre
	DDC upgrade the Works Yard, Steveston Tennis Shed and Britannia Heritage Complex



4. ENERGY GENERATION ACTIONS

A transition to renewable or low-emission energy sources for heating, cooling and power supports large, long-term GHG emissions reductions. Renewable energy including waste heat recovery (e.g. from biogas and biomass), geo-exchange, micro hydroelectric, solar thermal and solar photovoltaic, heat pumps, tidal, wave, and wind energy can be implemented at different scales, e.g. in individual homes, or integrated across neighbourhoods through district energy or co-generation systems. Below are the City of Richmond's responses to the Provincial inquiries regarding energy generation, and summary of initiatives conducted in 2019 and planned in 2020.

General Questions - Energy Generation	
Is your local government developing, or constructing a <ul style="list-style-type: none"> • district energy system • renewable energy system • none of the above 	Yes Yes
Is your local government operating a <ul style="list-style-type: none"> • district energy system • renewable energy system • none of the above 	Yes Yes
Is your local government connected to a district energy system that is operated by another energy provider?	No
Are you familiar with the 2018 List of Funding Opportunities for Clean Energy Projects Led by First Nations and Local Governments?	Yes

Community-Wide Energy Generation Actions Taken in 2019	
	Continued to expand and connect new customers in the West Cambie neighbourhood to the Alexandra District Energy Utility (ADEU). In 2019, over 350,000 ft ² of residential floor space were connected to the system. Total space now connected to ADEU = over 1,650,000 ft ² of residential space and over 300,000 ft ² non-residential space.
	Installed new pipes and vault connections under Alexandra Park to allow for the future addition of two new geo-exchange fields. This will ensure the ADEU system will be able to provide the same share of renewable energy to future customers.
	Continued to develop and operate the Oval Village District Energy Utility (OVDEU) in the Oval Village area. Throughout 2019, the OVDEU had 9 connected buildings receiving energy. This totals 2,263,000 ft ² and over 1,900 apartment units.
	Worked with a private utility partner to develop plans and complete due diligence, feasibility analysis, and implementation plan for the design, finance, construction and operation of a City Centre District Energy Utility (CCDEU) which would encompass the entire city centre core.
	Advanced the interim servicing strategy in the City Centre area, requiring developments to provide on-site low carbon energy generation plants designed for interconnection with the future City Centre District Energy Utility (CCDEU). To-date, nine developments have been committed to the



	servicing strategy, totaling approximately 4,610,000 ft ² . These developments are currently working through various stages of the development process and are estimated to obtain occupancy between 2021 and 2023.
	Continued to implement DEU infrastructure and developments using dedicated DEU operating funds and capital program, financed through ratepayer funds.
Community-Wide Energy Generation Actions Proposed for 2020	
	Continue to connect buildings and expand the ADEU distribution system as development requires. Three new residential buildings (600,000 ft ²) are scheduled for connection in 2020.
	Continue Oval Village District Energy Utility construction and planning in partnership with a private utility partner, with continuous operational improvement and initiated construction for a third interim energy centre. This interim energy centre is scheduled to be in operation in 2020.
	Design and planning for the upcoming connection of five new developments with a total of over 1,800,000 ft ² of building gross floor area to the OVDEU system. These developments are scheduled to connect over the next 3 years, with the first connection in mid-2020.
	Continue securing on-site low carbon energy generation plants designed for interconnection with the future CCDEU system. Development schedules indicate that four applicable developments in the City Centre will go through rezoning in 2020. The four developments are estimated to total approximately 1,870,000 ft ² . Will be seeking approval for expansion of the CCDEU system to encapsulate all of the City Centre Area, potentially allowing for connection upwards of 48 million ft ² of floor space to DE utilities.

Corporate Energy Generation Actions Taken in 2019	
	Secured funding to complete major equipment replacement and upgrades at Thompson Community Centre, including the revitalization of the geo-exchange field on-site.
Corporate Energy Generation Actions Proposed for 2020	
	Complete the installation of photovoltaic system at the new Fire Hall No.1 to offset electrical Demand
	Continue to target renewable energy integration, a key component of the City's High Performance Building Policy, during design and development of new corporate facilities

5. GREENSPACE/NATURAL RESOURCE PROTECTION ACTIONS

Greenspace/Natural Resource Protection refers to the creation of parks and greenways, boulevards, community forests, urban agriculture, riparian areas, gardens, recreation/school sites, and other green spaces, such as remediated brownfield/contaminated sites as well as the protection of wetlands, waterways and other naturally occurring features. Below are the City of Richmond responses to the Provincial inquiry regarding "greenspace" management in the City, and summary of community initiatives conducted in 2019 and planned in 2020.



General Questions – Greenspace	
Does your local government have urban forest policies, plans or programs?	Yes
Does your local government have policies, plans or programs to support local food production?	Yes

Community-Wide Greenspace Actions Taken in 2019	
	522 trees were planted as part of development servicing agreements.
	<p>Partnered with Tree Canada to secure grant funding from local businesses. Volunteer planting events included:</p> <ul style="list-style-type: none"> • Terra Nova Planting (TD Tree Days) <ul style="list-style-type: none"> ○ 118 trees and 841 shrubs ○ 180 volunteers • Railway Greenway North (Earth Day) <ul style="list-style-type: none"> ○ 500 trees and shrubs ○ 50 volunteers • Railway Greenway North (IKEA) <ul style="list-style-type: none"> ○ 500 trees and shrubs ○ 20 volunteers • Paulik Park Planting (FedEx) <ul style="list-style-type: none"> ○ 350 trees and shrubs • Alexandra Greenway Planting (Siemens) <ul style="list-style-type: none"> ○ 12 trees and 319 shrubs ○ 12 volunteers
	Shoreline Cleanups: 42 events were held, with approximately 400 volunteers participating; 37 of these events were registered in partnership with the Great Canadian Shoreline Cleanup
	Planted 518 trees on City streets as a result of urban redevelopment agreements.
	Hosted 21 Sustainability-themed workshops, attended by 331 Richmond residents; topics included organic food gardening, pesticide free pest control, composting, bee keeping, alternatives to traditional farming, and foraging.
	Participated in Provincial Invasive Species Action Month, providing education to the public on invasive species management and alternatives to pesticides.
	Richmond Nectar Trail initiative launched; aims to connect large pollinator habitats to one another with smaller micro habitats in green spaces around the City.
	Updated and streamlined the City's system of managing BC Ministry of Environment and Climate Change Strategy Site Profiles in adherence to the BC Environmental Management Act and BC Contaminated Sites Regulation.
	Implemented a bat habitat conservation strategy that was endorsed by Council, and resulted in the City of Richmond being named the first certified Bat-friendly community in the lower mainland by



	BC Community Bat Programs.
Community-Wide Greenspace Actions Proposed for 2020	
	<p>Volunteer planting events including:</p> <ul style="list-style-type: none"> • TD Tree Days (pending COVID-19 restrictions/impacts): <ul style="list-style-type: none"> ○ 960 trees and shrubs • Paulik Park Enhancements <ul style="list-style-type: none"> ○ 93 trees and 235 shrubs • Bath Slough (pending COVID-19 restrictions/impacts) <ul style="list-style-type: none"> ○ Native trees and shrubs
	Host 14 sustainability-focussed workshop session covering topics such as organic food gardening, pesticide free pest control, composting, bee keeping, alternatives to traditional farming, and foraging.
	Enrol participants in the Richmond Nectar Trail program.
	Partner with the Richmond School District to promote the City Nature Challenge and host iNaturalist workshops.
	Partner with the Canadian Wildlife Federation to offer a 3-day Wetlandkeepers Course to City staff and Richmond residents.
	Obtain a "Canadian Bee City" designation from Bee City Canada.

Corporate Greenspace Actions Taken in 2019	
	London/Steveston Park Enhancements: Improvements to 6 acres of London/Steveston Park including the planting of 285 trees.
	The Gardens Agricultural Park: Planting included approximately 100 trees and 400 shrubs.
	South Arm Park: Planting included approximately 50 trees.
	McCallan Greenway: Planting included approximately 500 trees.
	Public Tree Management Strategy 2045: In December 2019, Council adopted the City of Richmond Public Tree Management Strategy 2045, a plan for Managing Richmond's Public Urban Forest. This Strategy demonstrates the City's continued commitment to maintaining a healthy urban forest and the prudent management of this valuable natural asset. The document outlines the goals and objectives for the sustainable stewardship of all City-owned trees for the next 25 years.
	Initiated the Bath Slough Revitalisation Initiative, in efforts to revitalise one of Richmond's oldest, natural watercourses to a viable and effective ecological corridor.
	Maintained the Terra Nova Pollinator Meadow and Bridgeport Pollinator Pasture to support local pollinator populations.
	Maintained Alternative Lawn seed mix demonstration plots for the public to see how lawns planted with alternative species to typical turf grass would look, in efforts to decrease the impact of Chafer beetle on private lawns.
	Delivered invasive species management for City engineering and park lands; species include knotweed, hogweed, European chafer, Brazilian elodea, parrot's feather, European fire ants.



	Completed brownfield remediation of a former soil transfer site via risk assessment that resulted in obtaining two Certificates of Compliance for city-owned properties.
	Commenced habitat assessments for offsetting environmental impacts associated with future dike upgrades.
	Hosted six sessions for operation departments to provide training on best management practices for invasive species management, in-stream works, and spill response.
	Integrated contaminated site identification into the development review process.
	Reviewed the multi-family Riparian Management Area application process and implement a strategy to streamline applications and maintain the City's Ecological Network.
	Hosted an environmental stewardship info session for Mitchell Island businesses with participation from Federal, Provincial, and Regional regulators.
	Participated on the Species and Environments at Risk, and Soil and Invasive Species Local Governments Working Group.
	Created an Ecological Network Management Strategy (ENMS) Working Group to develop a management approach for the ecological network. Created a SharePoint site and ENMS map to track initiatives across the City.
	Constructed Woodwards slough.
Corporate Greenspace Actions Proposed for 2020	
	Aberdeen Park – Phase 2 Construction (pending COVID-19 restrictions/impacts): Construction will see the addition of four major park elements: a Chinese exchange garden, public washroom, event pavilion, and children's playground. The exchange garden and playground will expand upon existing planted areas, and include 25 trees and 771 shrubs.
	Alexandra Park Construction (pending COVID-19 restrictions/impacts): Construction of Phase 1 of the 6-acre park will include a stormwater detention wetland, a 2 acre meadow, 85 trees, and 1,100 shrubs.
	Tait Centre Park: Start of construction on a 3 acre park located along the Middle Arm of the Fraser River that will include 56 trees, 1,200 shrubs, and large areas of native grasses. Native shrub and grass planting within the ESA setback along the river will also be included.
	Minoru Lakes Renewal (pending COVID-19 restrictions/impacts): Start of construction on renovation of just over 11 acres of existing park land that currently includes an ornamental water feature (the lakes) that is fed by potable water and is surrounded by seasonal plant beds and large mature trees. The lakes will be renewed to receive rainwater runoff, negate reliance on potable water and be largely self-sustaining. Tree retention is a priority. 75 new trees, 2,500 native aquatic and emergent plants and over 1,500 native shrubs will be planted.
	Richmond Nature Park Hydrogeological and Biophysical Study: A study will commence to improve understanding of the Richmond Nature Park's current hydrogeological regime, how it is being affected by climate change, and the long term viability of bog preservation on site. As well, a comprehensive biophysical inventory will be completed, with special attention to the spread of invasive species.



	Invasive species inventory on City dikes, RMA network, and roadways for purple loosestrife, wild chervil, and parrot's feather.
	Investigate natural capital accounting using the Municipal Natural Assets Initiative (https://mnai.ca/) to assess the financial value of natural assets in Richmond.
	Continue work on Phase 2 updates of the Riparian Response Strategy to better address multifamily, commercial and industrial development impacts adjacent to riparian areas.
	Complete the initial development of Environmental Design Guidelines aimed at achieving partnerships in the agricultural and development communities with the goal of achieving more wildlife friendly development throughout both urban and rural areas of the City.
	Increase ecosystem functionality with the initiation of programs to protect species such as birds, bats, and pollinators.
	Assess the effectiveness of recent single family home RMA changes and provide update to council on multifamily RMA management strategy.
	Develop environmental best management practices plans for operation crews. Work with external regulators to improve environmental compliance on Mitchell Island.

6. SOLID WASTE ACTIONS

Reducing, reusing, recycling, recovering and managing the disposal of the residual solid waste minimizes environmental impacts and supports sustainable environmental management, greenhouse gas reductions, and improved air and water quality. Below are the City of Richmond responses to the Provincial inquiries regarding solid waste management in the City, and summary of initiatives conducted in 2019 and planned in 2020.

General Questions – Solid Waste	
Does your local government have construction and demolition waste reduction policies, plans or programs?	Yes
Does your local government have organics reduction/diversion policies, plans or programs?	Yes

Community-Wide Solid Waste Actions Taken in 2019	
	Extended days of operation at the Recycling Depot from five to six days per week and expanded accepted items to include upholstered furniture, electronics, propane tanks, butane cylinders, tires, smoke and CO alarms.
	Increased Large Item Pick Up program from four to six items per year and added tires as an accepted item.
	Introduced Single-Use and Other Items Bylaw 10000 and completed communication and engagement campaign with Richmond businesses and residents.
	Designed, implemented and completed a flexible plastic packaging pilot recycling program in partnership with the Richmond School District.
	Launched the Let's Recycle Correctly! Campaign and implemented audits of Blue Box, Garbage Cart



	and Green Cart with a focus on education and awareness.
	Introduced the Richmond Repair Fair at City events to provide free repairs on small household items.
	Installed additional in-ground containers to address capacity and reduce service frequency as well as installed 27 new public space recycling containers.
	Hosted community engagement activities including 12 Recycling Depot tours, 32 recycling workshops, 11 outreach displays and 20 information sessions at multi-family buildings with approximately 3,950 attendees.
	Green Ambassadors supported 20 special events and attended 11 symposiums for training and engagement with 4,167 volunteer hours. The Green Ambassador program was also highlighted by creating a new dedicated web page to promote awareness and recruitment.
	Provided over 280 recycling stations at 82 special events to improve waste diversion.
	Joined the national Love Food Hate Waste campaign to help reduce food waste.
Community-Wide Solid Waste Actions Proposed for 2020	
	Enhance service at the Richmond Recycling Depot by expanding operation to seven days per week; complete upgrades and expand accepted items to include fire extinguishers, motor oil, antifreeze and car batteries.
	Develop and implement a communication plan to achieve 80% waste diversion and increased awareness about how to support a circular economy.
	Host expanded Richmond Repair Fair events throughout the year and assess program.
	Work with businesses to implement the Single-Use Plastic and Other Items Bylaw 10000.
	Consider a pilot program for the collection of grease to assess the effect of grease build-up on the sanitary sewer system.
	Complete a detailed review and scope assessment related to enhanced recycling options for the commercial sector.
	Research and stay current on policies and actions around the world related to marine plastics and increase awareness of how to reduce plastic litter in Richmond.
	Prepare an annual progress report to the community to identify progress towards established waste diversion targets, "Report 2019: Continuous Improvement for Sustainable Waste Management". https://www.richmond.ca/recycling

Corporate Solid Waste Actions Taken in 2019	
	Hosted four, lunch-and-learn sessions for staff to increase awareness of recycling correctly, single-use items, food waste and the environmental benefit of recycling.
	Installed recycling stations at new City facilities to ensure consistency among facilities for both staff and the public.
	Participated in a review of purchasing policies to enhance circular economy principles.
	Provided on-request support for miscellaneous City facility clean-ups by arranging collection for recycling or proper disposal of materials.
Corporate Solid Waste Actions Proposed for 2020	
	Review waste management systems at arenas to identify barriers and opportunities to increase waste diversion.
	Continue visual audits at major City facilities and provide feedback relating to their recycling and waste management.



Develop RFP for collection of cardboard and garbage from City facilities ensuring circular economy principles are incorporated.

7. TRANSPORTATION ACTIONS

Transportation actions that increase transportation system efficiency emphasize the movement of people and goods, and give priority to more efficient modes, e.g. walking, cycling and public transit, can contribute to reductions in GHG emissions and more livable communities. Below are the City of Richmond responses to the Provincial inquiries regarding transportation system management in the City, and summary of initiatives conducted in 2019 and planned in 2020.

General Questions – Transportation	
Does your local government have policies, plans or programs to support: <ul style="list-style-type: none"> • Walking • Cycling • Transit Use • Electric Vehicle Use • Other (please specify) 	Yes Yes Yes Yes Yes
Does your local government have a Transportation Demand Management (TDM) strategy (e.g. to reduce single-vehicle occupancy trips, increase travel options, provide incentives to encourage individuals to modify travel behaviour)?	Yes
Does your local government integrate its transportation and land use planning?	Yes

Community-Wide Transportation Actions Taken in 2019	
	Completion of pilot program for public bike-share system.
	Expanded active mobility network with completion of 6 new multi-use pathways: <ul style="list-style-type: none"> • River Dr (Van Horne Way-No. 4 Road); • No. 6 Road (Bridgeport Road-Cambie); • No. 2 Road (Steveston Hwy-Dyke Road); • Alderbridge Way (No. 4 Road-Fisher Gate); • Midtown Bikeway (Phase 1): Maple Lane School and McCutcheon P • Saunders-Woodwards Bikeway (Phase 1): Saunders Road-No. 3 Road.
	Expanded active mobility network with completion of northern extension of Parkside Bikeway (Granville Ave-Westminster Hwy) .
	To encourage active transportation and promote cycling as a mode of transport: <ul style="list-style-type: none"> • Provided free cycling education training courses to over 300 Grade 5-7 students at 4 elementary schools, and to new immigrants; • Provided free bike maintenance courses for seniors and the general public.
	Production and distribution of free updated cycling and recreational trails map in partnership with Tourism Richmond to promote active transportation.
	Created a Pedestrian Facility Inventory along major roads and bus routes using GIS to determine and prioritize gaps in the network.



	Created an inventory of and prioritized locations for the removal of channelized right-turn islands at intersections to improve pedestrian and cyclist safety and mobility.
	Hosted free 19th annual "Island City, by Bike" tour event with over 100 participants to promote cycling as a mode of transport.
	Provided input into TransLink's development of Transport 2050 (new 30-year regional transportation strategy) which will shape the future regional transportation network.
	Completed feasibility studies to identify measures to improve bus speed and reliability at 3 "hot spot" locations in partnership with TransLink.
	Installation of special crosswalks (pedestrian-actuated overhead or side-mounted flashing amber lights) at 5 intersections to expand active mobility network and improve road safety.
	Installation of new crosswalk and improved walkway to Dixon Elementary School to enhance safety.
	Expanded active mobility network with construction of off-street bike path on eastbound Granville Ave to provide access to Minoru Centre for Active Living.
	Upgrade of crosswalk on Saunders Road at Garden City Road for cyclists with addition of green paint and elephant's feet.
	Replacement of painted bike stencils with thermoplastic bike stencils on Granville Ave, Railway Ave, Minoru Blvd, and Garden City Road.
	Upgrade of 16 bus stops to become accessible; 585 of 721 of active stops (81%) are now accessible, which is above the regional average.
	Addition of 16 transit shelters to enhance transit experience for passengers; total of 97 transit shelters.
	Installation of pedestrian countdown timers at 8 intersections; total of 16 intersections.
	Successfully awarded electric charging stations and software service provider to enable the expansion of future Public EV charging in the City.
	Installed two additional public charging stations.
	Applied for and awarded a Natural Resources Canada (NRCAN) grant funding to install 4 public DC fast chargers and 14 Level 2 charging stations utilizing matching grant funding.
	Participated in the 2019 Canada Day Celebration promoting the City's Green Fleet and EV outreach Programs.
	The City hosted a Community Directions Fair in October 2019, where staff, volunteers and green ambassadors provided support and information on electric vehicles and 67 residents were able to test drive electric vehicles.
Community-Wide Transportation Actions Proposed for 2020	
	Update of Cycling Network Plan including associated policies, standards, guidelines.
	Implementation of pilot program for shared e-scooter system and renewal of bike-share system.
	Expansion and enhancement of active mobility network: <ul style="list-style-type: none"> • Alderbridge Way (Shell Road-Fisher Gate): multi-use pathway; • Garden City Road (Lansdowne Road-Westminster Hwy): protected bike and pedestrian paths; • Odlin Road Bike Route (Odlin Road-Brown Road): multi-use pathway; • Midtown Bike Route (Schaefer Gate-Cullen Cr): multi-use pathway; • Westminster Hwy (No. 6 Road-No. 7 Road): reconstruction of multi-use pathway with protection; • Railway Ave (Steveston Hwy-Williams Road): restriping of bike and vehicle lane lines to



	create wider bike lane; <ul style="list-style-type: none"> • Cambie Road-No. 5 Road: multi-use pathways on Cambie Road at intersection and on No. 5 Road (Cambie Road-Thorpe Road).
	Upgrade of 15 bus stops to become accessible.
	Addition of 10 transit shelters to enhance transit experience for passengers.
	Installation of special crosswalks (pedestrian-actuated overhead or side-mounted flashing amber lights) at 4 intersections to expand active mobility network and improve road safety.
	Garden City Road-Lansdowne Road: removal of channelized right-turn island (northwest corner) and upgrade of on-street bike lane to off-street bike path.
	Implementation of new pedestrian pathways: <ul style="list-style-type: none"> • St. Edwards Drive (350m west of Cambie Road-Bird Road): north side; • Westminster Highway (Muir Road-150m east): north side; • Viking Way (Cambie Road-Bridgeport Road): east side.
	Completion of multi-year program to provide accessible pedestrian signal features at all City-owned traffic signals and special crosswalks.
	Provide free cycling education training courses to 50% of all Grade 6-7 students in elementary schools (with remaining 50% of schools planned for delivery in 2021).
	Complete the installations of 4 public DC Fast chargers and 14 public Level 2 charging stations utilizing NRCAN grant funding.
	Install the first Solar Arc solar powered level 2 EV Charging station in Canada. It can also be utilized to provide emergency solar power for emergency operations.
	Continue to facilitate additional car-sharing service hubs in other areas of Richmond.
	Expand electric capacity at city facilities to enable the future expansion of electric vehicle charging stations.
	Increase workshops and outreach displays for staff and the public to provide information on electric vehicles and charging infrastructure. Develop volunteers and train the trainer sessions to be able to offer more outreach support.

Corporate Transportation Actions Taken in 2019	
	Installed 4 EV charging stations for City Vehicles.
	To reduce idling, the City retrofitted six Public Works vans with photovoltaic solar panels to charge inverters, and power running lights, arrow boards, lighting and space heaters.
	Outfitted all 11 litter trucks with propane conversions as part of the propane pilot to reduce Fleet overall emissions.
	Increased membership of car-sharing services by 26 users.
	Replaced 26 units incorporating the City's Green Fleet Action Plan targets, including the replacement of 3 gas-powered passenger vehicles with electric and/or plug-in hybrid vehicles and other replacements made were more fuel efficient than the units they replaced.
	Purchased a new hydro-vac truck with technology that will contribute to higher functionality and lower fuel consumption and emissions.
	Prepared Auntie Idle newsletters for staff to promote new technologies, programs and tips on anti-idling techniques and the operation of City of Richmond's vehicle procedures, policies and expectations.



	Implemented a successful GPS pilot on 71 City vehicles to assist with operational efficiencies, reduction of idling, route planning, resource allocation, and improved worker safety.
	By utilizing a SharePoint application to combine data from various City programs, management reporting tools have been developed to assist with idling information to allow for further training to promote idle reduction in departments and promote innovative ideas to reduce idling and make operational efficiencies.
Corporate Transportation - Actions Proposed for 2020	
	Expand electric vehicle charging stations for Fleet vehicles at City facilities and develop electric capacity for future expansion at City Hall Annex and the Works Yard.
	Replace 47 units incorporating the City's Green Fleet Action Plan targets including the replacement of 14 gas-powered passenger vehicles with electric and/or plug-in hybrid vehicles.
	Implement an electric generator pilot project to utilize silent and clean energy technologies.
	Explore the expansion of electrification of Fleet beyond passenger vehicles to include pick up trucks.
	Develop training mentorship programs to promote maximized use of all units that have auxiliary solar units installed to achieve full benefit of idle reduction technologies.
	Implement a permanent solution for GPS.
	Prepare semi-annual Auntie Idle newsletters for staff to promote new technologies, programs and tips on anti-idling techniques and the operation of City of Richmond's vehicle procedures, policies and expectations.

8. WATER AND WASTEWATER ACTIONS

Managing and reducing water consumption and wastewater is an important aspect of developing a sustainable built environment that supports healthy communities, protects ecological integrity, and reduces GHG emissions. Below are the City of Richmond responses to the Provincial inquiry regarding water and wastewater management in the City, and summary of initiatives conducted in 2019 and planned in 2020.

General Questions - Water Conservation	
Does your local government have water conservation policies, plans or programs?	Yes

Community-Wide Water and Wastewater Actions Taken in 2019	
	Issued 581 toilet rebates to homeowners that replaced old toilets with a low-flush toilet to reduce residential water use. The total incentive paid to homeowners through this program in 2019 was \$58,100.
	Partnered with BC Hydro in spring and fall 2019 to provide a clothes washer rebate program to reduce home water use and electricity. To date, 1201 rebates have been issued to homeowners who replace their less efficient (water and electricity) washer for a new efficient model at a total cost of \$80,650 to the City. It is estimated that this program achieved annual savings in water and energy of 4,530,000 litres per year and 116,000 kilowatt hours per year, respectively.
	Sold 75 rain barrels through the City's Rain Barrel Program to Richmond residents, to help promote the use of rain water for gardening purposes and reduce the use of potable water in gardens.



	Reduced water pressure during from October to May to reduce the volume of leakage and extend the life of our water infrastructure. The City continues its timer-based pressure management program during off-peak hours in the summer months, further reducing leakage volume and extending the life of water infrastructure.
	The City continues its Volunteer Multi-Family Water Meter Program providing outreach and meter installation incentives to non-metered multi-family residences to encourage water conservation. To date, 146 water meter installations at multi-family complexes have been completed. It is mandatory for all new multi-family complexes to have a water meter.
	Commenced an environmental stewardship program for the Mitchell Island community. Highlights included the hosting of a new Environmental Stewardship Information Session on the island attended by 90+ regulators and local workers, undertaking a storm water monitoring program for the island that identified pollution from businesses, and collaborating with provincial and federal regulators on joint site inspections, including a water-based inspection of Mitchell Island foreshore.
Community-Wide Water and Wastewater Actions Proposed for 2020	
	Continue the volunteer Multi-Family water meter program.
	Continue the toilet rebate program in 2020.
	Continue offering the water saving kits to homeowners with a newly installed water meter.
	Continue to participate in the joint clothes washer rebate program with BC Hydro in 2020.
	Continue the City's Rain Barrel Program and promote the use of rain water for gardening and irrigation purposes.
	Distribute, if necessary, educational brochures on water restrictions, describing the stages and what they entail.
	Maintain updated water conservation information on the City's website for public use.
	Continuation of the Mitchell Island Environmental Stewardship program, and additionally conducting a feasibility study of possible green infrastructure improvements.

Corporate Water and Wastewater Actions Taken in 2019 + Additional Actions	
	Participated in the Metro Vancouver Regional Engineers Advisory Committees. The meetings revolve around networking with other municipalities and discussing initiatives, progresses, updates in policies and results.
	Implemented a timer-based pressure management program to decrease system pressures during off-peak hours in the summer months to reduce water loss to system leakage.
	Initiated grease management pilot projects to combat fats, oils, and grease buildup in the sanitary system.
	Participated in Metro Vancouver's local government working group in the Regional Assessment of Residential Water Metering project to assess the costs and benefits of water metering and share Richmond's experience and expertise with regards to successes in water metering.
Corporate Water and Wastewater Actions Proposed for 2019	
	Continue to take part in the Metro Vancouver Regional Engineers Advisory Committees.
	Coordinate with the Metro Vancouver Residential Indoor and Outdoor Uses of Water Monitoring Study.



9. CLIMATE ADAPTION ACTIONS

This section of the CARIP survey is designed to collect information related to the types of climate impacts local governments are experiencing and how they are being addressed. Below are the City of Richmond responses to the Provincial inquiries regarding climate change adaption, and summary of initiatives conducted in 2019 and planned in 2020.

Please identify the THREE climate impacts that are most relevant to your Local Government.	
<ul style="list-style-type: none"> • Warmer winter temperatures reducing snowpack • Extreme weather events contributing to urban and overland flooding • Sea level rise and storms causing coastal flooding and/or erosion 	
In 2019 has your local government addressed the impacts of a changing climate using any of the following?	
Risk and Vulnerability Assessments	Yes
Risk Reduction Strategies	Yes
Emergency Response Planning	Yes
Asset Management	Yes
Natural/Eco Asset Management Strategies	Yes
Infrastructure Upgrades (e.g. stormwater system upgrades)	Yes
Beach Nourishment Projects	No
Economic Diversification Initiatives	Yes
Strategic and Financial Planning	Yes
Cross-Department Working Groups	Yes
Official Community Plan Policy Changes	Yes
Changes to Zoning and other Bylaws and Regulations	Yes
Incentives for Property Owners (e.g. reducing storm water run-off)	Yes
Public Education and Awareness	Yes
Research	Yes
Mapping	Yes
Partnerships	Yes



Climate Change Adaptation Actions Taken in 2019

Please elaborate on key actions and/or partnerships your local government has engaged in to prepare for, and adapt to a changing climate. Add links to key documents and information where appropriate.

	Completed Dike Master Plan Phases 3 and 5 which provide area-specific guidance for dike upgrades.
	Completed the Flood Protection Management Strategy 2019, a long-term flood protection guidance document that updates the previous Strategy with current climate change science and an Implementation Program.
	Completed the Steveston Island Sea Gates and Geotechnical Investigation to inform dike corridor upgrades along Steveston Island.
	Completed the Drainage Pump Station Condition Assessment.
	Continued to investigate soil densification technologies for flood protection infrastructure.
	Worked with regional authorities (First Nations representatives, Provincial Government, and Municipalities) on flood protection and seismic guidelines planning for the Lower Mainland.
	Design or construction in progress on 5 drainage pump stations.
	Initiated construction on 650m of dike from Gilbert to No. 3 Rd.
	Updated intensity-duration-frequency data included in the City's engineering design specifications to reflect increased rainfall intensities experienced in the City.
	Monitored and analyzed data from rain gauges, electronic river level sensors and electronic drainage infrastructure level sensors to assess climate change impacts on the City's drainage network. Real-time river level data is included on the City's webpage and can be found by accessing: https://www.richmond.ca/scadamaps/riverlevelmap.jpg .
	Installed electronic river level sensors and electronic drainage infrastructure level sensors at strategic locations.
	Transportation participating in cross-departmental working group on the City's phased Dyke Master Plan.
	Transportation participating in cross-departmental working group on the City's Community Emissions and Energy Plan (CEEP) Renewal.
	Transportation participating in cross-departmental working group implementing the City's Wellness Strategy.
	Completed the design, tendering and award of the south dike upgrade from Gilbert Rd to No.3 Rd.
	Completed the detailed design and permitting for the south dike raising project from No.3 Rd to 400m west of No.4 Rd excluding the frontage of 13911 Garden City Road.
	Completed the detailed design of the south dike raising project at No.9 Rd.
	Completed designs for 3 drainage pump stations.
	Started construction on 1 drainage pump station.
	Completed the dike raising of the south dike from Gilbert Rd to No.3 Rd.
Climate Change Adaptation Actions Proposed for 2020	
	Complete Dike Master Plan Phase 4.
	Establish a plan for habitat compensation related to flood protection work .
	Continue collaboration with regional authorities on flood protection and seismic guidelines planning for the Lower Mainland.
	Complete construction on 650m of dike from Gilbert to No. 3 Rd.



	Initiate construction on 600m of dike from No. 3 Rd to Crown Packaging.
	Continue negotiations with private owners to complete 1500m of flood protection upgrades.
	Continue design and construction on 6 drainage pump stations.
	Continue to monitor and analyze data from existing rain gauges, electronic river level and electronic drainage infrastructure level sensors, while looking to install new rain gauges and sensors at strategic locations.
	Establish a plan to update the City's drainage model with updated rainfall data and drainage infrastructure.
	Continued participation of Transportation in cross-departmental working group on the City's phased Dyke Master Plan.
	Continued participation of Transportation in cross-departmental working group on the City's Community Emissions and Energy Plan (CEEP) Renewal.
	Investigate the Climate Community Leaders Program, a community engagement model that will build capacity in the community to reduce GHG emissions. Social Capital Strategies Inc. will work through the Canadian Urban Sustainability Practitioners Network in partnership with the City of Richmond to design and implement an approach tailored to the local context. Funding has been secured through various agencies, including BC Hydro to support the Climate Community Leaders Program.
	Procure a design consultant for the 2022 dike raising project.
	Complete construction of the south dike raising project from No.3 Rd to 400m west of No.4 Rd, excluding the frontage of 13911 Garden City Road.
	Complete the permitting of the south dike raising project at No.9 Rd.
	Start construction on 2 drainage pump stations.
	Complete construction on one drainage pump station.

The following are key resources that may be helpful to your local government in identifying climate impacts, as well as, strategies, actions and funding to deal with them. For those resources that you have used, please indicate whether they were useful in advancing your work in climate change adaptation?

Indicators of Climate Change for British Columbia	Useful
Plan2Adapt	Haven't Used
Climate Projections for Metro Vancouver	Useful
Climate Projections for the Capital Region	Haven't Used
Climate Projections for the Cowichan Valley Regional District	Haven't Used
Province of BC's BC Adapts Video Series	Haven't Used
Preparing for Climate Change: Implementation Guide for Local Governments	Useful
Public Infrastructure and Engineering Vulnerability Committee's (PIEVC)	Haven't Used
Sea Level Rise Adaptation Primer	Useful
BC Regional Adaptation Collaborative Webinars	Haven't Used
Retooling for Climate Change	Haven't Used
Water Balance Model	Haven't Used
Water Conservation Calculator	Haven't Used
Funding:	
National Disaster Mitigation Program (NDMP)	Useful



Community Emergency Preparedness Fund (CEPF)	Useful
Municipalities for Climate Innovation Program (MCIP)	Useful
Climate Adaptation Partner Grants (FCM)	Useful
Infrastructure Planning Grants (MAH)	Haven't Used
Federal Gas Tax Fund	Useful

10. INNOVATIVE ACTIONS

This section provides the opportunity to showcase an innovative *Corporate and/or Community-Wide* GHG reduction and/or climate change adaptation activity that your local government has undertaken. Below is summary of two of the innovated initiatives that the City implemented in 2018.

Community-Wide Innovation Action	
	Implementing a fixed-base water meter reading network that provides a tool for helping property owners reduce leakage and adjust water consumption habits.
	Investigating microbial-induced soil densification for increased seismic resilience
	Flood Protection Management Strategy 2019 recommends using a risk-based approach to flood protection and seismic planning.
	The Richmond Green Ambassadors program is coordinated by the City of Richmond in partnership with the Richmond School District. This provides networking and volunteering opportunities for secondary school green teams and other like-minded youth who are interested in environmental sustainability through community engagement. Green Ambassadors participate in monthly symposiums, giving them the opportunity to hone leadership and presentation skills and to learn about environmental sustainability, then apply what they have learned through green initiatives at their schools and volunteering at City events or activities. Each year, the Green Ambassadors also plan and host the annual REaDY Summit (Richmond Earth Day Youth Summit) to teach elementary school students about recycling and other sustainability initiatives such as water conservation, green transportation and wetlands protection.
	City of Richmond is developing a comprehensive policy framework to introduce Circular Economic principles into the City's procurement requirements in 2019. A half-day external stakeholder engagement workshop is being scheduled for Q1 2020, to develop the approach. [Note: Richmond is the first City in Canada to conduct industry engagement on Circular procurement principles.]
	The City of Richmond has partnered with FoodMesh to develop a Richmond Food Recovery Network. It is the first initiative of its kind in Metro Vancouver, with the City of Richmond launching a Food Recovery Network to help address food waste and food insecurity. The online exchange platform creates a network where Richmond-based food businesses and farmers can either donate or sell their surplus food to charities, farmers or other businesses.

Corporate Innovation Action	
	Environmental Programs developed four lunch and learn workshops for internal staff highlighting, Food Waste Reduction, How to Recycle Correctly, Understanding the Recycling Process, and Single-Use Plastics and the Effect on the Marine Environment. The workshops were popular among staff and each workshop was hosted at full capacity. Staff were engaged, asked lots of questions and



indicated they would share the information with friends and family, helping to promote behaviour change in support of climate action.

11. PROGRAMS, PARTNERSHIPS AND FUNDING OPPORTUNITIES

Local governments often rely on programs, partnerships and funding opportunities to achieve their climate action goals. Please share the names of programs and organizations that have supported your local government's climate actions by listing each entry in the box below separated by a forward slash (e.g. program1/program2).

Mitigation

Mitigation Programs, Partnerships and Funding	
	Disaster Mitigation and Adaptation Fund – Infrastructure Canada: The City of Richmond received \$13.78 million in grant funding to complete structural flood mitigation work.
	Union of BC Municipalities – Community Emergency Preparedness Fund – The City of Richmond received \$750,000 in grant funding to complete structural flood mitigation work.
	TransLink (Regional Transportation Authority) – provides funding support towards cycling education and promotion initiatives including Bike to Work/School Week, cycling education courses for elementary students, cycling education courses for adults, and community bike ride.
	TransLink (Regional Transportation Authority) – provides capital funding on a 50-50 cost-share basis for the construction of pedestrian and cycling-related infrastructure including way finding, and for the upgrade of existing bus stops to become fully accessible.
	BikeBC (Ministry of Transportation & Infrastructure) – provides capital funding on a 50-50 cost-share basis for the construction of cycling-related infrastructure.
	ICBC – provides funding support towards the construction of pedestrian-related infrastructure including pathways and crosswalks.
	Transport Canada – contributed capital funding on a 50-50 cost-share basis for the construction of active transportation infrastructure as part of a larger road improvement project.
	BC Hydro – Community Energy Manager co-funding / Corporate Energy Manager co-funding / Building Energy Specialist co-funding / Airtightness Training for Homebuilders grant / Mid-Construction Blower Door Testing grant
	Facilitated approach to investigating policy options for encouraging low carbon energy systems (LCES) in new Part 9 residential buildings, using a one- or two-Step relaxation in BC Energy Step Code performance requirements to help drive LCES installation. BC Hydro provided co-funding for research and local government facilitation in developing three proposed approaches available for local governments.

Adaptation

Adaptation Programs, Partnerships and Funding	
	No response



12. CONCLUSION

This report highlights a wide range of initiatives that the City is undertaking to continue to advance sustainability corporately and in the community, with focus on reducing greenhouse gas emissions, and energy and resource use. This report does not encompass all of the sustainability related initiatives and actions that the City is involved in, but simply provides a “snapshot” of some of the key areas and work that the City has completed and is planning on completing. These efforts help to position the City as a leader in our region and beyond. The City has set aggressive sustainability targets on a range of fronts, including for greenhouse gas emissions reduction and waste diversion. The City will continue to pursue best practices and innovation to achieve its sustainability related goals, which are recognized as critical to Richmond’s Vision of “being the most appealing, livable and well-managed community in Canada”.

Attachment 3: Contracted Emissions Estimate Report 2019

CARIP/Carbon Neutral Progress Report Reporting Year 2019**Supporting Documentation
Contracted Emissions Template**

LOCAL GOVERNMENT
City of Richmond 6911 No. 3 Road Richmond, BC V6Y 2C1
PROJECT DESIGNATE
Poroshat Assadian, Corporate Energy Manager Sustainability & District Energy Direct 604-244-1239 Passadian@richmond.ca
RATIONALE
<p>An estimation methodology for hired equipment contractor emissions is being utilized for 2019, as actual emissions for some contracts over \$25,000 have not provided fuel usage values.</p> <p>The City has identified four main contract areas that deliver traditional municipal services:</p> <ol style="list-style-type: none"> 1. Cascades Recovery Inc. and Supersave Disposal provide recycling depot container collection and recycling services; 2. Sierra Waste Services provide residential solid waste and recycling services; 3. Maple Leaf Disposal provides waste and recycling collection services at City facilities; 4. Smithrite (GFL) provides waste collection services at the Public Works Yard; 5. Waste Connections provide waste and recycling collection services for special events; and 6. Individual Hired Equipment. <p>Contractor emissions associated with the delivery of traditional municipal services by Sierra Waste Services, Supersave Disposal, Maple Leaf, Waste Connections, and Smithrite have been included in our mobile fleet emissions reporting spreadsheet, as fuel usage and vehicle type information was provided for 2019. Contractor emissions associated with the delivery of services by Cascades Recovery and Hired Equipment were estimated by from total kilometers and hours driven, respectively.</p> <p>The hired equipment contracted emissions, with the exception of equipment used outside of the defined traditional service boundaries or for construction rather than maintenance activities, is listed in the table below by traditional service area.</p> <p>Option 3 is the estimation methodology used:</p> <ol style="list-style-type: none"> 1. Hired equipment records sorted to exclude out of scope contracts; 2. City equipment operating records assessed to determine average consumption factors in liters per charge hour or kilometers driven for each equipment family; 3. Consumption factors used to estimated fuel consumption for contractor or hired equipment; 4. BC GHG emissions factors applied to calculate GHG emissions.

Attachment 3: Contracted Emissions Estimate Report 2019

CONTRACTED EMISSIONS Option 3: Vehicle/Equipment Type and Kilometers or Hours of Usage	
Traditional Service Area	Estimated Annual GHGs (tonnes)
Drinking, Storm and Wastewater	410.6
Solid Waste Collection, Transportation and Diversion	5.9
Roads and Traffic Operations	82.6
Parks, Recreation, Arts, and Cultural Services	15.5
Corporate Operations	4.1
Total	518.7



City of Richmond

Report to Committee

To: General Purposes Committee
From: Cecilia Achiam
General Manager, Community Safety
Date: April 22, 2020
File: 08-4040-01/2020-Vol
01
Re: **Proposed Bylaw Amendment to Allow Backyard Chickens on Properties
within the Agricultural Land Reserve**

Staff Recommendation

That the Animal Control Regulation Bylaw No. 7932, Amendment Bylaw No. 10157, to allow the keeping of backyard chickens on properties located within the Agricultural Land Reserve, be introduced and given first, second and third readings.

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

Att. 1

REPORT CONCURRENCE	
ROUTED TO:	CONCURRENCE
Law	<input checked="" type="checkbox"/>
Policy Planning	<input checked="" type="checkbox"/>
Community Bylaw	<input checked="" type="checkbox"/>
SENIOR STAFF REPORT REVIEW	INITIALS:
APPROVED BY CAO 	

Staff Report

Origin

At the July 8, 2019 Council meeting, staff received the following referral:

That staff study the viability of the current rules regarding chickens in backyards on properties within the Agricultural Land Reserve and properties outside the Agricultural Land Reserve.

This report responds to the above referral and presents proposed amendments to Animal Control Regulation Bylaw No. 7932 (Animal Control Bylaw) to allow the keeping of chickens on all properties within the Agricultural Land Reserve (ALR).

This report supports Council's Strategic Plan 2018-2022 Strategy #2 A Sustainable and Environmentally Conscious City:

Environmentally conscious decision-making that demonstrates leadership in implementing innovative, sustainable practices and supports the City's unique biodiversity and island ecology.

2.3 Increase emphasis on local food systems, urban agriculture and organic farming.

Analysis

Current Provisions for Keeping Backyard Chickens in Richmond

For a community with a rich agricultural history such as Richmond, the notion of allowing backyard chickens is not unusual. Keeping backyard chickens has various benefits such as providing fresh eggs, teaching children/family where food comes from, providing personal enjoyment and providing companionship. Eight municipalities in Metro Vancouver allow the keeping of backyard chickens within properties (Attachment 1).

Agricultural land is primarily used for the production of food for human and animal consumption¹. Under the current Animal Control Bylaw, the keeping of backyard chickens in Richmond is permitted on all properties but there is a requirement that the parcel size, where chickens will be kept, must be no less than 2,000 square metres (m²), or 21,529 square feet (sf). This minimum parcel size requirement applies to any zone, including the ALR. Therefore, any parcel less than the minimum size does not allow for the keeping of backyard chickens or poultry. There are approximately 278 parcels within the ALR (zoned AG) in the City that are less than 2,000 m².

Properties located outside of the ALR must also meet the minimum parcel size of 2,000 m² to keep backyard chickens. With reference to backyard chickens complaints, staff received a total of 13 calls for service over the last three years (2016 to 2019). Further analysis determined that the current Animal Control Bylaw is sufficient for keeping and enforcing backyard chickens on

¹ <https://www.alc.gov.bc.ca/alc/content/alr-maps/living-in-the-alr/permitted-uses-in-the-alr>

properties outside of the ALR. Thus, there will be no proposed bylaw changes for keeping backyard chickens outside of ALR properties.

Proposed Bylaw Amendment to Allow Backyard Chickens on Properties within the ALR

To allow the keeping of backyard chickens on properties within the ALR, staff propose to amend the Animal Control Bylaw to exempt the parcel size requirements for properties located within the ALR. For clarity, this amendment will allow the keeping of backyard chickens on all parcels located within the ALR, regardless of lot size.

There will be no impact to the keeping of backyard chickens on properties outside of the ALR, which is currently allowed and requires a parcel size of no less than 2,000 m². All other provisions for keeping backyard chickens are unchanged.

Financial Impact

None.

Conclusion

This report is in response to a Council referral regarding the keeping of backyard chickens within and outside the Agricultural Land Reserve. The current Animal Control Bylaw allows for keeping backyard chickens on any parcel but sets a parcel size requirement of no less than 2,000 m². However, there is an inconsistency between the permitted use of poultry production on properties within the ALR and the Animal Control Bylaw due to the parcel size requirement. Staff recommend that the Animal Control Bylaw be amended to allow the keeping of backyard chickens for all parcels within the ALR.



Douglas Liu
Program Manager, Business and Operational Analysis
(604-276-4004)

DL:dl

Att. 1: Environmental Scan of Backyard Chicken Regulations

Environmental Scan of Backyard Chicken Regulations

Municipality	Permitted to have Backyard Chickens	Minimum Lot Size	Limits in the Number of Chickens	Zone
<i>Richmond</i>	<i>Yes</i>	<i>2,000 m²</i>	<i>No</i>	<i>All</i>
Burnaby	Yes	4,000 m ²	No	Agriculture
Delta	Yes	2,000 m ²	Yes	Single-family
North Vancouver (City)	Yes	557 m ²	Yes	Single-family
North Vancouver (District)	Yes	No minimum	Yes	Single-family
New Westminster	Yes	557 m ²	Yes	Single-family
Surrey	Yes	669 m ²	Yes	Single-family
Vancouver	Yes	No minimum	Yes	Residential zones
Victoria	Yes	No minimum	No	All
Abbotsford	No			
Chilliwack	No			
Coquitlam	No			
Pitt Meadows	No			
Port Coquitlam	No			
Port Moody	No			
Langley (Township)	No			
Langley (City)	No			



**Animal Control Regulation Bylaw No. 7932
Amendment Bylaw No. 10157**

The Council of the City of Richmond enacts as follows:

1. **Animal Control Regulation Bylaw No. 7932**, as amended, is further amended by deleting Section 3.1.1 and replacing it with the following:

“3.1.1 A person must not keep poultry:

(a) on a parcel with an area of less than 2,000 square meters (21,529 square feet); or

(b) in, upon, or under any structure used for human habitation

provided that, section 3.1.1(a) shall not apply to any **parcel** located within the Agricultural Land Reserve (as such term is defined in the *Richmond Zoning – Bylaw 8500*).”;

2. This Bylaw is cited as “**Animal Control Regulation Bylaw No. 7932, Amendment Bylaw No. 10157.**”

FIRST READING



SECOND READING

THIRD READING

ADOPTED

MAYOR

CORPORATE OFFICER

CITY OF RICHMOND
APPROVED for content by originating dept.

APPROVED for legality by Solicitor




City of Richmond

Report to Committee

To: General Purposes Committee
From: Cecilia Achiam,
General Manager, Community Safety
Re: **UBCM Community Emergency Preparedness Fund**
Date: April 14, 2020
File: 09-5126-01/2020-Vol
01

Staff Recommendation

1. That the application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for up to \$25,000 in grant funding to support Emergency Support Services for the City of Richmond be endorsed;
2. That the application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for up to \$25,000 in grant funding to support Emergency Operations Centres & Training for the City of Richmond be endorsed;
3. That the application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for up to \$25,000 in grant funding to support Evacuation Route Planning for the City of Richmond be endorsed;
4. That should the funding application be successful, the Chief Administrative Officer and the General Manager, Community Safety be authorized to execute the agreements on behalf of the City of Richmond with the UBCM; and
5. That should the funding application be successful, the 2020-2024 Five Year Financial Plan Bylaw be adjusted accordingly.

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

REPORT CONCURRENCE	
REVIEWED BY SENIOR STAFF REPORT REVIEW	INITIALS:
APPROVED BY CAO 	

Staff Report

Origin

Staff are seeking Council endorsement for an application to the Union of British Columbia Municipalities (UBCM) Community Emergency Preparedness Fund (CEPF) for grant funding to build local Emergency Support Services (ESS) and Emergency Operation Centre (EOC) capacity and embark on further Evacuation Route Planning. The UBCM requires council endorsement of grant funding applications before final approval is given. Current 2020 application deadlines for February and March are extended until May 25, 2020 while pending Council endorsement.

Analysis

An EOC is an environment where City representatives and response agency representatives gather during an emergency to coordinate response, recovery and resources while also supporting response personnel in the field and coordinating all official communications regarding the emergency. If the application for this grant funding is successful, the \$25,000 will purchase new equipment for EOC operations and provide staff with related emergency operations training. City staff continuously train and exercise to build and maintain capacity for a coordinated response through EOC operations.

The City of Richmond faces the reality that following a catastrophic event City facilities and services may be disrupted and/or compromised, thus hindering the City's ability to effectively and efficiently provide Emergency Support Services (ESS). The current service delivery model is tethered and solely dependent on City infrastructure including City facilities such as community centres and IT systems. If the application for this grant funding is successful, the \$25,000 will enhance the mobility and modernization of ESS registration and evacuee services by introducing a online service system.

Efficient and safe evacuation routes are needed for the movement of people, livestock and personal property from an area of imminent or actual threat to an area of safety. Successful and detailed planning is the key to effectively execute evacuations when an event occurs in consideration of the various modes of transportation. If the application for this grant funding is successful, the \$25,000 will enhance the City's Evacuation Route Planning by hiring a consultant and update signage.

Financial Impact

None.

Conclusion

As part of the submission process, the Union of British Columbia Municipalities requires Council to endorse the application for funding. This project aligns with the City's goals and vision and is well positioned to receive funding through the Community Emergency Preparedness Fund given the program criteria and the expected results of the project if program funding remains available. Staff recommend the endorsement of the applications to the CEPF for grant funding.



Norman Kotze
Program Manager, Emergency Planning
(604-244-1211)

NK:cp



City of Richmond

Report to Committee

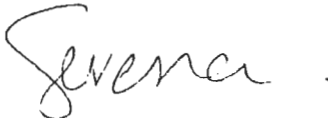

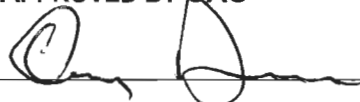
To: General Purposes Committee
From: Marie Fenwick
Director, Arts, Culture and Heritage Services
Re: 2019 Richmond Film Office Year in Review

Date: March 17, 2020
File: 08-4150-09-01/2020-
Vol 01

Staff Recommendation

That the staff report titled, "2019 Richmond Film Office Year in Review", dated March 17, 2020, from the Director, Arts, Culture and Heritage Services, be received for information.

Marie Fenwick
Director, Arts, Culture and Heritage Services
(604-276-4288)

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Finance Division Economic Development	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO 

Staff Report

Origin

In 2007, Richmond City Council adopted the Richmond Film Strategy, which resulted in the establishment of a dedicated film office. One of the key mandates of the Richmond Film Office is to provide a “one-stop shop” resource for film productions, as well as provide centralized services to Richmond businesses and residents affected by filming. In 2018, Council adopted Policy 1000–Filming on Location in Richmond which formally acknowledges the economic and social benefits of filming.

The purpose of this report is to provide an overview of the 2019 film activity in the City, as well as to advise of early indicators for 2020.

This report supports Council’s Strategic Plan 2018-2022 Strategy #7 A Supported Economic Sector:

Facilitate diversified economic growth through innovative and sustainable policies, practices and partnerships.

7.1 Demonstrate leadership through strategic partnerships, collaborations and exploring innovative and emerging economic practices and technical advancements.

7.2 Encourage a strong, diversified economic base while preserving agricultural land and maximizing the use of industrial land.

7.3 Attract businesses to locate in Richmond and support employment and training opportunities in Richmond as we grow.

This report supports Council’s endorsed 2019-2024 Richmond Arts Strategy Objective 3.3:

Broaden the economic potential and contribution of the arts.

3.3 3 Continue to create favorable conditions for the filming industry in Richmond.

This report supports Council’s endorsed Resilient Economy Strategy Actions 5.6.2 2

Continue to support film and television work in Richmond.

Background

The Richmond Film Office oversees the production of and facilitates filming activities in Richmond. The office processes filming applications, provides permits for filming activity on City-owned properties and assists with location scouting within the City. Staff facilitate all City services required for filming and coordinates invoicing for those services. The most common services include policing, staff liaisons, location rentals and use of city streets.

A core initiative of the Richmond Film Office is to liaise with film industry and community stakeholders on film-related matters in order to promote the growth of Richmond’s film sector. The key objective of these efforts is to attract production crews to shoot on location in Richmond

on both public and private property. In recent years, the film office has also worked to help attract and facilitate the opening of purpose built film studios in Richmond.

Analysis

2019 was an eventful year for filming activity in Richmond with a significant increase in filming days, revenue, and numbers of permits issued by the Film Office from previous years.

Table 1: Richmond Film Activity 2013-2019

Year	Filming Days	
	Shoot Days	Prep/Wrap/ Hold Days
2019	238	256
2018	211	209
2017	205	253
2016	276	291
2015	189	380
2014	133	65
2013	147	52

Within Richmond, there are many non-City owned locations used for filming including Steveston Harbour Authority, Metro Vancouver, BCIT Aerospace Technology Campus, and the Gulf of Georgia Cannery. These locations and other private property owners are not obligated to report revenue or filming days to the City. As a courtesy, film production companies generally alert the Richmond Film Office regarding filming to ensure compliance with bylaws, to avoid any traffic or other conflicts in the area and so that the filming can be included in City records. In 2019, there were 179 days of filming managed by staff on City-owned property, 16 days of filming on Metro Vancouver property and 43 days of filming activity at Steveston Harbour Authority for a grand total of 238 shoot days.

This increase in activity can be attributed in part to the opening of a second large scale purpose-built-film studio in Richmond. In addition to the existing 119,000 sq. ft. studio in the East Richmond area, the new studio is located in the South Arm area and features three sound stages and over 106,000 sq. ft. of production space.

Since their openings, both of the studios in Richmond have been fully leased. As productions generally make efforts to keep location filming nearby the studio, the benefits of active studios

extend to increased filming in the community. The studios directly employ an average of 350 mostly local residents per production.

The productions filmed in Richmond for 2019 included:

- **Motion Picture:** Flora & Ulysses, and A Babysitter's Guide to Monster Hunting;
- **Television Movies:** Upside Down Magic, A Christmas Bride, and Love at First Flight;
- **Television Documentaries:** Flood Risks in BC's Lower Mainland, and Mind Set Go!;
- **TV:** Twilight Zone, Home Before Dark Season 1, Terror Season 2, A Million Little Things Season 1, The Hypnotist's Love Story, Man in the High Castle Season 4, Stumptown, Arrow Season 7, The Magicians Season 5, Project Blue Book Season 2, Nancy Drew Season 1, The Good Doctor Season 3, Siren Season 2, and Zoey's Extraordinary Playlist Season 1;
- **Commercials:** Pi Financial, Dominos, Nintendo, In This Together, Foodsaver, and Dreamcatcher; and
- **Commercial Photoshoots:** LinkedIn and Aritzia.

2019 Filming Revenue

In 2019, \$492,342.45 in service and location charges were processed through the Richmond Film Office. This is an increase of 106% from 2018. The breakdown of revenue was as follows:

- \$170,959.00 in location rental fees;
- \$79,243.83 in street use and parking fees;
- \$100,815.95 in various cost recoveries (e.g., staff time cost recovery, fire hydrant permits, special effects permits);
- \$85,786.00 to the Richmond RCMP Detachment; and
- \$55,537.67 for administration fees.

As per Provincial guidelines, the City charges on a cost recovery basis for the majority of services, however location rentals are billed at market rate.

Film revenue collected by the City in 2019 is higher than 2018 for a variety of reasons such as:

- Productions that have leased local purpose-built-film studio spaces, prefer to film in locations within Richmond; and
- Productions such as "Terror" Season 2 and "Home Before Dark" Season 1, used the City's heritage sites as reoccurring filming locations for the duration of their seasons.

Along with ongoing filming activity, staff also focussed on strategic initiatives in 2019, which are paying off in the first quarter of 2020. Examples of strategic initiatives included:

- Staff worked closely with the Copperwood Studio group to facilitate the processes required to gain final occupancy of the building for use as a film studio.

- Staff are active in the Community Affairs Committee, a group of municipal, provincial, union and studio executives who meet regularly to address issues regarding the film industry.
- Staff participate in regular outreach such as guest instruction at Location Management courses at BCIT, Vancouver Film School and via the Directors Guild of Canada.

Early Indicators for 2020

The first two months of 2020 saw a consistent flow of filming activity, including 25 film days and 37 preparation/wrap up days. Popular locations such as Steveston were at capacity, with the Film Office accepting less than half of the film applications requested for the area. In order to prevent “film fatigue” in popular film locations, it is important to consider film applications carefully.

With productions temporarily on hiatus in the Lower Mainland due to the novel coronavirus (COVID-19), the film industry has seen an unexpected decline in activity. A number of productions are currently lined up to continue filming once Provincial, Federal, and International guidelines regarding COVID-19 are lifted. It is unknown at this time what, if any, long term economic impacts the film sector will face as a result of the COVID-19 downturn. Staff will monitor the situation and continue to liaise closely with the industry

Economic Benefits of Filming

Each year the Canadian Motion Picture Association releases economic impact studies for at least one production filmed in BC. In 2019, a report on the impact of the Metro Vancouver filmed production “Sonic the Hedgehog” was released. Highlights from that report include:

- \$1.6 million on hotels and accommodations;
- \$490,000.00 on catering, baked goods, and food items;
- \$350,000.00 on hardware and lumber supplies;
- \$300,000.00 on wardrobe purchases;
- 1,450 local jobs created; and
- \$22 million spent on local labour.

While “Sonic the Hedgehog” did not film in Richmond, portions of the local crew employed on the show are Richmond residents. The report is a good example of the impact one local production can have on the local economy.

According to Creative BC data, BC continues to be North America’s third largest motion picture hub, with film production expenditures over \$3.2 billion in 2018–2019. The industry also supports 71,140 full-time jobs in the Province, an increase of 10,270 jobs from 2017–2018. In Richmond, beyond the revenue generated by the City and public properties, filming continues to contribute significant direct and indirect revenue to local businesses and land owners.

Metro Vancouver has 2.5 million sq. ft. of studio space and in 2019, nearly all of it was rented out to film productions. Productions are actively seeking warehouse spaces and converting them into temporary and permanent studios for filming. As of 2019, the City has three permanent studios, and one temporary studio.

The film sector is a major employer in the City with an estimated over \$18 million in wages earned by residents employed in 2018. The 2019 wage totals are yet to be released, however film production unions are anticipating that 2019 wage totals will be higher as a result of increased filming activity in Metro Vancouver.

Emerging Initiatives

As filming activity continues to increase in Richmond, staff are working closely with stakeholders at Creative BC, film industry representatives, and neighbouring municipalities on a variety of initiatives including:

Community Engagement:

On May 8, 2019 staff partnered with Creative BC, the Directors Guild of Canada, and the Location Managers Guild International to host a Film Open House. The event titled “Big Screen, Big Impact” took place at the Steveston Community Centre. This event was open to residents and merchants throughout Richmond, with a primary focus on Steveston Village as this is the area which continues to be the most popular location for filming in Richmond. Attendees were able to have one on one conversations with key stakeholders in the film industry regarding various topics such as: *how to host a film production, levels of compensation for filming activity, and the economic and social benefits of filming in your neighbourhood*. As a result of the event, the film office has made additional contacts and implemented a number of changes based on the feedback of attendees.

Sustainable Practices:

In an effort to advance Richmond’s climate leadership, the film office has been working closely with Creative BC’s Reel Green team and municipal counterparts towards improved environmentally sustainable practices in the industry. The Reel Green initiative strives to “empower and inspire productions to innovate and implement sustainable practices, and industry stakeholders to collectively support this effort”. Staff continue to participate in Reel Green stakeholder meetings, training sessions, and are currently working with other municipalities on long term sustainable industry initiatives.

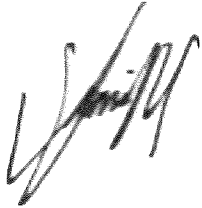
Financial Impact

None.

Conclusion

There was a significant increase in filming activity in Richmond in 2019. This growth in activity can be attributed to the recent establishment of permanent film studios in the City. As the film

industry continues to create permanent spaces in Richmond, filming activity in the City will continue to steadily increase. With this projected increase in activity, Staff are committed to working with stakeholders to establish and execute strategic initiatives that enable this growth, while continuously improving on existing services. The film sector is an important economic industry in the City. The financial impact through employment and fees for locations is significant and beneficial to the City and its residents.

A handwritten signature in black ink, appearing to read 'Samir Modhwadia', is positioned above the printed name.

Samir Modhwadia
Film and Major Events Liaison
(604-247-4607)



City of Richmond

Report to Committee

To: General Purposes Committee
From: Marie Fenwick
Director, Arts, Culture and Heritage Services
Date: April 20, 2020
File: 11-7000-01/2020-Vol 01
Re: Revised City Event Program 2020

Staff Recommendation

1. That the Revised City Event Program 2020 and budget as outlined in Table 1 of the staff report titled "Revised City Event Program 2020", dated April 20, 2020, from the Director, Arts, Culture and Heritage Services be approved; and
2. That \$790,000 be returned to the Rate Stabilization Account.

Marie Fenwick
Director, Arts, Culture and Heritage Services
(604-276-4288)

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

Staff Report

Origin

This report supports Council's Strategic Plan 2018-2022 Strategy #1 A Safe and Resilient City:

Enhance and protect the safety and well-being of Richmond.

1.4 Foster a safe, caring and resilient environment.

This report supports Council's Strategic Plan 2018-2022 Strategy #3 One Community Together:

Vibrant and diverse arts and cultural activities and opportunities for community engagement and connection.

3.1 Foster community resiliency, neighbourhood identity, sense of belonging, and intercultural harmony.

3.2 Enhance arts and cultural programs and activities.

3.3 Utilize an interagency and intercultural approach to service provision.

3.4 Celebrate Richmond's unique and diverse history and heritage.

Background

The City of Richmond has a long history of hosting a variety of events. Events enrich the lives of residents by providing the opportunity for the community to connect, learn and celebrate together. They contribute to social and economic well-being and build a sense of community. Well planned and appropriately scaled events will be an important means to reconnect the community as Richmond moves out of the current period of physical distancing.

At the regular Council meeting on December 18, 2019, Council approved the 2020 Major Event program and budget for the following programs and events:

- Children's Arts Festival;
- Doors Open Richmond;
- Neighborhood Celebration Grants;
- Steveston Salmon Festival;
- Richmond Maritime Festival;
- Farm Fest at Garden City Lands; and
- Richmond World Festival.

The purpose of this report is to provide Council with a proposed revised program and budget in light of restrictions on public gatherings as a result of COVID-19. Under the current restrictions, the remaining Council-approved program of events would be not permitted by provincial health authorities in their current forms. The planning phase for many of these events is also difficult without the ability to gather with members of the community, volunteers and contractors. In the scenario that restrictions are lifted in advance of the proposed event date(s), effective planning

would still not be feasible. Several key sponsors have also informed the City that they will not be able to provide sponsorship support for City events as they have in previous years. With the ability to secure new sponsors at this time unlikely, staff have accounted for no further sponsorship dollars for 2020.

With these factors in mind, a proposed revised event program has been designed to be delivered at scale more suitable to the period after physical distancing has ended, or been relaxed to the extent that this type of programming is permitted and reasonable. According to the World Health Organization, large public gatherings can amplify the spread of infectious diseases and therefore planning and hosting of these events must be considered carefully at this time. All of the programs proposed in this report will only be planned and produced in accordance with the provincial health authority guidelines.

The proposed revised program recommendations are designed to meet both the City Event Strategy Guiding Principles endorsed by Council on March 9, 2020, as well as the objectives initially approved by Council for the 2020 Major Events Program for individual events.

Council endorsed the principles that City Events will:

1. Build local capacity by prioritizing and investing in community-driven events.
2. Provide opportunities for Richmond residents and community groups to collaborate, contribute and participate.
3. Maximize social benefits to the community by fostering volunteerism and increasing sense of community pride and belonging.
4. Celebrate local themes and include programming that is uniquely Richmond.
5. Advance the City's environmental sustainability goals.
6. Ensure events are safe, well-organized and sustainably funded.
7. Encourage and support the development of unique events with a regional draw that bring economic and community benefit, and raise the profile of Richmond.

2020 City Event Update and Proposed Revised Program

Table 1 below provides a high level outline of the proposed revised event program and budget.

Table 1: 2020 Proposed Revised City Event Program and Budget

Event	Description	Approved City-Funding	Total Proposed Revised City-Funding *	Return to Rate Stabilization Account
Children's Arts Festival	Event Complete	\$75,000	\$75,000	
Cherry Blossom Festival	Cancelled	\$35,000		\$35,000
Doors Open	Continues Online	\$20,000	\$20,000	
Neighbourhood Celebration Grants	Deferred to 2021	\$75,000	\$75,000	
Steveston Salmon Festival / Canada Day	Revised program on July 1	\$250,000	\$10,000	\$240,000
Richmond Maritime Festival	Revised program over multiple days	\$250,000	\$45,000**	\$205,000
Farm Fest at Garden City Lands	Cancelled, funding redirected to support farmers markets	\$40,000	\$10,000	\$30,000
Richmond World Festival	Cancelled	\$200,000		\$200,000
City Wide Marketing Campaign	Not required to meet sponsorship obligations for large events, marketing included in individual budgets	\$60,000		\$60,000
City-Branded Shared Resources	Not required due to revised program	\$15,000		\$15,000
Program Contingency	Not required due to revised scale	\$45,000		\$45,000
Welcome Back Richmond	Small-scale activations and marketing campaign		\$40,000	(\$40,000)
Total		\$ 1,065,000	\$ 275,000 *	\$ 790,000

* This total includes \$112,000 of expenses already incurred or committed including \$75,000 for the Children's Arts Festival, \$20,000 for Doors Open Richmond and \$17,000 for the Providence Flagship.

** Plus \$65,000 Grant from the Department of Canadian Heritage to the Richmond Arts Coalition.

Children's Arts Festival (Complete)

The objective of the Children's Arts Festival is to spark the imagination of children through music, hands on activities, literary and performing arts.

The 12th annual Children's Arts Festival welcomed over 6,500 attendees between February 17 and 21, 2020, at the Richmond Library/Cultural Centre and Minoru Plaza.

The event boasted a fun-filled public day of creativity and entertainment on Family Day, February 17. Attendees of all ages wandered through multiple zones, enjoyed fun performances and participated in hands-on arts activities. Between February 18 - 21, school children and their teachers experienced a tailor-made version of the Festival. For many of the schools, this event has become an annual tradition.

Highlights this year included a new poster design from local Richmond artist, Dawn Lo, feature children's author presentation by Jeff Chiba Stearns and *The Hungry Feast Dish* presentation from the award-winning Axis Theatre Company. The event achieved new goals in sustainability, becoming balloon and glitter free and placing a focus on waste reduction with all arts activities.

Attendance was down by approximately 7% from 2019, likely in response to public concerns about the then emerging COVID-19 pandemic.

Doors Open Richmond

The purpose of Doors Open Richmond is to help visitors discover Richmond by offering "behind the scenes" access to some of Richmond's most interesting places including museums and heritage sites, places of worship, cultural centres, businesses, and more.

Planning for Doors Open Richmond, initially scheduled for June 6 and 7, 2020, was well underway when physical distancing measures were put in place as a result of COVID-19. Doors Open is completely reliant on the support of the participating partner sites. As such, staff contacted the participating partners to assess their interest and availability in participating in an on-line version of Doors Open, postponing the event for later in the year pending the direction of provincial health authorities, or cancelling the event. Both the Richmond Museum Society and the majority of site partners support a revised online event. Doors Open Richmond will launch online on Saturday, June 6, 2020 and take place over 8 days, finishing Saturday June 13, 2020, allowing for engagement with the general public and school students.

The event will be hosted on the Richmond Museum Society's Doors Open website with daily content pushed out through Facebook, Twitter and Instagram. Partner sites can choose their methods of participation which might include activities such as virtual tours, captioned behind-the-scenes images, exclusive recipes or anecdotes, speaking appearances and/or readings. A unifying hashtag will be used to link content on the Richmond Museum Society, City of Richmond and participating partners' social media.

This newly imagined event will be produced with the support of the Richmond Museum Society and within the existing Council-approved budget of \$20,000.

Neighbourhood Celebration Grants

The Richmond Neighbourhood Celebration Grant Program was established to help small, Richmond based non-profit organizations and neighbourhood groups plan and execute activities and events to create lasting memories.

The 2020 Neighbourhood Celebration Grant Program was announced to the public on February 11, 2020 via the City website, various social media channels, and in community facilities throughout Richmond. In total, 62 applications were received by the March 8, 2020 deadline. Applicants included parent advisory committees, student councils, neighbourhood and strata groups, and societies.

Staff recommend leaving the \$75,000 of Council-approved funding in place and extending the deadline for proposed activities to 2021. Pending Council approval, applicants will be contacted and given the option to extend the date of their proposed activity to occur later this year or in 2021 (subject to provincial health authority guidelines), or withdraw their application. Staff will then prepare a report with grant recommendations for Council's consideration and report back in Q3 2020.

Steveston Salmon Festival / Canada Day

The objectives of the Steveston Salmon Festival are to encourage community engagement, community and national pride, promote volunteer engagement and raise funds for the Steveston Community Society.

The Steveston Community Society voted to cancel the 2020 Steveston Salmon Festival in April 2020. The Steveston Salmon Festival Organizing Committee, comprised of members from the Society and City staff, continue to meet regularly to discuss alternative program options to celebrate Canada Day. This group will continue to meet and consider options for July 1.

These may include:

- A brief online program that could include some traditional program elements such as an address from the City to the residents of Richmond and the singing of Oh Canada;
- The creation of an online gallery where people can share their photographs, videos and memories of the Steveston Salmon Festival;
- A marketing campaign to encourage residents to show their national and community pride by decorating their homes and sharing photos of their decorations on-line; and
- Encouraging residents to participate in national initiatives such as *Canada Day Drumming Celebration*, or other national initiatives that are being developed in response to the cancellation of Canada Day celebrations in Ottawa.

The current Council-approved funding for Steveston Salmon Festival is \$250,000. Staff recommend retaining \$10,000 of this funding for the revised program.

Richmond Maritime Festival

The objective of the Richmond Maritime Festival is to showcase the cultural and maritime heritage of Steveston. This event is produced in partnership with the Richmond Arts Coalition (RAC) and the Britannia Shipyards National Historic Site Society.

On April 17, 2020 RAC received notification that its application for \$65,000 for a *Building Communities through Arts and Culture Grant* from the Department of Canadian Heritage was successful and could be awarded pending confirmation of a revised program that meets the same objectives as the original program.

Staff propose that this event be broken into a series of smaller events that can be delivered over a period of several months when provincial health authority guidelines allow. These smaller events include:

- Celebrate Britannia's Flagship
 - On April 14, 2020 Council supported entering into an agreement with the Providence to serve as the flagship for Britannia Shipyards National Historic Site. This event would encourage residents and visitors to come to Britannia Shipyards and learn about the site's new flagship.
- Experience Maritime Heritage on the Waterfront
 - Funding currently allocated for ship recruitment for the Richmond Maritime Festival can be directed to a series of boat-rendezvous events over several weekends. Visitors can walk the docks at Britannia and learn about a variety of vessels. The events can be tailored based on the availability of boats due to any travel restrictions and general availability. Appropriate measures to respond to evolving direction from the provincial health authorities may include timed entry to docks, physical distancing measures, etc.
- Richmond Maritime Arts Festival
 - This event would deliver the arts elements of the Richmond Maritime Festival in a series of smaller events over a longer period of time. This could include live music and dance performances, art installations, and participatory arts experiences as appropriate given evolving direction from the provincial health authorities.

The current Council-approved funding for Richmond Maritime Festival is \$250,000. Staff recommend retaining the Ship Recruitment portion of this budget. The initial Council-approved budget accounted for \$45,000 for ship recruitment and related expenses. \$17,000 of this has been allocated for the flagship agreement with the Providence, leaving \$28,000 for the Celebrate Britannia's Flagship and Maritime Heritage on the Waterfront events.

It is proposed that the Richmond Maritime Arts Festival be delivered in partnership with the RAC using the \$65,000 grant should the revised program be approved by the Department of Canadian Heritage.

Farm Fest at Garden City Lands

The objective of the Farm Fest at Garden City Lands is to celebrate Richmond's connection with agriculture, showcase local farmers and vendors, educate the public on agricultural practices and connect residents to the Garden City Lands.

Staff recommend cancelling the 2020 Farm Fest as there are currently challenges to recruiting farmers, vendors, and sponsors as a result of the COVID-19 pandemic.

Staff have investigated the viability of hosting a single day farmers market to replace the Farm Fest, which would be permissible under the existing ALC non-farm use application. To host a single day farmers market on the Garden City Lands is projected to be \$20,000. As no site services exist on the Garden City Lands, the base level infrastructure costs are high to host any type of event on the site. Due to lack of parking and access to public transportation, traffic control personnel and shuttle buses are required to facilitate bringing people to the site. The British Columbia Centre for Disease Control has also issued strict guidelines on how temporary food markets are to operate, including restricting the types of vendors and activities, enhanced measures for hygiene, and physical distancing measures.

Due to the relatively high cost for the City to host a single day farmers market on the Garden City Lands, staff recommend that \$10,000 be re-allocated to support and enhance existing markets.

Richmond World Festival

The goal of the Richmond World Festival is to showcase Richmond's cultural diversity through food, art, dance, performance and crafts.

Richmond World Festival was launched in 2015 as the City's signature multicultural festival in Minoru Park. Following the approval of the 2020 Major Event Program, and the referral to explore Richmond World Festival Options, staff were developing plans to further engage the community in the planning phase to enhance the festival programming for 2020. These plans included the re-establishment of the Richmond World Festival Community Steering Committee, consultation with the City's Richmond Intercultural Advisory Committee (RIAC), connecting and engaging with Richmond children and youth through summer day-camps in the Community Centres and the Richmond Cultural Centre and connecting and engaging with residents of all ages through a variety of programming opportunities in the Community Centres, Minoru Centre for Active Living and the Richmond Cultural Centre that will encourage intercultural dialogue and understanding.

In order to ensure opportunities for residents of all ages and backgrounds to participate and contribute more meaningfully to the Richmond World Festival, the actions detailed above are key to the development and delivery of an event consistent with the Council-approved guiding principles. Additionally, the Richmond World Festival has relied heavily on sponsorship support to provide the funding to deliver its program, and sponsorship funding is unlikely for 2020.

As such, staff recommend cancellation of the 2020 Richmond World Festival.

Welcome Back Richmond

In addition to the revision to the existing programs as described above, building on the success of the #RichmondHasHeart initiative, staff propose the addition of a *Welcome Back Richmond* community engagement campaign. This campaign would seek to inform residents that facilities are open and safe to use, and also seek to educate them about any emerging provincial health authority guidelines.

This could be accomplished through a series of coordinated virtual and neighbourhood-scale activations that will provide opportunities for residents to gradually re-engage with each other and in community facilities in a carefully controlled manner.

Programming could include:

- Marketing campaign highlighting emerging provincial health authority guidelines and what to expect through the various phases to “*Welcome Back Richmond*”;
- Participatory activities reflective of themes that are uniquely Richmond that incorporate appropriate physical distancing and hygiene considerations; and
- Collaborating with community partners, local businesses and Richmond-based artists to provide opportunities to invite residents back to rediscover neighbourhood offerings while enjoying local entertainment.

Staff recommend allocating \$40,000 of funding to support this initiative.

Financial Impact

Council approved \$1,065,000 to support the 2020 Major Event Program. \$112,000 has been incurred or committed to date. The total City cost of the proposed revised event program is \$275,000 (\$112,000, plus \$163,000 for future programs).

If approved, \$790,000 will be returned to the Rate Stabilization Account.

Conclusion

The City of Richmond’s program of events enriches the lives of residents by providing the opportunity for the community to connect, learn and celebrate together. They contribute to social and economic well-being and build a sense of community.

Properly planned and appropriately scaled events will be an important means to reconnect the community as Richmond moves out of the current period of physical distancing.



Marie Fenwick
Director, Arts, Culture and Heritage Services
(604-276-4288)