



General Purposes Committee

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

**Tuesday, May 22, 2018
Immediately following the closed meeting**

Pg. # ITEM

MINUTES

GP-7 *Motion to adopt the **minutes** of the meeting of the General Purposes Committee held on May 7, 2018.*



COMMUNITY SERVICES DIVISION

1. **MAJOR FACILITIES PHASE 2 – RICHMOND LAWN BOWLING PROGRAM PLAN AND SITE**
(File Ref. No. 06-2050-20-MLBC) (REDMS No. 5743253 v. 40)

GP-19

See Page GP-19 for full report

Designated Speakers: Gregg Wheeler and Jim Young

STAFF RECOMMENDATION

- (1) *That the program and service level for the Richmond Lawn Bowling Clubhouse, as described in the staff report titled “Major Facilities Phase 2 – Richmond Lawn Bowling Program Plan and Site,” dated April 23, 2018, from the General Manager, Community Services and the Senior Manager, Capital Buildings Project Development, be approved; and*

- (2) *That the site for a new Richmond Lawn Bowling Clubhouse, as described in the staff report titled “Major Facilities Phase 2 – Richmond Lawn Bowling Program Plan and Site,” dated April 23, 2018, from the General Manager, Community Services, and the Senior Manager, Capital Buildings Project Development, be approved.*



2. **ANIMAL SHELTER GUIDING PRINCIPLES, PROGRAM AND SITE**
(File Ref. No. 06-2055-20-012) (REDMS No. 5799733 v. 17)

GP-33

See Page GP-33 for full report

Designated Speakers: Paul Brar and Jim Young

STAFF RECOMMENDATION

- (1) *That the Guiding Principles as described in the staff report titled “Animal Shelter Guiding Principles, Program and Site” dated May 2, 2018, from the General Manager, Community Services and the Senior Manager, Capital Buildings Project Development, be endorsed;*
- (2) *That the Program as described in the staff report titled “Animal Shelter Guiding Principles, Program and Site” dated May 2, 2018, from the General Manager, Community Services and the Senior Manager, Capital Buildings Project Development, be approved; and*
- (3) *That the Site as described in the staff report titled “Animal Shelter Guiding Principles, Program and Site” dated May 2, 2018, from the General Manager, Community Services and the Senior Manager, Capital Buildings Project Development, be approved.*



COMMUNITY SAFETY DIVISION

3. **APPLICATION FOR A NEW LIQUOR PRIMARY LIQUOR LICENCE - TRUESTEA CAFE LTD DOING BUSINESS AS: THE TRUE'STEA RESTAURANT- 8400 ALEXANDRA RD UNIT 180**
(File Ref. No. 12-8275-30-001) (REDMS No. 5818206)

GP-51

See Page GP-51 for full report

Designated Speaker: Carli Edwards

STAFF RECOMMENDATION

- (1) *That the application from Truestea Cafe Ltd., doing business as, The True'stea Restaurant, for a new Liquor Primary Liquor Licence to operate entertainment with full service Asian cuisine, at premises located at 8400 Ackroyd Rd Unit 180, with liquor service, be supported for:*
 - (a) *A new Liquor-Primary Liquor Licence with primary business focus of entertainment, specifically live music and games with total person capacity of 197 persons;*
 - (b) *Family Food Service to permit minors in all licensed areas until 10:00 p.m. when accompanied by a parent or guardian, when food service is available for families; and*
 - (c) *Liquor service hours for Monday to Sunday, from 12:00 p.m. to 2:00 a.m.;*
- (2) *That a letter be sent to Liquor Control and Licensing Branch advising that:*
 - (a) *Council supports the applicant's new Liquor Primary Liquor Licence and the hours of liquor service with the conditions as listed above;*
 - (b) *The total person capacity at 197 persons indoor is acknowledged;*
 - (c) *Council's comments on the prescribed criteria (section 71 of the Liquor Control and Licensing Regulations) are as follows:*
 - (i) *The impact of noise and traffic in the vicinity of the establishment was considered;*
 - (ii) *The general impact on the community was assessed through a community consultation process; and*
 - (iii) *There is no history of non-compliance with this operation;*
 - (d) *As the operation of a licenced establishment may effect nearby residents, businesses and property owners, the general impact assessment was conducted through the City's community consultation process as follows:*
 - (i) *Residents, businesses and property owners within a 50 meter radius of the establishment were notified by letter. The letter provided information on the application with instructions on how to submit comments or concerns; and*

- (ii) *Signage was posted at the establishment and three public notices were published in a local newspaper. The signage and public notice provided information on the application with instructions on how to submit comments or concerns;*
- (e) *That Council's comments on the general impact of the views of residents, businesses and property owners are as follows:*
 - (i) *The community consultation process was completed as part of the application process; and*
 - (ii) *The community consultation process resulted in no comments or views submitted from residents, businesses and property owners;*
- (f) *That Council recommends the approval of the licence for the reasons that this new application of the liquor primary license is acceptable to the majority of the residents, businesses and property owners in the area and the community.*



4. APPLICATION TO REQUEST A FOOD PRIMARY ENTERTAINMENT ENDORSEMENT FOR FOOD-PRIMARY LIQUOR LICENCE # 139438 – RICHMOND COUNTRY CLUB – 9100 STEVESTON HWY

(File Ref. No. 12-8275-30-001) (REDMS No. 5814183)

GP-57

See Page GP-57 for full report

Designated Speaker: Carli Edwards

STAFF RECOMMENDATION

- (1) *That the application from Richmond Country Club, operating at 9100 Steveston Hwy, requesting a Food-Primary Entertainment Endorsement for Patron Participation to Food- Primary Liquor Licence # 139438, to enable patrons to dance at the establishment, be supported;*
- (2) *That a letter be sent to Liquor Control and Licensing Branch advising that:*
 - (a) *Council supports the amendment for a Patron Participation Entertainment Endorsement on Food-Primary Liquor Licence # 139438 as the endorsement will not have a significant impact on the community;*
 - (b) *The hours of liquor sales will remain the same at:*

- (i) *9:00 a.m. to 1:00 a.m., Monday to Saturday; and*
 - (ii) *9:00 a.m. to Midnight, Sunday;*
- (c) *The new seating capacity for the food primary portion of the licence will be increased to 694 persons indoors and 190 persons patio;*
- (3) *That Council's comments on the prescribed criteria (Section 71 of the Liquor Control and Licensing Regulations) are as follows:*
 - (a) *The potential for additional noise and traffic in the area was considered;*
 - (b) *The impact on the community was assessed through a community consultation process;*
 - (c) *Given that there has been no history of non-compliance with the operation, the amendment to permit patron participation entertainment endorsement under the Food Primary Liquor Licence should not change the establishment such that it is operated contrary to its primary purpose; and*
 - (d) *As the operation of a licenced establishment may affect nearby residents, businesses and property owners, the impact assessment was conducted through the City's community consultation process as follows:*
 - (i) *Residents, businesses and property owners within a 50 meter radius of the subject property were notified by letter. The letter provided information on the application with instructions on how to submit comments or concerns; and*
 - (ii) *Signage was posted at the subject property and three public notices were published in a local newspaper. The signage and public notice provided information on the application with instructions on how comments or concerns could be submitted;*
 - (e) *That Council's comments and recommendations respecting the view of the residents, businesses and property owners are as follows:*
 - (i) *The community consultation process was completed as part of the application process; and*
 - (ii) *The community consultation process resulted in no comments or views submitted from residents, businesses and property owners;*

- (f) *That Council recommends the approval of the permanent change to add patron participation entertainment endorsement to the Food Primary Licence for the reasons that the addition of the endorsement proposed is acceptable to the majority of the residents, businesses and property owners in the area and the community.*



FINANCE AND CORPORATE SERVICES DIVISION

5. VOTING DIVISIONS FOR THE 2018 GENERAL LOCAL AND SCHOOL ELECTION

(File Ref. No. 12-8125-80-05) (REDMS No. 5814102 v. 3)

GP-63

See Page GP-63 for full report

Designated Speaker: David Weber

STAFF RECOMMENDATION

That Civic Election Administration and Procedure Bylaw No. 7244, Amendment Bylaw No. 9876, which proposes adjustments to voting division boundaries and establishes 4 additional voting divisions for the 2018 General Local and School Election, be introduced and given first, second, and third readings.



ADJOURNMENT





General Purposes Committee

Date: Monday, May 7, 2018

Place: Anderson Room
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair
Councillor Chak Au
Councillor Derek Dang
Councillor Ken Johnston
Councillor Alexa Loo
Councillor Bill McNulty – entered at 4:57 p.m.
Councillor Linda McPhail
Councillor Harold Steves

Absent: Councillor Carol Day

Call to Order: The Chair called the meeting to order at 4:55 p.m.

ADDITIONS AND DELETIONS

It was moved and seconded

That “Olympic Wrestling in Richmond” be added to the agenda as Item No. 5.

CARRIED

MINUTES

It was moved and seconded

- (1) That the minutes of the special General Purposes Committee meetings held on April 9, 2018 and April 23, 2018 be adopted; and*
- (2) That the minutes of the General Purposes Committee meeting held on April 16, 2018 be adopted.*

CARRIED

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COMMUNITY SERVICES DIVISION

1. **RICHMOND MUSEUM SOCIETY BOARD**

(File Ref. No. 11-7000-01) (REDMS No. 573940)

It was moved and seconded

That the report titled "Richmond Museum Society Board," dated April 16, 2018, from the Director, Arts, Culture and Heritage Services, be received for information.

Councillor McNulty entered the meeting (4:57 p.m.).

The question on the motion was not called as discussion ensued regarding the creation of an overall Richmond museum committee to coordinate all the individual heritage and museum societies.

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

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

It was moved and seconded

That staff look at the possibility of creating a new museum group with representatives from all individual heritage sites.

CARRIED

COMMUNITY SAFETY DIVISION

2. **HOUSEKEEPING AMENDMENTS FOR TRAFFIC BYLAW NO. 5870; PARKING (OFF STREET) REGULATION BYLAW NO. 7403; NOTICE OF BYLAW VIOLATION DISPUTE ADJUDICATION BYLAW NO. 8122; AND CONSOLIDATED FEES BYLAW NO. 8636**

(File Ref. No. 12-8060-02-01) (REDMS No. 5743877 v. 3)

It was moved and seconded

That the following bylaws be introduced and given first, second and third readings:

- (1) Traffic Bylaw No. 5870, Amendment Bylaw 9786;***
- (2) Parking (Off-Street) Regulation Bylaw No. 7403, Amendment Bylaw No. 9787;***
- (3) Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9827; and***
- (4) Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 9829.***

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In response to a question from Committee, Carli Edwards, Manager, Community Bylaws and Licensing, advised that there is a process for notifying residents and businesses of changes to the Parking (Off Street) Regulation Bylaw, including issuing a warning for a first offence.

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

PLANNING AND DEVELOPMENT DIVISION

3. **CANNABIS BYLAW FRAMEWORK AND REGULATION OF AGRICULTURAL STRUCTURES**

(File Ref. No. 08-4430-03-10) (REDMS No. 5773205 v. 8)

The Chair referenced the revised recommendations distributed on table to Committee (copy on file, City Clerk's Office) and noted the inclusion of a moratorium in Part (3)(b).

Barry Konkin, Manager, Policy Planning, provided Committee with an overview of the report and highlighted that (i) the report introduces an Official Community Plan (OCP) Bylaw update and Zoning Bylaw updates that include new terminology to harmonize language included in the upcoming federal legislation, (ii) production of non-medical cannabis would be a non-permitted use in City agricultural zones, (iii) retail of cannabis would still be prohibited, as previously directed by Council, (iv) cost estimates for programs related to the legalization of cannabis are included as attachment 4 of the staff report, (v) the second part of the staff report details amendments to building regulations and building types for greenhouse construction to protect soil based agriculture, and (vi) building permits found to be in conflict with the proposed bylaw amendments would be withheld.

In response to questions from Committee, staff advised that (i) the municipal share of revenue from cannabis sales is still unknown, (ii) to provide a timely response and meet the passing of impending federal and provincial legislation, the Public Hearing would be the best forum to gather feedback from interest groups, (iii) agricultural buildings, structures and greenhouses with concrete construction or an impermeable structure would still be allowed through rezoning, (iv) the rezoning application process typically takes 8 months to a year to reach third reading, and (v) there is a small number of greenhouse constructions in the City related to non-cannabis use.

Discussion took place on the potential financial impact to the City related to legalization of non-medical cannabis and soliciting feedback from community stakeholders. It was noted that a letter sent to the Province should also request clarification on the municipal share of revenue and that the matter should be forwarded to the Agricultural Advisory Committee (AAC) for comment.

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

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It was moved and seconded

- (1) *To implement the City's framework to regulate cannabis retailing, medical and non-medical (recreational) cannabis production, cannabis research and development and cannabis distribution in advance of the Federal legalization of cannabis:*
 - (a) *That Official Community Plan (OCP) Bylaw 9000, Amendment Bylaw 9837, to revise and update the City's land use regulations and strategic management of cannabis related activities city-wide in Section 3.6.5 to Schedule 1 of the OCP, be introduced and given first reading;*
 - (b) *That Bylaw 9837, having been considered in conjunction with:*
 - (i) *the City's Financial Plan and Capital Program; and*
 - (ii) *the Greater Vancouver Regional District Solid Waste and Liquid Waste and Management Plans;**is hereby found to be consistent with the said programs and plans, in accordance with Section 477(3)(a) of the Local Government Act;*
 - (c) *That Bylaw 9837, having been considered in accordance with OCP Bylaw Preparation Consultation Policy 5043, is hereby found not to require further consultation;*
 - (d) *That Richmond Zoning Bylaw 8500, Amendment Bylaw 9838, proposing revisions to existing medical cannabis related regulations, new regulations for non-medical cannabis activities and other changes for cannabis related activities, be introduced and given first reading; and*
 - (e) *That Consolidated Fees Bylaw 8636, Amendment Bylaw 9840, to add development application fees specific to cannabis related land use proposals, be introduced and given first reading;*
- (2) *That the costs and resources arising from the municipal response to the Federal legalization of cannabis contained in the report, dated April 18, 2018 from the Manager, Policy Planning and Manager, Community Bylaws and Licensing, be received for information and that staff be directed to pursue all Federal and Provincial cannabis related funding resources available and update Council as needed;*
- (3) *To protect the long-term viability of soil-based agriculture:*
 - (a) *That Richmond Zoning Bylaw 8500, Amendment Bylaw 9861, to regulate large agricultural buildings and greenhouses, be introduced and given first reading;*

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- (b) *Whereas Section 463 of the Local Government Act allows the withholding of building permits that conflict with bylaws in preparation;*

Whereas Council has granted first reading to a bylaw to preserve high-quality agricultural soils, through the regulation of construction methods for agricultural buildings and greenhouses;

Therefore be it resolved that staff bring all building permit applications for agricultural buildings and greenhouses in the Agriculture (AG1) zone, received more than 7 days after the date of first reading, forward to Council to determine whether such applications are in conflict with the proposed bylaw to preserve high-quality agricultural soils, through the regulation of construction methods for agricultural buildings and greenhouses; and

- (c) *That a letter be sent to the Premier of BC, the BC Minister of Agriculture, and the BC Minister of Finance, with copies to all Richmond Members of the Legislative Assembly, the Leader of the Third Party, the Leader of the Official Opposition, and the Chair of the BC Agricultural Land Commission requesting that the province impose a temporary moratorium on the use of lands in the Agricultural Land Reserve for cannabis production;*
- (4) *That a letter be sent to the Federal Minister of Health, Premier, Solicitor General, BC Minister of Health, BC Minister of Agriculture, and BC Minister of Finance, with copies to local Members of Parliament, Leaders of the Opposition Parties, Leader of the 3rd Party, and local MLAs, urging the need to define cannabis related revenues for the City; and*
- (5) *That the staff report be forwarded to the Agricultural Advisory Committee for their input prior to the June Public Hearing.*

It was agreed by Committee that Part (3)(a) of the motion be voted separately and the question on Parts (1),(2), (3)(b),(3)(c), (4), and (5) was called and it was **CARRIED**.

The question on Part (3)(a) of the motion was then called and it was **CARRIED** with Cllr. Loo opposed.

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4. RESPONSE TO REFERRAL: ADDITIONAL DWELLINGS FOR FARM WORKERS AND DIRECTION ON LIMITING RESIDENTIAL DEVELOPMENT IN THE AG1 ZONE FOR PROPERTIES THAT ARE 0.2 HA (0.5 ACRES) OR LARGER

(File Ref. No. 08-4057-10) (REDMS No. 5801334 v. 5)

The Chair outlined the revised recommendations distributed on table to Committee (copy on file, City Clerk's Office). He noted that the staff report addresses additional dwellings for farm workers on agriculturally zoned land and that the revised recommendations include options for house size on farmland.

In response to questions from Committee, Barry Konkin, Manager, Policy Planning, advised that the second dwelling is typically for farm workers and that restoring the allowance could include a family member who works on the farm property. Mr. Konkin further noted that the staff report is in response to a referral from March 26, 2018 that staff comment on additional dwellings and the report details three options for consideration: (i) maintain the current requirement for a rezoning application for any additional dwellings on agriculturally zoned land, (ii) allow one additional dwelling for properties that meet the area size requirement and require a rezoning application for any further additional units, or (iii) allow up to three additional dwellings on properties that meet the area size requirement in the Agriculture (AG1) zone. Mr. Konkin also commented that staff recommend that the placement of additional dwellings inside the home plate be contiguous. He further noted that the provisions that allowed for up to three additional dwellings without a rezoning application were removed with the bylaws update in 2017.

In further response to queries from Committee, staff clarified that (i) the maximum setback from the road on agriculturally zoned land is 50 metres for a house, 75 metres for the farm home plate, and therefore any accessory building could be setback up to 75 metres, (ii) the AAC has recommended that the septic field remain outside of the farm home plate, (iii) 85 properties have the potential for adding any additional dwelling units and of those, 16 properties could have up to three additional farm homes, (iv) the current OCP policy is to limit the use of residential on farmland and additional dwellings would have to be requested through rezoning, and (v) currently policies regarding additional dwelling units is at the discretion of local government and does not require application through the Agricultural Land Commission (ALC).

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Staff further advised in response to Committee's questions that (i) there are a number of properties that currently have additional homes that are generally lived in by family members of larger farm operations, (ii) in the past decade there has only been one application for an additional dwelling, (iii) a significant uptake on building permits for additional dwellings is not anticipated if Council should choose to allow up to three additional dwelling units without rezoning, and (iv) the proposed zoning bylaw amendment has a house size limit of 300 square metres for any additional dwelling.

Todd May, co-chair of the Agricultural Advisory Committee (AAC) and President, Richmond Farmers' Institute, spoke to the issue of additional dwellings on farmland and noted that the AAC requests to be consulted on issues that relate to agriculture. Mr. May referenced three motions put forward by the AAC at their previous meeting held on April 19, 2018 and commented that the AAC is in support of reinstating the previous regulations on additional dwellings. He further expressed opposition to keeping additional dwellings adjacent, commenting that an agrologist report would put forward the best placement.

In response to queries from Committee, Mr. May advised that (i) the AAC recommends that the septic field remain outside the farm home plate to keep consistent with the previous regulations, (ii) he was of the opinion that extra dwellings on agriculturally zoned land are extremely critical to farm operations and that having resources immediately available are important throughout the season, (iii) availability of workers is important for repairing and maintaining any technical issues that may arise in a timely manner to any machinery used in the operation of a farm, and (iv) that although additional dwellings reduce the area available for agriculture, housing additional workers allows for greater working of the land and increases productivity.

Doug Wright, 11540 No. 3 Road, expressed support for reverting to the previous regulation of allowing up to three additional dwellings on agriculturally zoned land without a rezoning application. Mr. Wright also noted opposition to keeping additional dwellings contiguous on the farm home plate and commented that allowing placement where needed is important to maintaining efficient operations.

Humraj Kallu, Richmond resident, commented on the difficulty of housing seasonal workers off site and expressed support for allowing one additional dwelling on farmland without rezoning application requirements. Mr. Kallu spoke in opposition for keeping any additional dwellings adjacent in the farm home plate area and was of the opinion that farmers should be able to decide the most effective placement.

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In response to questions from Committee regarding the delegation's comments, Joe Erceg, General Manager, Planning and Development, advised that the staff report only addresses additional dwellings for full time, permanent workers and that accommodation for seasonal workers is separately regulated under Richmond Zoning Bylaw 8500. Mr. Erceg also noted that the use of an additional dwelling for temporary or seasonal workers would not be permitted under any of the recommendations.

Councillor Steves left the meeting (6:09 p.m.).

Councillor Au left the meeting (6:10 p.m.).

A Richmond resident noted concern in regards to limiting house size on agriculturally zoned land.

Councillor Au and Councillor Steves returned to the meeting (6:15 p.m.).

John Roston, 12262 Ewen Avenue , noted concern over individuals who could take advantage of the regulations and expressed support for maintaining a rezoning application requirement for any additional dwelling on farmland.

Eddie Tang commented that farmers should be supported in their operations and noted concern about limiting house size on farmland.

Niti Sharma, 11380 Kingfisher Drive, noted support for maintaining the rezoning application process for any additional dwellings on agriculturally zoned land.

James Tse expressed concern with regards to limiting house size on agricultural land.

Calvin X queried as to when the matter of house size on agriculturally zoned land would be discussed. The Chair clarified that following Committee's consideration those wishing to speak on house size may have an opportunity at the next Council meeting.

A Richmond resident and blueberry farmer on No. 6 Road, expressed concern over the shortage of skilled workers available. In response to a question from Committee, the delegation noted support for allowing secondary dwellings on farmland.

A Richmond resident noted support for keeping the septic field outside of the farm plate and for the ability to place a second dwelling anywhere within the farm home plate area.

The Chair read the revised suggested recommendations and discussion took place on the options for additional dwellings and the placement of the septic field.

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

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It was moved and seconded

- (1) *That the staff report titled "Response to Referral: Additional Dwellings for Farm Workers and Direction on Limiting Residential Development in the AG1 Zone for Properties that are 0.2 ha (0.5 acres) or Larger" dated May 2, 2018 from the Manager, Policy Planning, and the staff report titled "Agriculturally Zoned Land: Summary of Public Consultation on Limiting Residential Development in the AG1 Zone for Properties that are 0.2 ha (0.5 acres) or Larger" dated March 13, 2018 from the Manager of Policy Planning (Attachment 6) be received for information;*
- (2) *That staff be directed to prepare a bylaw for the May 14, 2018 Regular Council Meeting based on Option 5A for revising the limits to residential development in the Agriculture (AG1) zone, with septic field outside the farm home plate in the report "Agriculturally Zoned Land: Summary of Public Consultation on Limiting Residential Development in the AG1 Zone for Properties that are 0.2 ha (0.5 acres) or Larger" dated March 13, 2018 from the Manager, Policy Planning;*
- (3) *That Official Community Plan Bylaw 9000, Amendment 9869, to amend the 2041 Official Community Plan policy to require an application for more than one (1) additional dwelling unit on agriculturally zoned land to go through a rezoning process, be introduced and given first reading; and that Richmond Zoning Bylaw 8500, Amendment Bylaw 9870, to allow one (1) additional dwelling in the Agriculture (AG1) zone with septic field outside the additional farm home plate, be introduced and given first reading;*
- (4) *That a letter be sent to the Premier of BC, the BC Minister of Agriculture, and the BC Minister of Finance, with copies to all Richmond Members of the Legislative Assembly, the Leader of the Third Party, the Leader of the Official Opposition, and the Chair of the BC Agricultural Land Commission requesting that the Province review their policies on foreign ownership, taxation, enforcing their guidelines on house size and farm home plate, providing greater financial incentives for farmers, and strengthening the Agricultural Land Commission's enforcement actions for non-farm uses;*
- (5) *Whereas Section 463 of the Local Government Act allows the withholding of building permits that conflict with bylaws in preparation; and*

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Whereas Council has directed staff to further review options on reducing house size and farm home plate area, determining septic field location in relation to the farm home plate, and establishing a house footprint regulation for all lots in the AG1 Zone on lots larger than 0.2 ha (0.5 acres):

Therefore be it resolved that staff bring forward all building permit applications for residential development in the Agriculture (AG1) zone on properties 0.2 ha (0.5 acres) or larger, received more than 7 days after the passage of this resolution, to determine whether such applications are in conflict with the proposed bylaw to limit house size, farm home plate area, septic field location in relation to the farm home plate, and house footprint for properties zoned AG1 that are 0.2 ha (0.5 acres) or larger; and

- (6) That the staff report and above recommendations be forwarded to the Agricultural Advisory Committee for their input prior to the June Public Hearing.*

It was agreed by Committee that the six parts of the motion be voted separately.

The question on the motion was not called as discussion took place regarding the placement of the septic field in relation to the home plate and maintaining the current restrictions on home size on agriculturally zoned land.

The question on Part (1) was then called and it was **CARRIED**.

Discussion further took place on the inclusion of the septic field inside the farm home plate and as a result, the following **amendment** was introduced:

It was moved and seconded

That Part (2) be amended to include the septic field inside the farm home plate.

Discussion took place on the impact to the farm home plate area if the septic field were to be included and the question on the amendment was then called and it was **DEFEATED ON A TIE VOTE** with Cllrs. McNulty, McPhail, Johnston, and Loo opposed.

The question on Part (2) was then called and it was **CARRIED** with Mayor Brodie and Cllrs. Steves opposed.

The question on Part (3) was then called and it was **CARRIED** with Mayor Brodie and Cllrs. McPhail and Steves opposed.

Discussion further ensued on removing reference in Part (4) to enforcing ALC and provincial guidelines on house size and farm home plate, and as a result of that discussion, the following **amendment** was introduced:

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It was moved and seconded

That Part (4) be amended to read as follows:

That a letter be sent to the Premier of BC, the BC Minister of Agriculture, and the BC Minister of Finance, with copies to all Richmond Members of the Legislative Assembly, the Leader of the Third Party, the Leader of the Official Opposition, and the Chair of the BC Agricultural Land Commission requesting that the Province review their policies on foreign ownership, taxation, providing greater financial incentives for farmers, and strengthening the Agricultural Land Commission's enforcement actions for non-farm uses.

CARRIED

Opposed: Cllr. Steves

The question on Part (4) as amended was then called and it was **CARRIED**.

The question on Parts (5) and (6) was then called and it was **CARRIED**.

5. OLYMPIC WRESTLING IN RICHMOND

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

The Chair noted that there is an interest in providing a facility for Olympic wrestling in the City and discussion took place with regards to consulting the Richmond Sports Council.

The following **referral motion** was then introduced:

It was moved and seconded

That staff look at the possibility of accommodating Olympic wrestling in City facilities and report back to through Committee after discussions with the Richmond Sports Council on the priorities and possibilities.

CARRIED

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (7:01 p.m.).

CARRIED

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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 7, 2018.

Mayor Malcolm D. Brodie
Chair

Amanda Welby
Legislative Services Coordinator



City of Richmond

Report to Committee

To: General Purposes Committee
From: Serena Lusk
General Manager, Community Services

Date: April 23, 2018
File: 06-2050-20-MLBC/Vol
01

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

Re: Major Facilities Phase 2 – Richmond Lawn Bowling Program Plan and Site

Staff Recommendation

1. That the program and service level for the Richmond Lawn Bowling Clubhouse, as described in the staff report titled "Major Facilities Phase 2 – Richmond Lawn Bowling Program Plan and Site," dated April 23, 2018, from the General Manager, Community Services and the Senior Manager, Capital Buildings Project Development, be approved.
2. That the site for a new Richmond Lawn Bowling Clubhouse, as described in the staff report titled "Major Facilities Phase 2 – Richmond Lawn Bowling Program Plan and Site," dated April 23, 2018, from the General Manager, Community Services, and the Senior Manager, Capital Buildings Project Development, be approved.

Serena Lusk
General Manager,
Community Services
(604-233-3344)

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

Att. 3

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

April 23, 2018

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Staff Report

Origin

A referral was made at the Parks, Recreation and Cultural Services Committee meeting on March 30, 2016 for staff to “examine the feasibility of developing a new clubhouse for the Richmond Lawn Bowling Club and report back.”

Subsequently, on December 12, 2016, Council approved the advanced planning and design for Major Facilities Projects, including the Richmond Lawn Bowling Clubhouse. The budget for advanced planning and design was subsequently approved on December 12, 2016, and capital funding in the amount of \$4 million for the replacement of the Lawn Bowling Clubhouse was approved on December 4, 2017, as part of the 2018 Capital Budget.

The purpose of this report is to seek approval from Council for the recommended program and proposed site for a new Richmond Lawn Bowling Clubhouse. If approved, staff will then proceed with development of concept design and form/character for the building for Council approval.

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

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

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

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

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

6.1. Safe and sustainable infrastructure.

Analysis

Background

The current Richmond Lawn Bowling Clubhouse was constructed in 1963 and is located in the North East corner of Minoru Park. The clubhouse is a pan-abode style, one-storey, wood framed structure. Pan-abode buildings use interlocking timbers similar to how a log cabin is constructed. Pan-abode construction is very costly and difficult to modify or expand as the majority of the structure would need to be disassembled to accommodate any changes to the existing layout. The current clubhouse is approximately 1,920 square feet and consists of a multipurpose room, washrooms, kitchen facility, lockers, interior storage and exterior storage(s). The clubhouse

supports two regulation size lawn bowling greens. The natural grass greens were replaced in late 2009 with two artificial carpet greens which allow the club members to play year-round, weather permitting.

The existing facility lacks adequate multipurpose space for members, along with the appropriate number of accessible washrooms, modern kitchen facilities, adequate storage, administration space and changing facilities for members. The size and amenities within the existing clubhouse make it difficult for the club to accommodate current membership and attract provincial and national level tournaments and competitions.

The existing facility is approximately 55 years old, and while it has been well maintained, many of the building systems have reached the end of their life expectancy. In particular, the life/safety system does not meet modern standards while the electrical and mechanical systems are well past their life expectancy.

The Richmond Lawn Bowling Club presently has a membership of 240 playing members and actively recruits new members throughout the year. Players have an average age of 65 years. Non-members from other clubs are charged a \$5 drop in fee to play in Richmond.

The Richmond Lawn Bowling Club's existing User Agreement with the City of Richmond will be updated as part of the building process. Currently, the club is responsible for day-to-day costs of managing the clubhouse. Ongoing maintenance of the existing facility along with the cost of utilities is covered by the City of Richmond. These terms are expected to continue in the new building.

Sport Hosting

A new clubhouse would support four of Richmond's seven Sport Hosting Strategy's objectives including: increasing the number of potential hosting opportunities, maximize new and renovated sports hosting facilities, grow sport related tourism by 10% by 2020 and contribute to the community's healthy living. It also will achieve the City of Richmond's 2016-2020 Sport Hosting Strategy's Vision for Richmond "to be the premier sport hosting community in Canada for Provincial, National and International sporting events, while growing and integrating our local sport community."

The Richmond Lawn Bowling Club has hosted tournaments including the 2015 National Senior Triples which drew teams from across Canada and benefitted tourism in Richmond and helped support the Richmond Sport Hosting Strategy. The club has shown an interest in continuing to host tournaments in the future and has a dedicated group of volunteers willing to bring tournaments to Richmond.

Should a larger clubhouse be provided as outlined, Richmond will be in an advantageous position to host more Provincial and National level lawn bowling tournaments. The club is in an ideal location to host large tournaments as it is close to hotels and YVR and has two all-weather lit bowling greens. Furthermore, the Richmond Sport Hosting Office has the ability to support

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any bids that the Richmond Lawn Bowling Club puts forward. All of these factors would put Richmond in a stronger position for sport hosting opportunities.

On average five national tournaments are awarded annually to clubs across Canada along with eight annual Provincial tournaments. For a variety of reasons other provinces and or clubs don't always bid to host these tournaments as they may not have the club space, suitable all-weather lit greens like Richmond, or an interest by their members to take on the commitment involved in hosting such tournaments.

The existing clubhouse is undersized for larger tournaments and as a result has made it difficult for Richmond to be awarded Provincial or National tournaments.

Program Development Process

Lawn Bowling is a great sport for Richmond's aging population as it provides many benefits to older adults including physical activity, mental game strategy, motor skill coordination and communication, and social interaction with other lawn bowling participants which contributes to the health and well-being of members. It also appeals to a wide variety of residents from many cultures.

As part of the best practices research for this project, City of Richmond staff along with a member of the Richmond Lawn Bowling Club visited three Lower Mainland lawn bowling clubs to see how their facilities were designed and being utilized by their members. The Surrey Lawn Bowling Club, the Burnaby Lawn Bowling Club and the Granville Park Lawn Bowling Club in Vancouver were visited. These facilities each included multipurpose space(s), kitchen facilities, member lockers, administration space, washroom facilities and both indoor and outdoor storage. While the existing Richmond clubhouse includes most of the same spaces, they are too small for the existing membership, are outdated and do not meet current building standards. Compared to the three clubs visited, the Richmond Lawn Bowling Club's membership is higher despite having smaller clubhouse spaces. The recommended program outlined below is consistent with the best practices site visits.

The recent Minoru Park Vision Plan community consultation process showed the lawn bowling greens and clubhouse remaining on the park into the future. Through the consultation process, no comments from the public were received by staff about the continued use of the park for lawn bowling. The community consultation presentation boards showed clear pedestrian and visual corridors around the existing lawn bowling clubhouse that connect to the park's entry and pathway off of Gollner Avenue and Bowling Green Road towards Minoru Park Lakes.

Two open houses were held at the Richmond Lawn Bowling Clubhouse on September 27 and September 28, 2017, with over 100 club participants and members of the public in attendance. Input from these sessions was used to develop the program for a new clubhouse as outlined below.

Lawn Bowling Clubhouse Program

A program was developed based on the best practices visits, public open houses, interviews with executive members and a review of the current clubhouse spaces.

The table below provides a comparison between the current and recommended program spaces and highlights current and proposed service levels along with supporting rationale:

Program Space	Existing Service Level	Recommended Service Level	Rationale
Multipurpose Room	Seating for 60	Seating for 125	Current membership of 240. Accommodates day-to-day functions, tournaments, and sit-down special events for up to 125 people.
Kitchen Facility	Full service kitchen, but, outdated and inefficient layout, does not meet current safety standards.	Full service kitchen, with improved functionality and new equipment and meets current safety standards.	Club has requested a full service kitchen for day to day support of club activities as well as to cater meals for events and tournaments. This is the same level of service currently provided. Alternative: Servery Kitchen
Change Room	Not provided	One universal change room and shower.	Accommodates working participants and people who bike to the facility. Meets best practices.
Lockers	190 lockers	250 lockers, integrated with change room.	Required to store bowls due to the weight and bulk of the bowls being impractical for club members to transport each time they play.
Washrooms	Undersized for number of members.	Increase number of washrooms to accommodate large events.	Meets current building code and accommodate large functions and day-to-day use for club members.
Storage	Undersized and not centrally located.	Increase size along with making storage areas accessible from both inside and outside of the facility.	Improves safety of members and increase space efficiency.
Main Entry Vestibule	Not provided	Add delineated entry lobby space.	

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Program Space	Existing Service Level	Recommended Service Level	Rationale
Administration	Not provided	Small office, with space for a workstation.	Supports the club's administrative and programming needs. Meets best practices.
Outdoor Covered Viewing Decks	Covered viewing deck for one green only.	Covered viewing deck for both greens.	Provides cover from elements. Meets best practices.

Attachment 1 is a detailed outline of the recommended program for the new lawn bowling clubhouse.

The recommended program and service levels meet the current needs of the club, allow for growth in membership and better position the club to host Provincial and National level tournaments. A new facility will meet current user expectations and current building codes.

The recommended program includes the provision of a full service kitchen for on-site preparation and cooking of meals. A full service kitchen would include: dishwasher, counter tops, cupboards, refrigerator, four burner stove and oven hood with fire suppression. The recommended full service kitchen provides an equivalent level of service to what exists today. An alternative is a servery kitchen which can be used to warm up food but does not include an oven, stove top, oven hood, oven fire suppression system, grease trap or building infrastructure to support these services.

The club has indicated a strong preference for a full service kitchen as the social aspect of preparing and sharing meals is a key component of the overall activities and improves the social connectivity of the members. A full service kitchen is provided in the current club house and is actively used for club socials and events. A full service kitchen is commensurate with the current level of service provided and similar kitchens can be found at Hamilton Community Centre and City Centre Community Centre.

As part of the Richmond Lawn Bowling Club's presentation to Parks, Recreation and Cultural Services in March 2016, Kion Wong the Chair of the club pledged \$90,000 towards the construction of the clubhouse. This \$90,000 from the club could be used to partially fund the club's desire for a full service kitchen, as a full service kitchen is estimated to be more expensive by approximately \$98,000 than the servery kitchen.

In addition, new services proposed include administrative space, an entry vestibule, one universal change room and a shower. The other spaces are updated and expanded to accommodate the current membership, as well as allow for growth in membership and tournaments.

Public washrooms have not been included in the clubhouse plan as there is a public washroom adjacent to the clubhouse that is maintained by the City of Richmond, and the Minoru Draft Vision Plan includes public washrooms as part of a possible lakehouse seating area and café.

Site Selection

A new clubhouse should be adjacent to one of the two greens and provide views to both greens. The Minoru Park Vision Plan recommends that significant pedestrian and visual corridors be maintained between the greens. Given these requirements, two potential sites were identified with Option #1 the recommended option (Attachment 2 and 3).

Option #1 – Adjacent to North Lawn Bowling Green (Recommended)

- Existing clubhouse can be used by members until the new clubhouse is completed;
- Site location allows for structure to be either one or two storeys;
- Single storey structure provides construction cost savings related to no elevator and staircases being required;
- One-storey structure provides synergy between clubhouse spaces;
- Existing sequoia tree west of clubhouse will be undisturbed;
- Minimal impact to adjacent park pedestrian walkways during construction;
- New clubhouse will be less than 20 meters to south green; and
- No second floor viewing area for spectators if built as a one storey structure.

Option #2 – Existing Location (Not Recommended)

- Central location between the two greens;
- Constricted site due to mature sequoia tree and pedestrian right of way, would require the construction of a two storey structure;
- Two-storey structure provides elevated viewing for spectators of both greens;
- Temporary club administration trailer and storage would have to be brought on site during construction at an additional cost, or club would have to go without access for up to a year during construction;
- Club would have no multipurpose clubhouse space for duration of construction; and
- Program best met by a single storey building as spaces are closely related to each other and function interdependently.

Staff met with the Richmond Lawn Bowling Club's Building Committee to discuss the advantages and disadvantages of the two sites. The Committee's preference is for a one-storey clubhouse to be built adjacent to the north bowling green (Attachment 2). A one-storey structure adjacent to the north green also helps to maintain pedestrian walking and visual corridors through the north part of Minoru Park.

Next Steps

If Council approves the recommendations outlined in this report, staff will work with the Richmond Lawn Bowling Club and its Building Committee to develop a concept floor plan layout and building form/character for Council's approval. Based on the current proposed Program Plan and location, the total cost of the project has been estimated to be within the \$4

million that was approved by Council as part of the 2018 Capital Program. Costs will be further refined through the concept level design process, with findings reported to Council.

Staff will prepare an Operating Budget Impact (OBI) cost estimate during the budget process when the design is closer to being finalized and the details of the facility are known. The current annual facility related OBI is \$27,600. Staff will report back on an updated OBI once a design concept has been developed. There is no expected increase in program related OBI.

Financial Impact

Council approved funding for Advanced Planning and Design for Major Facilities Projects, including the Lawn Bowling Clubhouse, in the 2017 Capital Budget. Should the program, service level and site be approved as per the recommendations in this report, staff will engage an architectural firm to complete design including a concept plan for Council's approval. The estimated cost for this service is \$220,000 which will be funded from the approved capital project.

Conclusion

The proposed program and site of the new Richmond Lawn Bowling Clubhouse meet the needs of the club and supports a sport that serves our adult population. The new Richmond Lawn Bowling Clubhouse will help to reinvigorate the north portion of the Minoru Park as the Minoru Vision Plan unfolds over the next decade and beyond.



Jon Thibodeau, PMP
Acting Project Manager,
Capital Buildings Project Development
(604-244-4939)



Gregg Wheeler
Manager, Sport and Community Events
Community Services
(604-244-1274)

- Att. 1: Lawn Bowling Clubhouse Proposed Program
2: Recommended - Location of Lawn Bowling Clubhouse
3: Not Recommended - Existing Site of Lawn Bowling Clubhouse

LAWN BOWLING CLUBHOUSE PROPOSED PROGRAM

The building program space and recommendations identified and detailed below serves the day-to-day operations and uses of the Minrou Lawn Bowling Club and its close to 240 members. Integral to the program are the integrated viewing areas, which provide connectivity between the north and south greens.

Table of Program Areas

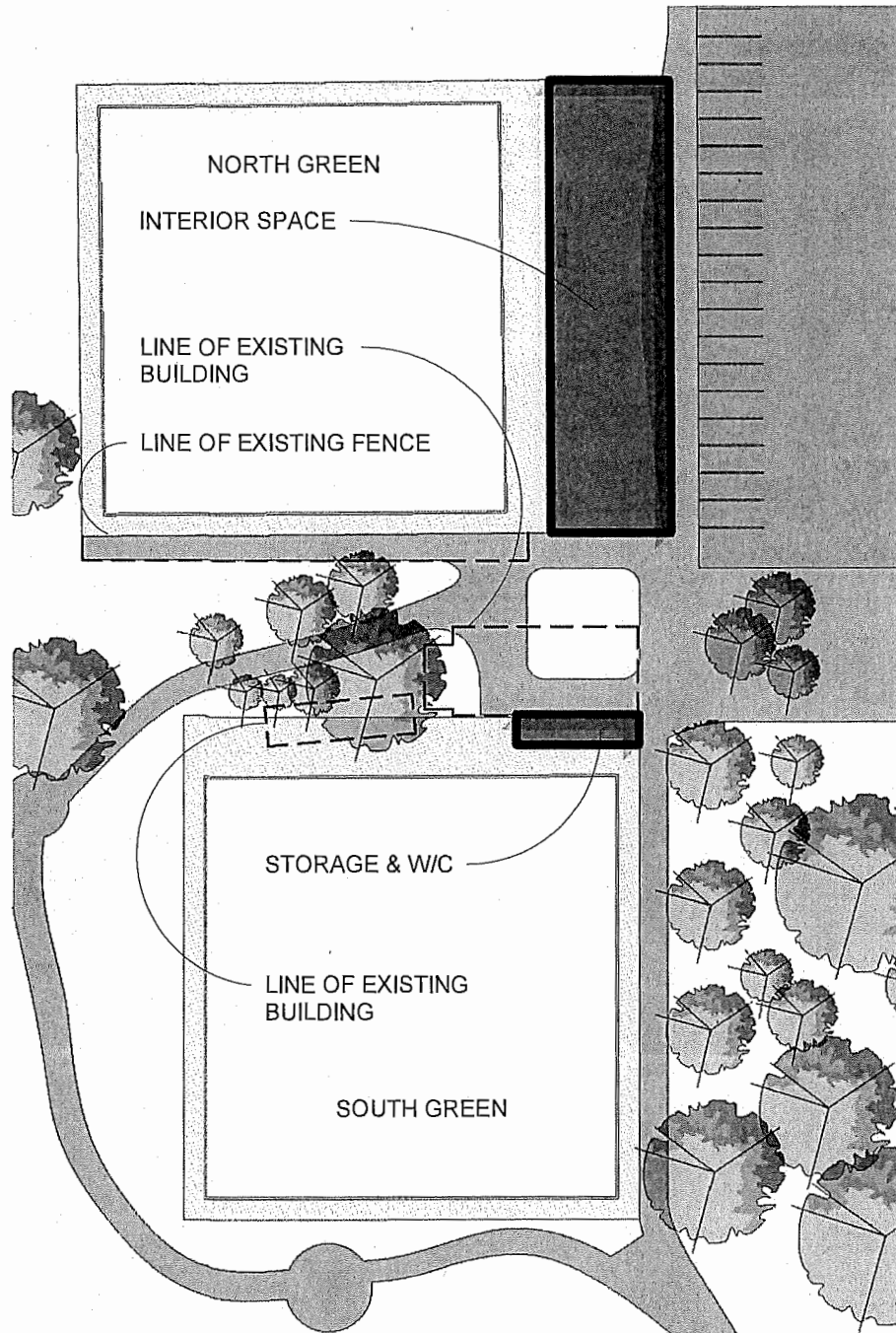
Program Space	Space Requirements	Rationale and Design	Proposed Gross Area (SF)
Multipurpose Room	<ul style="list-style-type: none"> › MP Room for group meetings, events, tournaments and viewing of both greens if possible › Divisible into 2 or more smaller spaces for flexible programming › Non-fixed seating for event maximum 125 people 	<ul style="list-style-type: none"> › 0.95 SM / person (non-fixed seats & tables) BC Building Code › Operable exterior doors and glazing for viewing greens › Adjacent to the kitchen 	1250
Kitchen	<ul style="list-style-type: none"> › To serve and prepare or warm food for tournaments and club events › Commercial cooking permitted 	<ul style="list-style-type: none"> › Easy access for deliveries and serving both indoors and outdoors. › Adjacent to the Multipurpose Room › Equipment Needs: <ul style="list-style-type: none"> - Refrigerator - Range - Commercial Fire Suppression System - Exhaust System - Microwave - Dishwasher 	200

Program Space	Space Requirements	Rationale and Design	Proposed Gross Area (SF)
Change Room + Lockers	<ul style="list-style-type: none"> › Secured lockers to keep personal bowls, shoes and personal effects for 250 › One shared accessible change/shower facility › Bench seating changing of shoes and outerwear 	<ul style="list-style-type: none"> › 40 lineal feet minimum for 250 lockers (12 H x 12 d X 18 W) › Stack up to 5 lockers on maximum 5' high › Add shelf to divide locker for shoes and bowls › Wall mounted lockers for wallets & cellphones 	350
Washrooms (Main Building)	<ul style="list-style-type: none"> › Washrooms to be easily accessible from both greens 	<ul style="list-style-type: none"> › BC Building Code – 5 female fixtures and 3 male fixtures provides for 100 members of each sex 	350
Washrooms 2 nd Green	<ul style="list-style-type: none"> › One universally accessible washroom 	<ul style="list-style-type: none"> › Attached to storage 	50
Storage – Clubhouse	<ul style="list-style-type: none"> › Storage of folding tables, chairs, tents, BBQ, maintenance equipment and other sundry items › Accessible from clubhouse and outdoors 	<ul style="list-style-type: none"> › Exterior roll up door 	200
Storage 2 nd Green	<ul style="list-style-type: none"> › Each green to have storage space › Space for equipment for club activities including larger tournaments and events › Accessible from 2nd green 	<ul style="list-style-type: none"> › Roll-up doors 	150

Program Space	Space Requirements	Rationale and Design	Proposed Gross Area (SF)
Main Entry	<ul style="list-style-type: none"> › Clear front entry door › Space to display trophies › Display club information for members 	<ul style="list-style-type: none"> › Access to building without travelling through locker room › Secure entry system for members › Custom built display cabinets 	150
Admin	<ul style="list-style-type: none"> › Administrative support for club › One work space for laptop, phone › Files and record storage <ul style="list-style-type: none"> › Lockable door 	<ul style="list-style-type: none"> › Located centrally and easily accessible to visitors 	75
Support Spaces	<ul style="list-style-type: none"> › Service space › HWT and Mechanical Room › Electrical rooms › Janitor closet 	<ul style="list-style-type: none"> › Low impact sustainable systems – Large equipment and services can be placed on roof › HWT can be ceiling mounted › Electrical Panel / Comm Panel located in storage room 	100
Circulation Space		<ul style="list-style-type: none"> › Circulation, 10% gross area 	285
Total Gross Indoor Area			3160

Program Space	Space Requirements	Rationale and Design	Proposed Gross Area (SF)
Outdoor Viewing Decks	<ul style="list-style-type: none"> › Outdoor areas should be accessible and provide wide viewing angles of greens › Covered viewing areas for inclement weather preferred › Each green should have covered seating (benches) › Provide connectivity between clubhouse and greens 	<ul style="list-style-type: none"> › Providing space adjacent to multipurpose room provides best option for optimal viewing › +/-5 foot overhangs or canopies to protect from wind driven rain › Exterior gas hookup for BBQ adjacent to kitchen and covered viewing area 	<p>300</p> <p>Depending on arrangement and options</p>
Total Indoor & Outdoor Area			3460
<ul style="list-style-type: none"> • All areas indicated above are approximate and as they are incorporated into buildings plans may adjust higher or lower 			

Recommended - Location of Lawn Bowling Clubhouse



O4A

PROJECT
Richmond Lawn Bowling Clubhouse

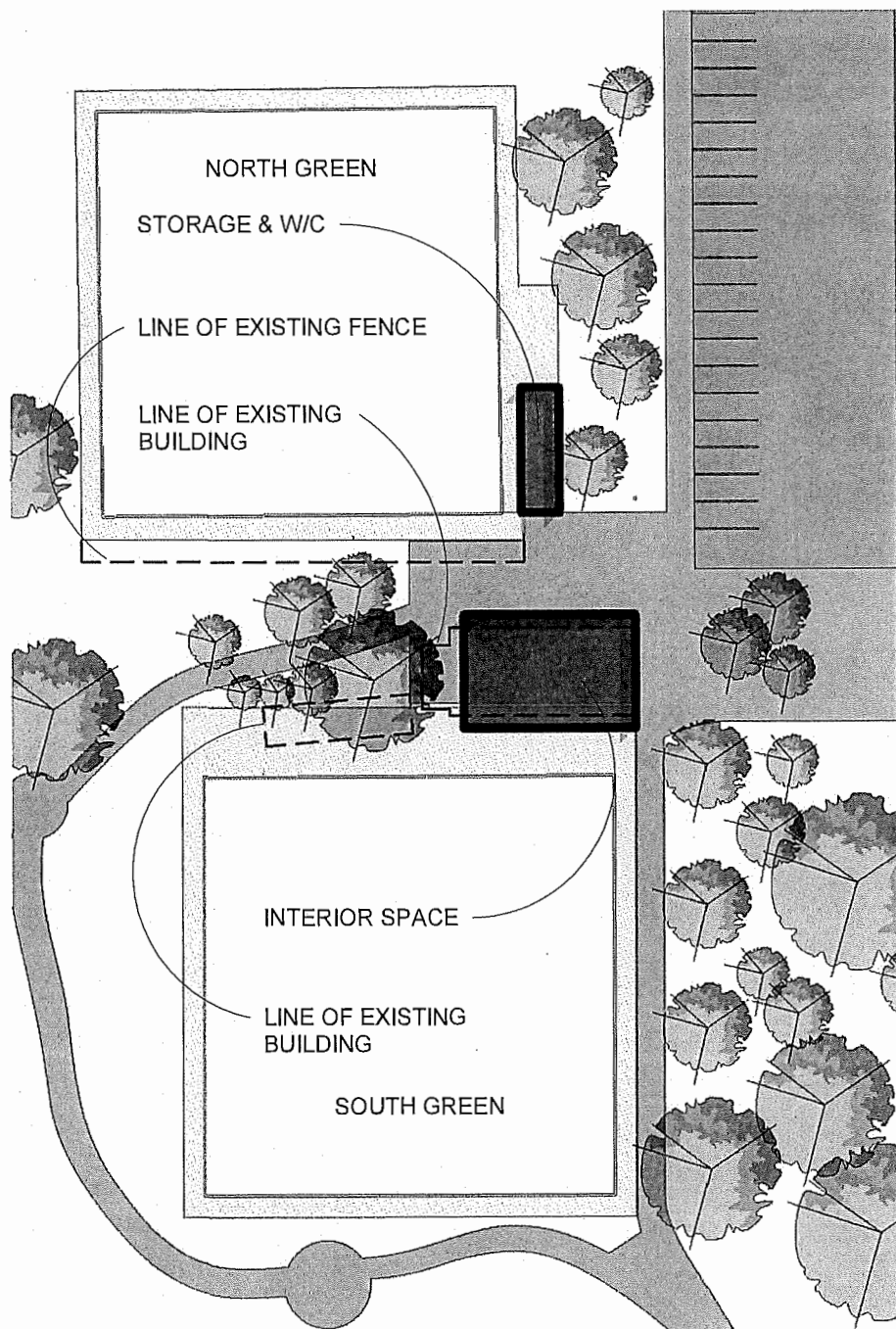
OPTION 1 - RECOMMENDED
ADJACENT TO NORTH LAWN BOWLING GREEN

4/19/2018

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Not Recommended - Existing Site of Lawn Bowling Clubhouse



O4A

PROJECT
Richmond Lawn Bowling Clubhouse

OPTION 2 - NOT RECOMMENDED
EXISTING SITE

4/19/2018

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City of Richmond

Report to Committee

To: General Purposes Committee
From: Serena Lusk
General Manager, Community Services

Date: May 2, 2018
File: 06-2055-20-012/Vol 01

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

Re: **Animal Shelter Guiding Principles, Program and Site**

Staff Recommendation

1. That the Guiding Principles as described in the staff report titled "Animal Shelter Guiding Principles, Program and Site" dated May 2, 2018, from the General Manager, Community Services and the Senior Manager, Capital Buildings Project Development, be endorsed;
2. That the Program as described in the staff report titled "Animal Shelter Guiding Principles, Program and Site" dated May 2, 2018, from the General Manager, Community Services and the Senior Manager, Capital Buildings Project Development, be approved; and
3. That the Site as described in the staff report titled "Animal Shelter Guiding Principles, Program and Site" dated May 2, 2018, from the General Manager, Community Services and the Senior Manager, Capital Buildings Project Development, be approved.

Serena Lusk
General Manager,
Community Services
(604-233-3344)

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

Att. 1

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

Staff Report

Origin

On December 12, 2016, Council approved the Advanced Planning and Design for Major Facilities Projects, including the Animal Shelter, subject to funding being approved as part of the 2017 Capital Budget. Capital funding in the amount of \$8.0M for the replacement Animal Shelter was approved on December 4, 2017, as part of the 2018 Capital Budget.

The purpose of this report is to seek endorsement of the Animal Shelter Guiding Principles that have been developed to guide and inform the project, to provide information on the development of the recommended program, and to seek approval for the program and site.

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

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

1.2 Program and service enhancements that improve community safety services in the City.

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

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

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

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

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

6.1 Safe and sustainable infrastructure.

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

Analysis

Background

The Richmond Animal Shelter is located at 12071 No. 5 Road. The single storey 4,580 square feet facility was built in 1978. The shelter accommodates over 800 animals annually, ranging from companion animals (such as dogs, cats, rabbits, small animals, and birds) to wildlife and small farm animals. Best practices in animal sheltering have advanced considerably over the past

40 years and are no longer being met by the existing infrastructure, which is at the end of its lifecycle and is due for replacement.

Animal Shelter Guiding Principles

The proposed Guiding Principles for this project were developed based on a review of best practices and trends in the design and operation of animal shelters. These Guiding Principles are identified below.

The new Animal Shelter will:

- Be designed to ensure efficient and effective operations and delivery of services;
- Include design measures to reduce animal stress and promote animal welfare and health;
- Incorporate best practices and industry standards in the care of animals;
- Provide appropriate spaces for adoption activities;
- Provide adequate spaces to effectively manage disease control;
- Provide safe and appropriate spaces for staff and volunteer operations;
- Provide safe spaces for interaction between the staff and animals, between the staff and the public, and between the public and animals; and
- Be designed to integrate sustainable practices and accommodate future growth.

The Animal Shelter Guiding Principles are intended to provide overall direction in the program development, facility design, and eventually the operation of the facility.

Program Development Process

The proposed program for the new Animal Shelter was developed through a review of industry guidelines and best practices, visits to regional animal shelters, and consultation with key stakeholders. The stakeholders that were consulted include the Regional Animal Protection Society (RAPS), which operates the Animal Shelter as a contractor of the City, and the BC Society for the Prevention of Cruelty to Animals (BCSPCA), which operates 29 shelters across the province.

The *Canadian Standards of Care in Animal Shelters*, published by the Canadian Advisory Council on National Shelter Standards, is a guiding document which also informed the proposed program.

Program Plan – Base Level

The outcome of the program development process is an animal shelter program that incorporates science, best practice, and industry standards in supporting the well-being of animals.

A review of best practices in animal care and protection confirmed that services provided through the animal shelter should include:

- Surrender and adoption of dogs, cats, and small animals;
- Pick-up, transfer and/or impoundment of stray or dangerous animals;

- Removal and disposal of dead animals; and
- Animal control bylaw enforcement.

Although these services are currently offered at the existing facility, the spaces associated with each service need to be enhanced and modernized to meet industry standards.

The proposed building program was developed in consultation with RAPS and the BCSPCA, and can be divided into two categories:

1. Animal program; and
2. Administrative and operational spaces.

The proposed program includes the following base level spaces:

- Animal intake room;
- Dogs (kennels for adoption, quarantine, isolation, and impound);
- Cats (rooms for adoption, quarantine, isolation, and kittens);
- Small animals room (e.g., domestic birds, hamsters, ferrets, etc.);
- Space for rabbits;
- Outdoor dog runs;
- Outdoor fenced area with enclosure for farm animals (e.g., chickens, roosters, goats, etc.);
- Adoption room for visitors to interact with animals prior to adoption;
- Administration and animal control;
- Staff and volunteer room; and
- Storage, laundry, medical, and food preparation areas.

The service area for dogs includes separate spaces for adoptable dogs, isolation, quarantine, as well as kennels for impoundment. The service area for cats includes separate rooms for adoptable cats, kittens, isolation, and quarantine. To minimize stress on the animals, the cat and dog areas will follow best practice and be separate from each other. The rooms for rabbits and small animals are dedicated spaces, as these animals require separate housing for safety and disease control. An adoption room will allow individuals to interact with the animals they are looking to adopt in a quiet and contained area.

The program includes space for a fenced outdoor area, with a small enclosure for farm animals such as chickens and roosters, allowing for a suitable space which provides protection from the elements. On occasion, the existing animal shelter receives larger animals such as goats and sheep; farm homes are quickly found for these animals and they are transferred.

The proposed program allocation for administration and operations is designed to ensure safe, efficient, and effective delivery of services. The administrative offices will include work stations for staff and animal control officers. The staff and volunteer room will provide areas for briefings, meals in a safe and clean environment, and storage of belongings.

Program Plan – Additional Spaces

In addition to the base level spaces listed above, the following additional spaces could potentially be included in a new facility, should the capital budget allow. At this time, preliminary concept work suggests that the available funding will not provide for these spaces to be included in the design and construction. However, as the design advances, it may be possible that efficiencies and/or opportunities to reapportion space are found so that some or all of the following spaces could be included while remaining within the capital budget:

- Multipurpose room; and
- Wildlife temporary holding room.

A multipurpose space is a common feature in modern shelters, allowing for the provision of education programs, volunteer training, and meetings. The provision of a small indoor space for injured wildlife (e.g., raccoons, birds, etc.) allows shelter staff to temporarily treat and hold them before they are picked up and transferred to agencies such as Wildlife Rescue or Critter Care.

Service Levels

Following the identification of the program areas as outlined above, staff have reviewed the current service levels and are recommending the following program allocation and service levels for animals as indicated below in Table 1:

Table 1 – Program allocation and service levels for animals

Animal Type	Current Facility Program Allocation	Current Daily Service Levels	Recommended Program Allocation
Dogs	16	8-12	13-17
Cats	40	30-40	40-45
Rabbits	0	6-8	6-8
Small animals	0	8-10	8-10
Farm animals (e.g. chickens, roosters)	0	15-20 per year	Outdoor fenced area with enclosure

The recommended program allocation provides similar service levels as the existing shelter and is achievable within the approved capital budget and meets current needs. Should it be required in the future, the site can accommodate expansion of the facility.

Incinerator

The existing facility has an incinerator on site which is used for the cremation of animals that pass away in the shelter, and for the disposal of animal remains brought in by City or shelter staff. Most animal shelters do not have on-site incinerators due to the high cost to purchase, install, and maintain, as well as health and safety factors involved with their operation. All other shelters in Metro Vancouver contract out the disposal of animal remains to specialized service providers.

The preliminary estimated cost to add an incinerator to the new animal shelter is \$325,000. Maintenance costs are projected to be approximately \$4,000 per year. Additional operational considerations are staff time and cost of utilities. The absence of an incinerator in the new facility would necessitate an increase to the operating budget for the animal shelter. It is projected that \$4,000 per year would be required to contract out the disposal of animal remains to a specialized service provider.

Given that contracting out the disposal of animal remains is cost-effective, and that there are higher priority spaces to be included in the new facility if efficiencies can be achieved, an incinerator is not being recommended for the new animal shelter.

Site

The existing site continues to be well-suited for the purposes of a new animal shelter as it:

- is City-owned;
- has minimal site servicing costs;
- poses no land use or zoning challenges;
- is familiar to current users;
- has access to dog walking routes; and
- is accessible by public transit.

Staff recommend that a new animal shelter be built on the existing site. The construction strategy will entail keeping the existing shelter in operation while a new one is built at the east end of the site. Staff have conducted a high level constructability analysis of the site, the preliminary findings of which indicate that a sufficiently wide driveway can be made available from No. 5 Road for access to the facility during the construction period. This driveway will be shared at times with construction crews, following all the necessary safety measures.

The construction period is projected to be 20-24 months. Upon completion of the new facility, the existing shelter will be demolished and the space will be available for outdoor program opportunities.

Ancillary Services

The City received a request from RAPS for the provision of an animal hospital to be co-located with the new animal shelter (Attachment 1). An animal hospital is not a city service nor is it within the project scope or budget. Consideration of this request will require direction to staff from Council.

Next Steps

Should Council endorse the guiding principles, program, and site, the next step is to develop an early concept design for the new animal shelter, including concept level costing, which would be presented for Council consideration in Summer 2018. Staff will bring forward the estimated Operating Budget Impact (OBI) for operation of the shelter in a future report, once the design is more advanced.

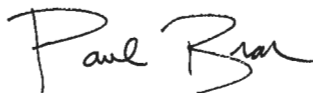
Financial Impact

The costs associated in proceeding with the concept design will be funded by the previously approved 2017 Capital Budget for Advanced Planning and Design for Major Facilities Projects.

The current operating budget for the existing animal shelter is \$722,700, which includes both facility services and contracted services. It is anticipated that there will be an increased OBI for the new shelter, which will be brought forward in a future report.

Conclusion

The new animal shelter will be a modern facility designed to ensure efficient and effective delivery of services. The Animal Shelter Guiding Principles reflect the City's commitment to the health and welfare of animals in its care. The proposed program reflects current best practices, research, and industry standards in shelter design and operation. The existing site continues to be well-suited for the purposes of a new animal shelter.

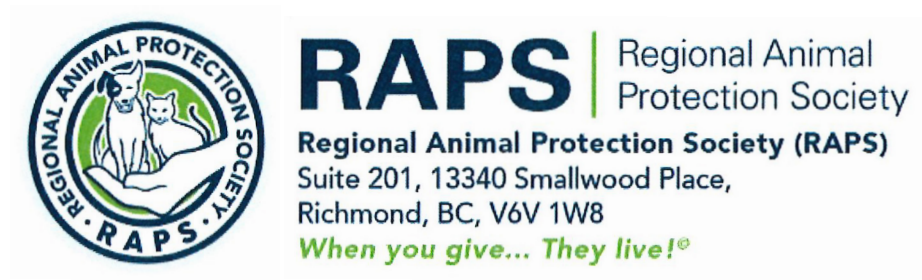


Paul Brar
Manager, Parks Programs
(604-244-1275)



Doru Lazar, MBA, P.Eng., PMP
Senior Project Manager
(604-204-8695)

Att. 1: Letter from RAPS



April 19, 2018

Attention: Paul Brar, Manager, Parks Programs

Re: Business case for incorporating the RAPS Animal Hospital into the new City of Richmond Animal Shelter

The Regional Animal Protection Society is honoured and privileged to be included in the planning process for the new City of Richmond Animal Shelter. Everything we do is with the intention of improving the lives of animals in our community. We know that animals make our lives, families, neighbourhoods and communities happier, healthier and safer. We feel extremely fortunate to have a partner like the City of Richmond that shares this community vision.

RAPS Animal Hospital is the first and only not-for-profit animal hospital in Richmond. While the RAPS Animal Hospital provides efficient and effective healthcare for Richmond Shelter animals, the hospital generates revenue from private clients from all over Metro Vancouver, revenue from which subsidizes the care of animals at the Richmond Animal Shelter, reducing the burden on Richmond taxpayers.

RAPS is requesting a 3,000 sq ft facility for an animal hospital to accommodate all requirements.

Cost of healthcare to City	\$150,000/yr expected to rise to \$200,000/yr
Hospital Equipment – RAPS to supply	\$750,000 value

Annual cost of healthcare for animals at City Shelter is approximately \$150,000

2015 - \$151,000
 2016 – \$133,145 (onsite vet led to reduced costs)
 2017 – \$148,000 (onsite vet led to reduced costs)

The cost of City of Richmond Animal Shelter healthcare will continue to rise because:

- The cost of living in Metro Vancouver leads to inflation in the cost of veterinary services

- Human population increases in Richmond means more animals and, consequently, more cases of surrender, abandonment or households where animal owners die, move to care facilities, face incarceration, fail to claim abandoned pets or any of the range of reasons animals come into RAPS' care.
- More people are surrendering animals due to veterinary costs
- Unaffordability is leading people to abandon or surrender their animals
- Richmond residents with emergency healthcare needs (example: dog hit by car), who cannot afford the cost for surgery, are being told by local vets to surrender their animals to RAPS, a no-kill organization, knowing RAPS will send the animal back to local vets to pay for the surgery. This is expensive and financially non-recoverable by RAPS.
- People are surrendering animals when moving because of the unavailability of pet-friendly rental accommodation
- More animals are being surrendered because of relationship breakdowns, allergies, new babies or because owners are relocating to Asia
- People are adopting animals from other jurisdictions

Healthcare cost for animals (Examples):

- Average exam fee is \$100
- Average dental/extraction ranges between \$800 and \$2,500
- Major surgery ranges between \$2,500 and \$5,000
- These costs are approximately 50% less with RAPS Animal Hospital

The case for a RAPS Animal Hospital at the City Shelter are:

- **Accessibility issues** – many vets turn RAPS away because they are already busy. Many City of Richmond Animal Shelter resident animals are taken to Surrey for treatment – a one-hour drive, causing 2-3 hours per day staff time. There will be no accessibility issues for animals at a RAPS Animal Hospital.
- **Staffing** – RAPS staff accompany Shelter animals through the hospital experience, savings costs.
- **Volunteers** – RAPS volunteers provide staffing to Shelter animals, savings costs. In addition, volunteers at the City Shelter can offset costs at the RAPS Animal Hospital by providing services that would otherwise be provided at retail cost.
- **Materials** – sharing of resources between the hospital and Shelter results in across-the-board efficiencies.
- **No overnight costs** at hospital for RAPS Shelters Animals.
- **Availability** to treat 10-20 animals at once as opposed to 1-2 per day.
- **Speed of care** – animals provided medical care in a timely manner so they can find their forever homes in a more timely fashion.
- **Mobility** - Easier to move animals through Shelter more quickly
 - Timely exams and spay/neuter procedures
 - Quicker emergency services
 - Less travel time

- More revenue and lower cost to Shelter
- **Affordability** – each medical exam by an outside vet costs RAPS significantly. RAPS Animal Hospital can treat animals in the shelter without the cost of having them transported.
- **Treating Shelter Animals on-site** – RAPS vets can, between appointments, can visit the Shelter and examine 10 animals in an hour, with all diagnostic machines/equipment on site, without any additional cost to Shelter operations. This can potentially save thousands of dollars in unnecessary treatments at external vets.
- As a not-for-profit, RAPS solicits donations from the public for the animal hospital and medical treatment of animals (especially from animal suppliers).
- RAPS can provide more community assistance programs on-site at the Shelter.

A study by economists Liran Einav, Amy Finklestein and Atul Gupta reports that, between 1996 and 2012, spending on healthcare for pets rose faster than it did for humans, by over 60%. If these trends are correct, the cost of City Shelter healthcare in the next decade is estimated (at a 50% increase for services) at around \$200,000 per year, based on 2017 Richmond shelter animal intake numbers. However, we believe the animal intake numbers will continue to grow annually based on the expansion and densification of Richmond.

Benefits to City of Richmond of RAPS Animal Shelter:

1. Providing animal healthcare at lower costs for City Shelter animals.
2. Synergies of operations providing

REPORT: Business case for incorporating the RAPS Animal Hospital into the new City of Richmond Animal Shelter

The RAPS Animal Hospital opened on February 12, 2018 — Family Day in British Columbia! This \$1 million project was completed at no cost or risk to the City of Richmond. All risk and expense is borne by the Regional Animal Protection Society. Through corporate partnerships — most notably, the contribution of 6,000 square feet of ideal space in the Richmond Auto Mall, provided by Applewood Auto Group — we have been able to create a state-of-the-art, not-for-profit animal hospital.

The intention is not only to eliminate the hundreds of thousands of dollars RAPS spends annually on external veterinary expenses, but also to provide services to the general public, which in turn will allow us to do more of what we do best: saving and improving the lives of animals in this community.

It was a socially entrepreneurial vision that drove our staff and Board of Directors to undertake this project and complete it in barely a year. Some people had suggested that we should wait and work with the City to incorporate a veterinary hospital into the new City Shelter. We looked at our annual veterinary expenses and decided to take an approach that was win-win. In designing and constructing the new RAPS Animal Hospital, every component was selected based on its transferability and modularity, with the explicit intention that this veterinary facility would be relocated into the new, purpose-built City Shelter. That is our hope.

The case for including the hospital within the construction plans of the new Shelter are both practical and economic.

The creation of an in-agency veterinary hospital will eliminate our third-party veterinary expenses and create revenue that allows us to expand services to more people in Richmond, enriching the quality of service to Richmond residents.

RAPS Animal Hospital will treat more animals in the community by assisting the companion animals of people with low incomes and helping other animal organizations. Significantly, we will be able to combine best business practices with the compassionate kindness for which RAPS is known, while modeling social enterprise as the future for no-kill animal care.

For a quarter century, the Richmond Animal Protection Society (started as Richmond Homeless Cats and now rebranded as the Regional Animal Protection Society) has strived to help the companion animals of Richmond by providing food, shelter and veterinary care, including spaying and neutering. No other animal organization has invested more resources for the care of domestic animals in Richmond than RAPS.

RAPS endeavours to place adoptable animals in suitable homes, to raise public awareness of the importance of spaying and neutering, and to help with access to low-cost veterinary care. We promote, encourage, develop and deliver educational programs around the care and humane treatment of animals, and we establish and operate facilities for the reception and care of companion animals, particularly feral, stray, seized or unwanted animals.

Similar to the City of Richmond working with local groups to address homelessness, affordable housing, access to food, first responder care and safety for vulnerable peoples and those with low incomes in the City of Richmond, RAPS does similar work for the same demographic needing assistance with animal welfare and veterinary healthcare.

Many of the animals in our care have found themselves homeless after enduring heartbreaking cruelty or abuse or, after years of living in a loving home, find themselves surrendered when a human companion dies or is no longer able to provide them with necessary care. RAPS provides a second chance for all animals to receive not just the personal and healthcare care they need and deserve, but the love and affection that they require to regain their strength, resiliency and ability to heal.

RAPS has had a no-kill philosophy since it was initiated more than two decades ago. In 1999, the RAPS Cat Sanctuary was constructed, providing a place where feline residents of Richmond and, indeed, many places in Metro Vancouver, live out their natural lives in a haven of comfort and caring. Contrary to some perceptions, the cost of operating a no-kill animal facility does not significantly impact budgets and could even have a net financial benefit.

RAPS has developed relationships with suppliers, philanthropists and individual donors, as well as – crucially – hundreds of volunteers. These relationships, which are key to the success of every aspect of our operations, allow RAPS to deliver the huge range of services to the animals and people of Richmond (and, in many cases, beyond) at an extraordinarily competitive cost per animal. The board and staff of RAPS are extremely proud of the high quality of service we provide, combined with individualized compassionate care, on very modest budgets.

The Challenge:

While our staff, board and volunteers are constantly identifying opportunities to advance our mission while reducing costs, there is one area that remains out of synch with our successful fiscal discipline. In the past number of years, about \$600,000 has been spent on veterinary care, representing 33% of our total annual expenses. There is no reasonable expectation that this number will decline and, indeed, it is prudent to assume that it will increase over time.

These bills include health services and medications and are affected by the number of animals in our care, which increases annually. There is, of course, no alternative for the welfare of the animals in our care than to have them seen regularly by a veterinarian, so this is a budget line that can be reduced only through a single, major initiative.

According to research done by RateSupermarket.ca, the cost of a pet in its first 12 months is **\$2,600.10 for a puppy** and **\$1,921.12 for a kitten**. The bulk of the costs to care for a puppy or kitten come from first-time essential purchases, such as a bed, bowls, a collar, a leash, a carrier and a kennel. Veterinary costs, while significant initially, may also dip over the years, considering certain one-time procedures, like spaying or neutering and implanting an identification microchip. Ongoing expenses, of course, include food and litter as well an annually-renewable license required by most municipalities.

The SPCA, in the United States, assesses these costs more conservatively than RateSupermarket.ca, as the graph below indicates.

Costs	Notes	Small Dog	Medium Dog	Large Dog	Cat	Rabbit	Guinea Pig	Small Mammal	Small Bird	Fish
Annual Costs										
Food	1	\$55	\$120	\$235	\$115	\$190	\$105	\$50	\$75	\$20
Recurring Medical	2	\$210	\$235	\$260	\$160	\$70	\$70		\$85	
Litter	3				\$165	\$415	\$415	\$210		
Toys/Treats		\$40	\$55	\$75	\$25	\$40	\$30	\$25	\$25	
License		\$15	\$15	\$15						
Health Insurance	4	\$225	\$225	\$225	\$175					
Misc		\$35	\$45	\$65	\$30	\$15	\$15	\$15	\$15	\$15
Annual Total		\$580	\$695	\$875	\$670	\$730	\$635	\$300	\$200	\$35
Capital Costs										
Spay/Neuter		\$190	\$200	\$220	\$145	\$160				
Other Initial medical	5	\$70	\$70	\$70	\$130					
Collar/Leash		\$25	\$30	\$35	\$10					
Litter Box					\$25	\$25				
Scratching Post					\$15					
Cage						\$100	\$70	\$40	\$70	
Carrier Bag		\$40	\$60		\$40	\$40				
Crate		\$35	\$95	\$125						
Aquarium Eqpt.	6									\$200
Training Class		\$110	\$110	\$110						
Capital Total		\$470	\$565	\$560	\$365	\$325	\$70	\$40	\$70	\$200
Special Costs										
Long Hair Groom		\$264	\$320	\$408						
First Year Total		\$1,314	\$1,580	\$1,843	\$1,035	\$1,055	\$705	\$340	\$270	\$235

1. Premium brand dry kibble

2. Exam, vaccinations, heartworm preventative & topical flea/tick preventative

3. Scoopable litter for cats, scooped daily; hardwood shavings or recycled paper products for rabbits, guinea pigs and small mammals, changed at least weekly

4. Insurance coverage varies: some policies cover spay/neuter, vaccinations and heartworm medication. The annual deductible will also vary depending on the policy.

5. Deworming, basic blood tests & microchip

6. Basic twenty gallon set up with light/hood, outside filter, undergravel filters, air pump and gravel. Does not include fish.

When you add in the cost of surgery for important procedures for injured or diagnosed ailments for animals, the cost of healthcare soars for Richmond residents.

Examples

RAPS was able to save the life of Euro, a shepherd-cross who had been hit by a car. The family was quoted by private veterinarians \$5,000 for animal healthcare requirements, including surgery. The family could not afford the health bills. As a result, the family surrendered Euro to RAPS. Prior to owning the RAPS Animal Hospital, RAPS also would have been hard pressed to afford this surgery, but would have saved Euro regardless. Euro's leg had to be amputated ... but her life was saved! In many jurisdictions, she would have been euthanized. But RAPS has made a no-kill promise to the animals.

In another case, a Richmond family member accidentally stepped on their eight-month-old kitten, called Frank, and broke his femur. They were quoted \$4,000 in orthopedic surgery expenses to save the cat. The cost would have been \$1,500 if the leg were simply amputated. The family could not afford either cost. The family reached out to various veterinarians in Richmond and none of them was willing to assist in providing subsidized healthcare that the family could afford to save the kitten. As a result, the kitten was surrendered to RAPS and, rather than amputating the leg, RAPS' in-house orthopedic surgeon inserted pins and saved the cat.

It has become a common phenomenon over the years that people who cannot afford medical care for their animals, especially in emergency cases, are referred by their vets to surrender the animal to RAPS because RAPS will allocate the required resources to save the animals' lives. The vets would rely on RAPS to bring the animal back to local veterinarians for the required care and pay for the bill. With the opening of the RAPS Animal Hospital, this has stopped.

Cost of Living

The cost of living and housing in Richmond has become more challenging for people. It is even more challenging for people with companion animals. Canadianveterinarians.net, in 2017, provided statistics related to pet ownership in Canada (<https://www.canadianveterinarians.net/documents/canadian-pet-population-figures-cahi-2017>). Here is what it said:

"Over the last ten years cat and dog [ownership] has increased by about 10%. Overall approximately 41% of Canadian households include at least one dog, and similarly around 37% include at least one cat."

RAPS' experience is that cat households tend to include at least two cats. Nonetheless, the cost of owning an animal in addition to the routine costs of living and housing for the average family in Richmond has become more challenging and we, at RAPS, expect that more and more animals will be surrendered or abandoned due these financial hardships. Factors related to increase number of animals being surrendered to the City Animal Shelter are due to:

1. More people surrendering animals in older age due to increased cost of healthcare;
2. The rise in cost of living causing private vet clinics to raise costs (similar to all other consumable goods and services across all industries), so people can no longer afford for the care of their animal(s);

3. Inability to find pet-friendly housing options;
4. People moving back to Asia;
5. Increase in the onset of allergies among people in a household, forcing them to surrender an animal;
6. Marriage or relationship breakdowns;
7. People simply not claiming stray animals;
8. People surrendering injured or ill animals because they cannot afford the healthcare costs;
9. As Richmond densifies, the number of animals in private homes increases, but so do accidental injuries, causing more people to surrender animals to RAPS because they cannot or will not pay for the healthcare costs;
10. More stray animals (example: feral cats);
11. More animals being let loose and abandoned on Richmond streets rather than being properly surrendered to the Animal Shelter.

These are only some of the reasons the cost of animal healthcare, and veterinary expenses for the Richmond Animal Shelter, increases annually.

In 2017, the City contract paid RAPS \$611,233. The expenses for running the city Animal Shelter were \$823,733. When you add in all fees and fundraising, RAPS realized a \$26,000 surplus – but this was an anomaly due to a one-time retroactive contract funding from the City of Richmond and that RAPS raised \$70,000 in donations. City Shelter veterinary care was about \$150,000 in 2017. A few additional surgical emergencies and a simple increase in 10%-20% of animals in RAPS' care (and if RAPS had not provided cash fundraising), the Richmond Animal Shelter would have been in dire financial deficits.

All animal shelters provide healthcare for their animals upon surrender and prior to adoption. These costs vary depending on the health and condition of the animal. An abused or neglected animal will cost far more than a well-cared for animal.

Number of animals that RAPS takes in annually, on average, to the City Shelter requiring medical intake procedures is one thousand (mostly dogs and cats).

Some medical procedure costs:

Example: Dental treatment costs between \$500 and \$2,500

Major surgery costs between \$2,000 and \$6,000

The cost of healthcare for animals annually at the Richmond Animal Shelter varies. Each visit to an external veterinary facility costs anywhere from \$75 to \$200 for an exam. If outside private vets are used, and RAPS has to send 10 animals in one day to the vets (most likely three to five different vet clinics), the cost is quite substantial because RAPS is charged for each animal. But also troubling are accessibility issues, where vets tell us they are booked for the day and refuse to take RAPS animals. Sometimes we are told the waiting list to get in is three to seven days. That causes a backlog and increases the cost of shelter operations for the care of these animals. And sometimes the health condition of the animals deteriorates, increasing the healthcare cost of these animals.

With a RAPS Animal Hospital now in operation, accessibility is never a factor. And since operational overhead is a set expense, it does not matter whether RAPS sends one or 10 animals in one day to the Hospital. The cost of operations remains the same (except for some minor charges for consumable products). It costs close to the same amount per day for RAPS to treat one or 10 animals (based on cost of regular exams). By having the RAPS Animal Hospital conveniently available at all times, RAPS saves a great amount of time in the logistics of arranging appointments and the transportation of animals, which is an enormous allocation of staff time. For example, when Richmond vets refuse to take RAPS

animals, RAPS sends them to Fraser Heights Animal Hospital, which is approximately a one-hour drive each way each day.

That is a primary reason why a RAPS Animal Hospital, connected to the Richmond Animal Shelter, is important. The synergies in savings for the City of Richmond are considerable. These are just some examples of the financial, logistical and social reasons why a RAPS Animal Hospital, connected to the City Animal Shelter, makes financial and political sense for the City of Richmond.

Community Relations

RAPS Animal Hospital is using the expertise of veterinary staff, as well as other staff and volunteers, to provide community programming, as well as enriching our already impressive online and hard-copy resources. These programs are supported by external grants from foundations. Most importantly, these programs will position RAPS as a leader in our industry and attract thousands of new Hospital clients and volunteers to RAPS annually. Areas of possible programming include:

- Subsidized or free veterinary care for animals in households with low incomes
- Pet Food Bank for households with low incomes
- Hotline for pet emergencies
- Integrating a new companion animal into your family
- Behaviour and obedience classes
- Caring for geriatric pets
- Weight management and general health routines
- Internships for vets-in-training
- Boarding programs for cats and dogs
- Advocacy for pet-friendly housing

Having a veterinary hospital within the City Shelter will be in the best interest of the health of the animals and will demonstrate Richmond's forward-thinking approach to animal care. Having a facility the quality of the RAPS Animal Hospital located within the City Shelter will be viewed throughout the province as an example of best practices in the sector.

RAPS Animal Hospital is the first not-for-profit animal hospital in Richmond. While the RAPS Animal Hospital provides efficient and effective healthcare for Richmond Shelter animals, the hospital generates revenue from private clients from all over Metro Vancouver, which subsidizes the cost of healthcare at the Richmond Animal Shelter for Richmond taxpayers.

There are also significant economic considerations.

First of all, all the equipment for the hospital, the training of staff, and every component that went into the creation of the hospital was borne by RAPS. We are offering to integrate this into the new City of Richmond Animal Shelter in return for nothing other than the infrastructural considerations required to accommodate the equipment and furnishings from the current location in the new Shelter.

In addition, please consider the following:

1. RAPS has a contract with the City for approximately \$640,000. That is the same amount that the SPCA bid for the project 10 years ago;

2. RAPS is committed to working with the City to save costs and keep the cost of the contract down;
3. RAPS' social enterprises benefit the taxpayers of Richmond because RAPS takes on risk at RAPS' expense that would otherwise be carried by residents and the City of Richmond.

For example, the following economies were made by RAPS, subsidizing operations of the City Shelter at no expense to the budget or the taxpayers of the City. RAPS runs the City Animal Shelter in partnership with the City of Richmond. But there are many revenue and expense variables that fall on RAPS as a liability if they are not realized and not on the City of Richmond (the way the current contract is structured).

Example:

1. IMPOUNDS – RAPS has to project the number of impounds it will realize annually and the revenue generated from reclaimed animals. RAPS was budgeted to generate \$35,000 in revenue, but actual revenue was \$27,782. RAPS subsidized this line item for \$7,218 at the organization's expense;
2. Adoptions were budgeted for the year as \$75,000 in revenue, but realized revenue was \$53,490. RAPS subsidized this line item for \$21,510 at the organization's expense;
3. General Shelter revenue was projected for the year at \$50,000, but actual revenue was \$31,051. RAPS subsidized this line item for \$18,949 at the organization's expense;
4. Animal veterinary healthcare came in \$148,737 but was budgeted for \$125,000. RAPS subsidized this line item for \$23,737 at the organization's expense.

In all, in 2017, RAPS subsidized City Shelter operations with \$ 71,414 in organizational funds. This is an example of the value RAPS brings to the City Shelter. (Please note that these numbers are all approximate. We are happy to review with the City final exact numbers. These are for example purposes only).

- With the not-for-profit RAPS Animal Hospital integrated into the City Shelter, we can project significant savings to this line item and to City of Richmond taxpayers;
- RAPS' contract amounts for veterinary healthcare will not increase because we will provide veterinary care costs in exchange for a long-term lease agreement. The City's financial responsibilities for Shelter animals will be reduced or maintained. We are happy to look at different scenarios where this type of arrangement can be made to benefit both parties;
- RAPS will provide all the veterinary hospital equipment, which RAPS owns;
- Many RAPS volunteers also volunteer their time at the RAPS Animal Hospital keeping staffing costs down.

In addition to these existing and potential savings to the City Shelter, the City of Richmond and taxpayers, please also consider the benefits RAPS has obtained through strategic partnerships, which are already delivering economies and improvements in service thanks to the RAPS Animal Hospital.

Rental value for long-term lease

Across the street from the RAPS Animal Hospital, in the office buildings in the vicinity of the Richmond Auto Mall, a 3,216 square-foot office is renting for \$5,936 per month and gross rent is \$22.15 per square foot (which includes all common area costs as well). Therefore, a 3,000-square-foot facility built by the

City for a RAPS Animal Hospital would equate to a value for lease of \$66,450 per annum. But RAPS will provide value of \$150,000 in veterinary care. That is a saving, in today's dollars, of \$83,550 to the City of Richmond each year, with an additional projected saving of 5% annually based on inflation.

Or RAPS could offset lease costs by simply charging a competitive rate to the City of Richmond for all animal healthcare costs.

RAPS can, if required, mortgage the cost of construction of the hospital component within the new City Shelter. For example, if the cost for incorporating were deemed to be \$1.5 million, RAPS could undertake a commitment for \$6,500 per month (at 3.3%) over the life of a 30-year lease, in lieu of rent and in exchange from the City of a 30-year lease. The mortgage would be renewed every five years based on competitive interest rates. RAPS providing medical care would offset payments.

Key Activities

The provision of veterinary care will be aided by synergies between this new hospital and existing RAPS services, facilities and personnel. The organization has years of experience in a range of animal care and control competencies, which will allow for a seamless integration of a veterinary medical component and reduce overhead costs that would be ordinarily associated with a new hospital. Among these existing strengths are:

Facility and facility management – RAPS currently operates the City of Richmond Animal Shelter and the independently run Cat Sanctuary. We have more than two decades of institutional expertise at operating facilities of this nature.

Public awareness – RAPS is an admired community-based institution. We have a database of 21,000 supporters, hundreds of devoted volunteers and a history of grassroots mobilization. As a no-kill organization, RAPS has built strong, dedicated goodwill and public awareness in Richmond and beyond.

Reception – We have been a public-facing organization since we began, welcoming animals and people with professionalism and caring. Our standards of service, for both human and animal clientele, are superb, a skill that will be mobilized as we advance into this important new phase of operations delivery.

Publicity, promotion and marketing – RAPS has assembled an impressive array of expertise among volunteers, staff and board members that we mobilize to get the admirable story of RAPS – and our animals – to the world. We are undertaking a massive community outreach program as part of a larger professionalization of our operations and streamlining every aspect of our communications and PR strategies. This advance work is especially necessary as we prepare to introduce veterinary care to our range of services. RAPS intends to attract a minimum 2,000 private clients registered with the Hospital annually.

Client relationship management – Over years of service, RAPS has succeeded in developing powerful relationships with individuals, families, organizations and businesses. The foundation of our organizational success is relationships and we have adopted the best-in-industry software for animal shelter management. On the foundation of this history, we will build a CRM regimen that leverages our broadened range of services to meet each client's needs.

Human resources management – RAPS successfully manages dozens of staff and hundreds of volunteers. Rather than instituting new HR systems that would be required in normal circumstances for a new initiative, staff at the RAPS Animal Hospital are integrated into the existing, successful human resources systems the organization has built over years.

By incorporating the RAPS Animal Hospital as an additional project to the \$8 million new animal shelter, the City of Richmond can maximize service delivery while minimizing expenses through economies of scale and the incorporation of already existing, state-of-the-art veterinary facilities. We believe that the model we are proposing, in which the City of Richmond partners with innovative social enterprises, which are bettering Richmond society and the welfare of its citizens, is the route the City of Richmond should take.

Government should support well-run and innovative social enterprises that solve important social and economic issues for its citizens at no cost to taxpayers. That benefits everyone involved.

The RAPS proposal is no doubt a change from the City of Richmond's regular practices. Nonetheless, we believe the City of Richmond should base its decision on the merits of this initiative because of the strong economic and social returns for the City of Richmond.

We are confident that it is in the practical and economic best interest of the City of Richmond, the new City Shelter, the well-being of animals and the taxpayers of Richmond that, in the process of constructing the new Animal Shelter, the RAPS Animal Hospital be incorporated into the project.

We look forward to discussing this with you further and to working collegially with you to this end.

Sincerely,

Eyal Lichtmann,
CEO & Executive Director

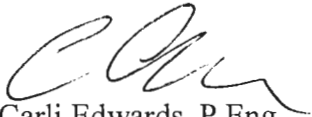


To:	General Purposes Committee	Date:	April 26, 2018
From:	Carli Edwards, P.Eng. Manager, Community Bylaws and Licencing	File:	12-8275-30-001/2018- Vol 01
Re:	Application For a New Liquor Primary Liquor Licence - Truestea Cafe Ltd Doing Business As: The True'stea Restaurant- 8400 Alexandra Rd Unit 180		

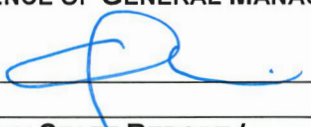


Staff Recommendation

1. That the application from Truestea Cafe Ltd., doing business as, The True'stea Restaurant, for a new Liquor Primary Liquor Licence to operate entertainment with full service Asian cuisine, at premises located at 8400 Ackroyd Rd Unit 180, with liquor service, be supported for;
 - a) A new Liquor-Primary Liquor Licence with primary business focus of entertainment, specifically live music and games with total person capacity of 197 persons;
 - b) Family Food Service to permit minors in all licensed areas until 10:00 PM when accompanied by a parent or guardian, when food service is available for families;
 - c) Liquor service hours for Monday to Sunday, from 12:00 PM to 2:00 AM;
2. That a letter be sent to Liquor Control and Licensing Branch advising that:
 - a) Council supports the applicant's new Liquor Primary Liquor Licence and the hours of liquor service with the conditions as listed above;
 - b) The total person capacity at 197 persons indoor is acknowledged;
 - c) Council's comments on the prescribed criteria (section 71 of the Liquor Control and Licensing Regulations) are as follows:
 - i) The impact of noise and traffic in the vicinity of the establishment was considered;
 - ii) The general impact on the community was assessed through a community consultation process;
 - iii) There is no history of non-compliance with this operation.
 - d) As the operation of a licenced establishment may effect nearby residents, businesses and property owners, the general impact assessment was conducted through the City's community consultation process as follows:

- i) Residents, businesses and property owners within a 50 meter radius of the establishment were notified by letter. The letter provided information on the application with instructions on how to submit comments or concerns; and
 - ii) Signage was posted at the establishment and three public notices were published in a local newspaper. The signage and public notice provided information on the application with instructions on how to submit comments or concerns.
- e) Council's comments on the general impact of the views of residents, businesses and property owners are as follows:
- i) The community consultation process was completed as part of the application process; and
 - ii) The community consultation process resulted in no comments or views submitted from residents, businesses and property owners.
- f) The Council recommends the approval of the licence for the reasons that this new application of the liquor primary license is acceptable to the majority of the residents, businesses and property owners in the area and the community.


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

Att. 1

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

Staff Report

Origin

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

This report deals with an application to the LCLB and the City of Richmond by Truestea Cafe Ltd., doing business as The True'stea Restaurant, for a new Liquor Primary Liquor Licence to:

- operate, Monday to Sunday, 10:00 AM to next day 2:00 AM;
- permit a total person capacity of 197 persons indoor; and
- permit Family Food Service, to permit minors in all licensed areas until 10:00 PM when accompanied by a parent or guardian, when food service is available for families.

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

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

Analysis

Location of the Establishment

The Liquor Primary License applicant's establishment is located at 180-8400 Alexandra Rd., under the business name The True'stea Restaurant. This property is zoned Auto-Oriented Commercial (CA) and liquor primary establishment and restaurant are permitted uses in this zone.

The True'stea Restaurant will offer its patrons a wide variety of Asian cuisine, liquor and entertainment and is requesting Family Food Service to permit minors in all licensed areas until 10:00 PM when accompanied by a parent or guardian. The target clientele base The True'stea Restaurant is looking to attract are, tourists, regular customers, Richmond and Vancouver residents.

This business has been in operation since 2000 and under the current ownership since 2011, operating a restaurant without liquor service. There is no history of non-compliance. The True'stea Restaurant is situated in a commercial use area focusing on restaurants and entertainment. The True'stea Restaurant is situated on a parcel within a 5 unit building with various restaurants including a Karaoke Box Room business.

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

There are no schools or parks within 500 meters of The True'stea Restaurant. There is only one other liquor primary establishment within the vicinity of the establishment.

Person Capacity and Hours of Liquor Service of the Establishment

The True'stea Restaurant is proposing to operate with a person capacity of 197 persons. The applicants proposed hours of liquor service are Monday to Sunday, 12:00 AM to next day 2:00 AM which is consistent with City's Policy 9400.

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

The True'stea Restaurant location is situated in Auto-Oriented Commercial (CA) district within a busy commercial area. Within the area, there are also other restaurants and businesses frequently visited by the public. Based on this assessment, the noise level is not a concern due to the location of the establishment.

Summary of Community Consultation Process and Comments

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

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

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

must proceed in accordance with subsection 1.8.2.

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

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

The required signage was posted on March 29, 2018 and three advertisements were published in the local newspaper on March 29, 2018, April 5, 2018 and April 12, 2018.

In addition to the advertised signage and public notice requirements, staff sent letters to businesses, residents and property owners within a 50 meter radius of this establishment. On March 23, 2018, a total of 232 letters were mailed out to businesses, residents and property owners. The letter provided information on the proposed liquor licence application and contained instructions to comment on the application. The period for commenting for all public notifications ended April 29, 2018.

Based on the community consultative process described, the City has not received any responses opposed to this application.

Other Agency Comments

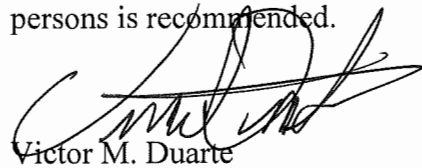
As part of the review process, staff requested comments from other agencies and departments such as Vancouver Coastal Health, Richmond R.C.M.P., Richmond Fire-Rescue and Building Approvals. These agencies and departments generally provide comments on the compliance history of the applicant's operations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

Financial Impact

None.

Conclusion

The results of the community consultation process, of The True'stea Restaurant's Liquor Primary Licence application was reviewed based on the LCLB criteria. The analysis concluded there would be no noticeable potential impact from noise, no significant general impact in the community and no concerns raised by City departments, other agencies or the general public. The True'stea Restaurant has operated out of the existing space under the current ownership since 2011 with no noted negative community impact. Based on the culmination of these factors, the application of the Liquor Primary Licence with liquor service Monday to Sunday, from 12 PM to next day 2 AM and Family Food Service until 10 PM with occupant capacity of 197 persons is recommended.

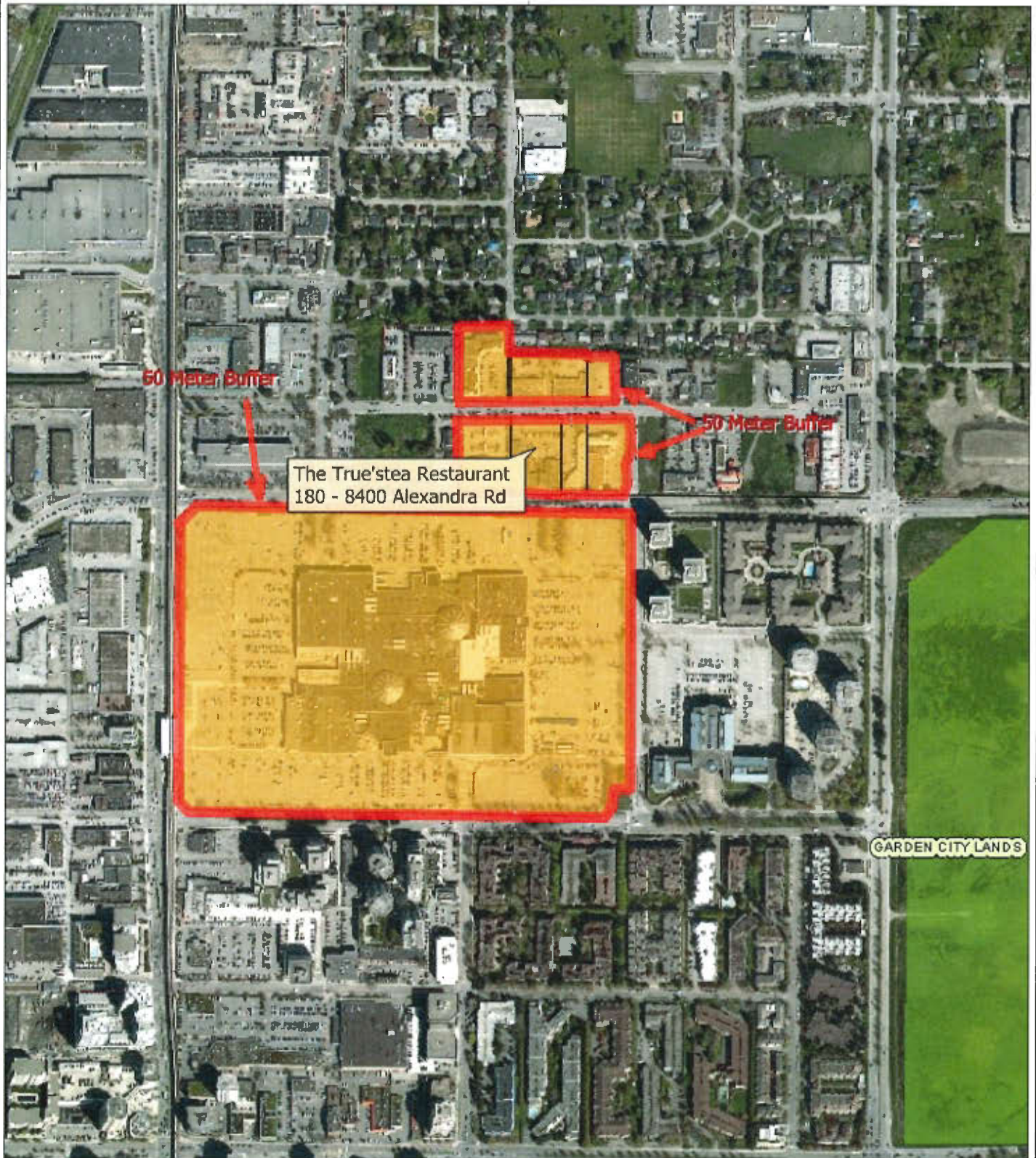


Victor M. Duarte
Supervisor, Business Licences
(604-276-4389)

VMD:vmd

Att. 1: Arial Map with 50 metre buffer area

City of Richmond Interactive Map



314.4 0 157.20 314.4 Meters

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

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To: General Purposes Committee **Date:** April 23, 2018
From: Carli Edwards, P.Eng. **File:** 12-8275-30-001/2018-
Manager, Community Bylaws and Licencing Vol 01
Re: **Application to Request a Food Primary Entertainment Endorsement For
Food-Primary Liquor Licence # 139438 - Richmond Country Club - 9100
Steveston Hwy**

Staff Recommendation

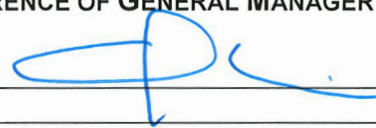

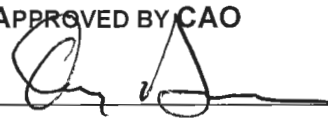
- 1) That the application from Richmond Country Club, operating at 9100 Steveston Hwy, requesting a Food-Primary Entertainment Endorsement for Patron Participation to Food-Primary Liquor Licence # 139438, to enable patrons to dance at the establishment, be supported, and;
- 2) That a letter be sent to Liquor Control and Licensing Branch advising that:
 - a) Council supports the amendment for a Patron Participation Entertainment Endorsement on Food-Primary Liquor Licence # 139438 as the endorsement will not have a significant impact on the community;
 - b) The hours of liquor sales will remain the same at:
 - i) 9:00 AM to 1:00 AM, Monday to Saturday;
 - ii) 9:00 AM to Midnight, Sunday;
 - c) The new seating capacity for the food primary portion of the licence will be increased to 694 persons indoors and 190 persons patio;
- 3) Council's comments on the prescribed criteria (Section 71 of the Liquor Control and Licensing Regulations) are as follows:
 - a) The potential for additional noise and traffic in the area was considered;
 - b) The impact on the community was assessed through a community consultation process; and
 - c) Given that there has been no history of non-compliance with the operation, the amendment to permit patron participation entertainment endorsement under the Food Primary Liquor Licence should not change the establishment such that it is operated contrary to its primary purpose;
 - d) As the operation of a licenced establishment may affect nearby residents, businesses and property owners, the impact assessment was conducted through the City's community consultation process as follows:

- i) Residents, businesses and property owners within a 50 meter radius of the subject property were notified by letter. The letter provided information on the application with instructions on how to submit comments or concerns; and
 - ii) Signage was posted at the subject property and three public notices were published in a local newspaper. The signage and public notice provided information on the application with instructions on how comments or concerns could be submitted.
- e) Council's comments and recommendations respecting the view of the residents, businesses and property owners are as follows:
- i) The community consultation process was completed as part of the application process; and
 - ii) The community consultation process resulted in no comments or views submitted from residents, businesses and property owners.
- f) Council recommends the approval of the permanent change to add patron participation entertainment endorsement to the Food Primary Licence for the reasons that the addition of the endorsement proposed is acceptable to the majority of the residents, businesses and property owners in the area and the community.



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

Att. 1

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

Staff Report

Origin

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

This report deals with an application to the LCLB and the City of Richmond by, Richmond Country Club, for the following amendment to its Food Primary Liquor Licence No. 139438:

- To add patron participation entertainment endorsement to the food primary liquor licence which must end by midnight; and
- To re-allocate seats between the liquor primary and food primary portions of the license resulting in a new seating person capacity for the food primary of 694 persons for indoor seating and 190 persons for patio seating.

The City of Richmond is given the opportunity to provide comments and recommendations to the LCLB with respect to liquor licence applications and amendments. For an amendment to a Food Primary Licence, the process requires the local government to provide comments with respect to the following criteria:

- the potential for noise,
- the impact on the community; and
- whether the amendment may result in the establishment being operated in a manner that is contrary to its primary purpose.

Analysis

Richmond Country Club has operated the establishment, with a positive record within the community with both, a Food Primary and a Liquor Primary Liquor Licence. The intent of this application is to increase the person capacity covered by the Food Primary Liquor Licence while also decreasing the number of seats in the liquor primary. Further, Richmond Country Club is requesting a patron participation entertainment endorsement. The applicant's proposed permanent changes to add patron participation and new person capacity to the Food Primary Liquor Licence, initiates a process to seek local government approval.

The current licencing for the Richmond Country Club allows 306 seats covered by the Food Primary Licence and 920 seats in the Liquor Primary Licence. The proposed reallocation of seats is an overall decrease, resulting in 884 seats, (694 inside and 190 patio) for the Food Primary Licence and 281 seats for the Liquor Primary Licence.

The property is zoned Golf Course (GC) and the use of a clubhouse with food and beverage services are consistent with the permitted uses in this zoning district. Richmond Country Club is a Private club, open to members only. Richmond Country Club is located in a pristine golf course located off of Steveston Hwy.

The applicant's request for a patron participation entertainment endorsement for the food primary licence is to enable patrons to dance at the establishment. This would add greater flexibility to the venue.

Impact of Noise on the Community

The location of this establishment is such that there should be no noise impact on the community. The patron participation entertainment must end by Midnight and the establishment should not operate contrary to its primary purpose as a food primary establishment.

Impact on the Community

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

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

- (a) a licence to serve liquor under the *Liquor Control and Licensing Act and Regulations*; must proceed in accordance with subsection 1.8.2.

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

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

The required signage was posted on March 21, 2018 and three advertisements were published in the local newspaper on March 22, 2018, March 29, 2018 and April 5, 2018.

In addition to the advertised signage and public notice requirements, staff sent letters to businesses, residents and property owners within a 50 meter radius of the establishment. On March 12, 2018, 33 letters were sent to residents, businesses and property owners. The letter provided information on the proposed liquor licence application and contained instructions to comment on the application. The period for commenting for all public notifications ended April 21, 2018.

As a result of the community consultative process described, the City has not received any responses opposed to this application.

Other Agency Comments

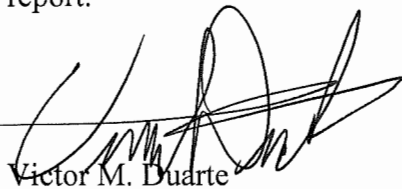
As part of the review process, staff requested comments from other agencies and departments such as Vancouver Coastal Health, Richmond R.C.M.P., Richmond Fire-Rescue, Building Approvals and the Business Licence Department. These agencies and departments generally provide comments on the compliance history of the applicant's operations and premises. No concerns were raised by these agencies.

Financial Impact

None

Conclusion

The results of the community consultation process of Richmond Country Club's application for patron participation entertainment endorsement, was reviewed based on the LCLB criteria. The analysis concluded there would be no noticeable potential impact from noise, no significant impact to the community and no concerns raised by City departments, other agencies or the public. Richmond Country Club has operated in the community for over 40 years with no noted negative community impact. Staff recommend approval of the application to permit a patron participation entertainment endorsement and to allocate the seating capacity as described in this report.

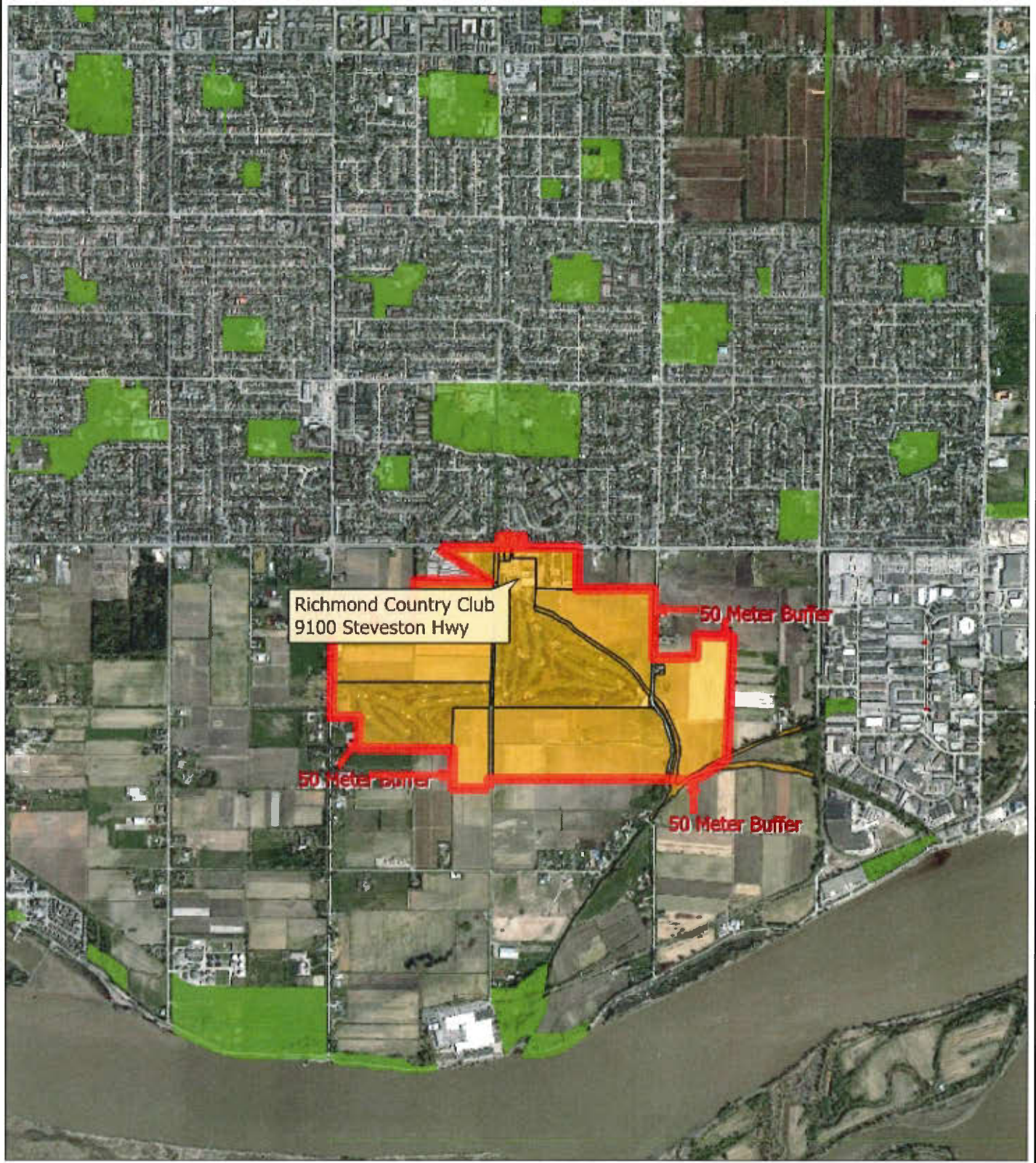


Victor M. Duarte
Supervisor, Business Licences
(604-276-4389)

VMD:vmd

Att. 1: Arial Map with 50 metre buffer area

City of Richmond Interactive Map



1,284.8 0 642.40 1,284.8 Meters

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City of Richmond

Report to Committee

To: General Purposes Committee
From: David Weber
Director, City Clerk's Office
Chief Election Officer

Date: May 1, 2018
File: 12-8125-80-05/Vol 01




Re: Voting Divisions for the 2018 General Local and School Election

Staff Recommendation

That Civic Election Administration and Procedure Bylaw No. 7244, Amendment Bylaw No. 9876, which proposes adjustments to voting division boundaries and establishes 4 additional voting divisions for the 2018 General Local and School Election, be introduced and given first, second and third readings

David Weber
Director, City Clerk's Office
Chief Election Officer
(604-276-4098)

Att. 7

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

Staff Report

Origin

At the November 27, 2017 Regular Council Meeting, Council considered a report on the 2018 General Local and School Election and endorsed a recommendation that a divisional-voting approach be taken in the upcoming election. This approach to election administration, which establishes that electors vote at neighbourhood voting places, is consistent with past practice in Richmond and consistent with the current Civic Election Administration and Procedure Bylaw.

In the November report it was noted that an analysis would be undertaken to determine whether additional voting divisions would be warranted in areas that have experienced significant population growth and where voter turnout has been very strong. The intention behind the establishment of new divisions, or the adjustment of existing divisions, is to provide a better experience for the electorate and a more manageable election operation.

This report supports Council's 2014-2018 Term Goal #9 A Well-Informed Citizenry:

Continue to develop and provide programs and services that ensure the Richmond community is well-informed and engaged on City business and decision making.

This Council Term Goal would be supported by ensuring that voting divisions are reasonably balanced for the 2018 election which would allow the public to better engage in this significant and fundamental public process.

The deadline for the adoption of any bylaws that apply to the 2018 General Local and School Election is July 9, 2018.

Analysis

Under a divisional-voting approach, electors who vote on General Voting Day are required to vote at a specific voting place designated for their specific neighbourhood. Voting divisions are used to effectively balance and distribute administrative resources for an election. The boundaries for a voting division must therefore encompass reasonably balanced and manageable portions of the local population so that election administrators may effectively plan for and allocate equipment, supplies and appropriate levels of staffing at the voting places. These measures are taken to ensure an orderly and positive experience for the voting public.

In addition to considering the number of registered electors within a given area, election administrators also consider the following factors when establishing voting division boundaries:

- the availability of an appropriately-sized facility to conduct the vote within the division that is accessible, secure and has adequate parking (often a school building);
- ensuring that the voting place is conveniently located for residents who wish to drive, walk or take transit on election day; and
- ensuring that divisional boundaries are logically drawn along natural boundaries, major roads, or other familiar neighbourhood boundaries.

The Current Voting Divisions

When the current voting divisions were first established in 1993, there were only 70,600 registered electors in Richmond. The original 34 voting divisions were drawn so that the majority of divisions would encompass no more than 2,600 registered electors (Attachment 1).

Today, there are 125,350 registered electors in Richmond and, using the Richmond Interactive Map system (RIM/GIS) to plot today's Voters list using the same grid of neighbourhood voting divisions that was established in 1993, the number of registered electors that would be assigned to some divisions is now double or triple the original range.

In addition to the increase in the numbers of registered electors across all voting divisions, the RIM/GIS analysis also showed that the distribution of registered electors across the City has not been uniform, with some areas becoming significantly more densely populated than other areas over time.

To illustrate, Table 1 below provides four examples of voting divisions where the number of registered electors and the number of ballots cast has increased over time, but in a manner that can still be reasonably managed. With these four divisions and other similarly-sized divisions, an orderly and efficient experience for electors on General Voting Day can be provided by adjusting resources and staffing levels accordingly.

Table 1: Examples of Voting Divisions with a **MANAGEABLE** Amount of Change Between 1993 and 2014

Voting Division	Total Registered Voters per Division			Ballots Cast per Division		
	1993	2014	% change	1993	2014	% change
RC03 Gilmore	1,717	1,770	3% increase	598	594	1% decrease
RE10 Woodward	1,929	2,699	40% increase	515	874	70% increase
RS09 Blundell	2,505	3,123	25% increase	659	788	20% increase
RE09 McNair	2,504	3,484	39% increase	624	927	49% increase

In contrast, the RIM/GIS analysis also showed that some voting divisions have increased significantly and disproportionately compared to the rest. For example, there are now 6 voting divisions that would encompass between 5,000 and 9,000 registered electors compared to the original maximum number of 2,600. This represents an increase for some voting divisions of up to 280%, with similar increases over the same time period in the number of electors casting ballots in those same divisions.

To illustrate further, Table 2 below shows figures for four divisions that have had a significant amount of change over time. The areas that have been most affected are in the City Centre, the area just south of the City Centre, the Steveston area, and some areas in East Richmond.

Table 2: Examples of Voting Divisions with a **SIGNIFICANT** Amount of Change Between 1993 and 2014

Voting Division	Total Registered Voters per Division			Ballots Cast per Division		
	1993	2014	% change	1993	2014	% change
RS05 Homma	2,427	6,193	155% increase	643	2,183	240% increase
RE06 Kate McNeely	2,164	7,369	241% increase	455	1,563	244% increase
RC12 Cook	2,371	7,146	201% increase	526	1,298	147% increase
RE01 General Currie	2,356	8,947	280% increase	540	1,947	261% increase

(A full listing of all 34 voting divisions showing the degree of change between 1993 and 2014 in the number of registered electors and the number of ballots cast can be found in Attachment 2. Attachment 3 depicts the same data visually in the form of 2 bar graphs which highlight the areas with the most significant and disproportionate increases).

The Proposed Voting Divisions

In terms of a target for the average voting place, experience has shown that processing approximately 1,000 electors in one day is a reasonable and manageable number. When the numbers of ballots cast at a single voting place starts to surpass 1,200 ballots per day, then it can become challenging due to the voting place being overly busy and, as a result, electors may have a less than positive experience.

Using the RIM/GIS system, various options were explored to adjust voting division boundaries and to add additional divisions where necessary in order to even out the overall distribution of registered electors across divisions and to address the areas where the most significant increases have been recorded.

In many instances, no changes were necessary to maintain voting divisions within the target size and range. In other instances, a minor shift in boundaries was enough to even out the numbers between neighbouring divisions. In other areas, such as the City Centre and Steveston, some voting divisions were re-configured or divided in order to better serve the number of people now living in those areas.

Overall, 38 voting divisions are proposed for 2018 (Attachment 4), an increase of 4 divisions over the number that was originally established in 1993 (see Attachment 1 for the original 1993-2014 Voting Division map for comparison).

No more than 5,500 registered electors would fall into any of the proposed divisions, which is a significant shift in the range that would be present using the 1993-2014 divisional grid where the upper range would reach as high as 9,070 registered electors. Attachment 5 and 6 show how the number of registered electors would be significantly evened out under the proposed grid of voting divisions.

Financial Impact

The election budget that was approved in the fall of 2017 included provision for the possibility of adding a few additional voting divisions.

Conclusion

The voting divisions in Richmond have not been adjusted since they were first established 25 years ago. However, there have been significant and uneven increases in population across Richmond during this time frame. The proposed 2018 voting divisions are more manageable in size and more evenly distributed which would allow the City to plan more effectively for a better experience for the public on General Voting Day.



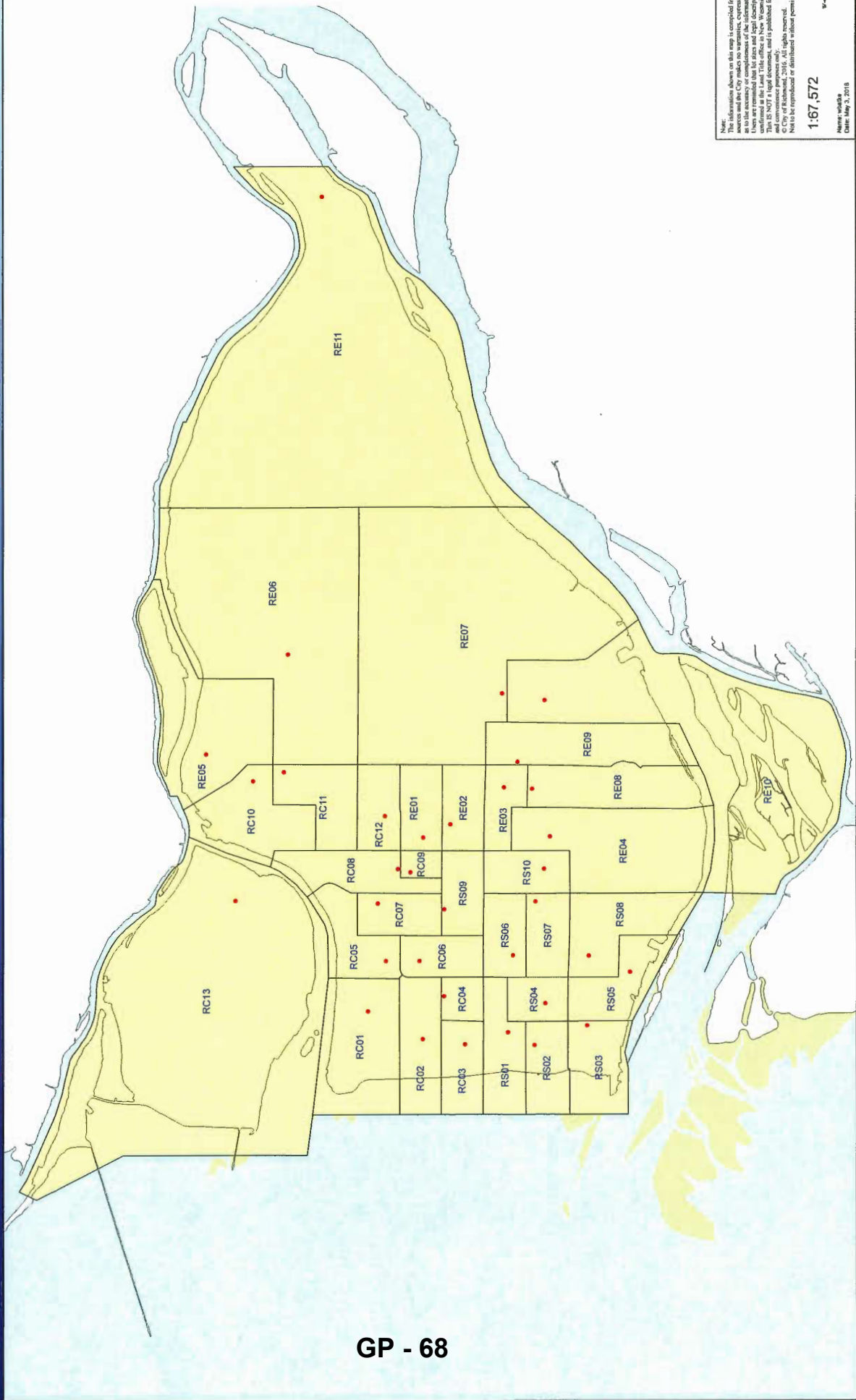
David Weber
Director, City Clerk's Office and
Chief Election Officer
(604-276-4098)

Attachments:

- 1: Map - Richmond Voting Divisions - 1993-2014
- 2: Voting Division Statistics - Difference Between 1993 and 2014
- 3: Bar Graphs - Registered Electors & Ballots Cast - Difference Between 1993 and 2014
- 4: Map - Proposed Richmond Voting Divisions - 2018
- 5: Registered Electors Per Voting Division - Current Divisional Grid vs. Proposed Divisions
- 6: Bar Graph - Registered Electors for 2018 - Showing the Impact of the Proposed Divisions
- 7: Civic Election Administration and Procedure Bylaw No. 7244, Amendment Bylaw No. 9876



Richmond Voting Divisions 1993-2014 (34 Divisions)



Name: _____
The information shown on this map is compiled from various sources and is not guaranteed to be accurate or complete. Users are reminded that this data and legal description are for informational purposes only and should not be used for legal purposes. This is NOT a legal document, and is published for informational purposes only. It is not to be used for legal purposes. Not to be reproduced or distributed without permission.

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Date: May 3, 2018
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Voting Division Statistics
Difference Between 1993 and 2014
(Sorted By Number of Ballots Cast in 2014)

Voting Division / Place		Total Registered Voters			Total Ballots Cast		
		1993	2014	% change	1993	2014	% change
RC13	Sea Island	496	568	15%	137	216	58%
RE08	Whiteside	1536	1730	13%	418	561	34%
RC10	Talmey	1243	2486	100%	239	589	146%
RC03	Gilmore	1717	1770	3%	598	594	-1%
RC04	Grauer	1910	2464	29%	571	720	26%
RE04	William Bridge	2064	2531	23%	464	720	55%
RC07	Brighthouse	2436	3079	26%	644	733	14%
RS10	Maple Lane	2410	3042	26%	666	783	18%
RS09	Blundell	2505	3123	25%	659	788	20%
RC11	Tomsett	2030	5517	172%	253	799	216%
RS02	Steves	1845	2248	22%	551	819	49%
RC09	Richmond High	2076	2928	41%	493	855	73%
RC06	McKay	2372	3138	32%	614	869	42%
RE10	Woodward	1929	2699	40%	515	874	70%
RC05	Blair	1475	3438	133%	371	912	146%
RE03	Walter Lee	2426	2962	22%	690	915	33%
RE07	Kingswood	2309	3168	37%	578	925	60%
RE09	McNair	2504	3484	39%	624	927	49%
RE02	Palmer	2287	3568	56%	625	956	53%
RS01	Dixon	2193	2585	18%	637	958	50%
RE11	Hamilton	1146	3809	232%	222	963	334%
RS03	Byng	2121	2824	33%	725	997	38%
RC02	Quilchena	2407	3262	36%	672	997	48%
RC08	Minoru Seniors Centre	2652	5416	104%	536	1009	88%
RE05	Tait	2190	4654	113%	518	1039	101%
RS08	Westwind	1835	2675	46%	663	1052	59%
RS04	Diefenbaker	2174	3019	39%	660	1086	65%
RS07	Steveston-London	2608	3811	46%	791	1197	51%
RS06	Wowk	2343	3841	64%	760	1233	62%
RC01	Thompson	1970	4733	140%	710	1296	83%
RC12	Cook	2371	7146	201%	526	1298	147%
RE06	McNeely	2164	7369	241%	455	1563	244%
RE01	General Currie	2356	8947	280%	540	1947	261%
RS05	Homma	2427	6193	155%	643	2183	240%

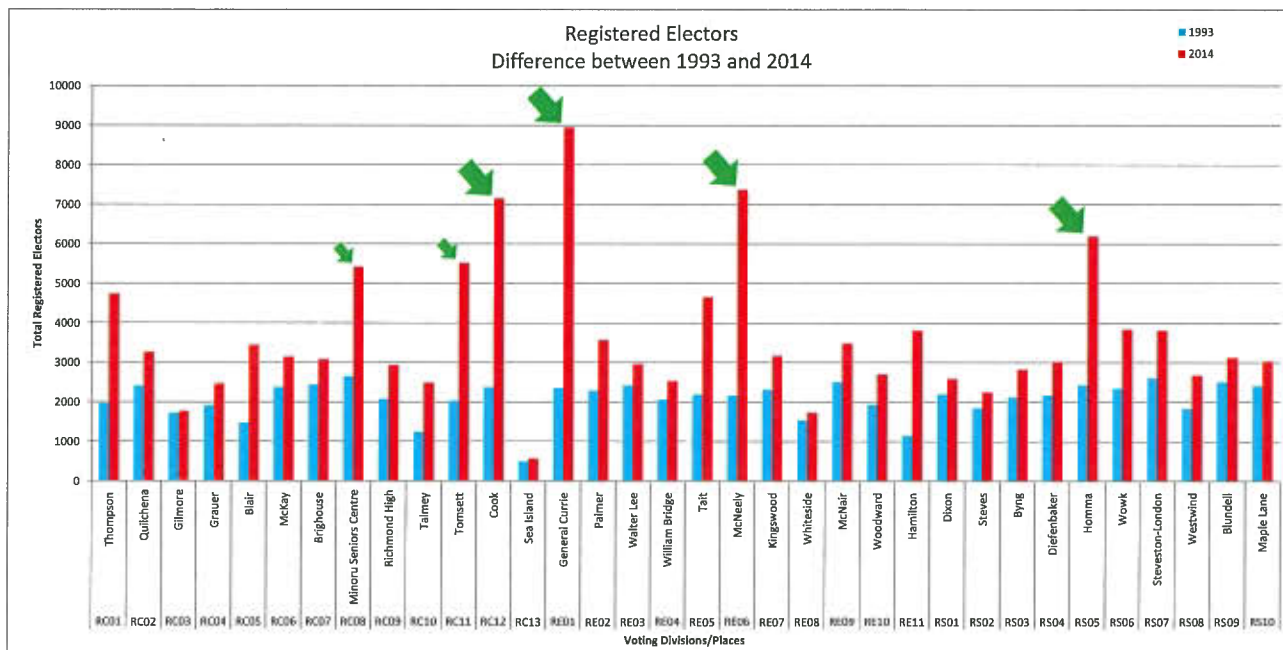
The Voting Divisions with the highest number of ballots cast in 2014 (circled in **RED**) were moderately or significantly outside of the target range.

Registered Electors: Difference Between 1993 and 2014

The **Blue Bars** show the number of registered electors per division in **1993** (more even distribution)

The **Red Bars** show the number of registered electors per division in **2014** (less even distribution)

The **Green Arrows** point to the areas with the most significant and disproportionate increases

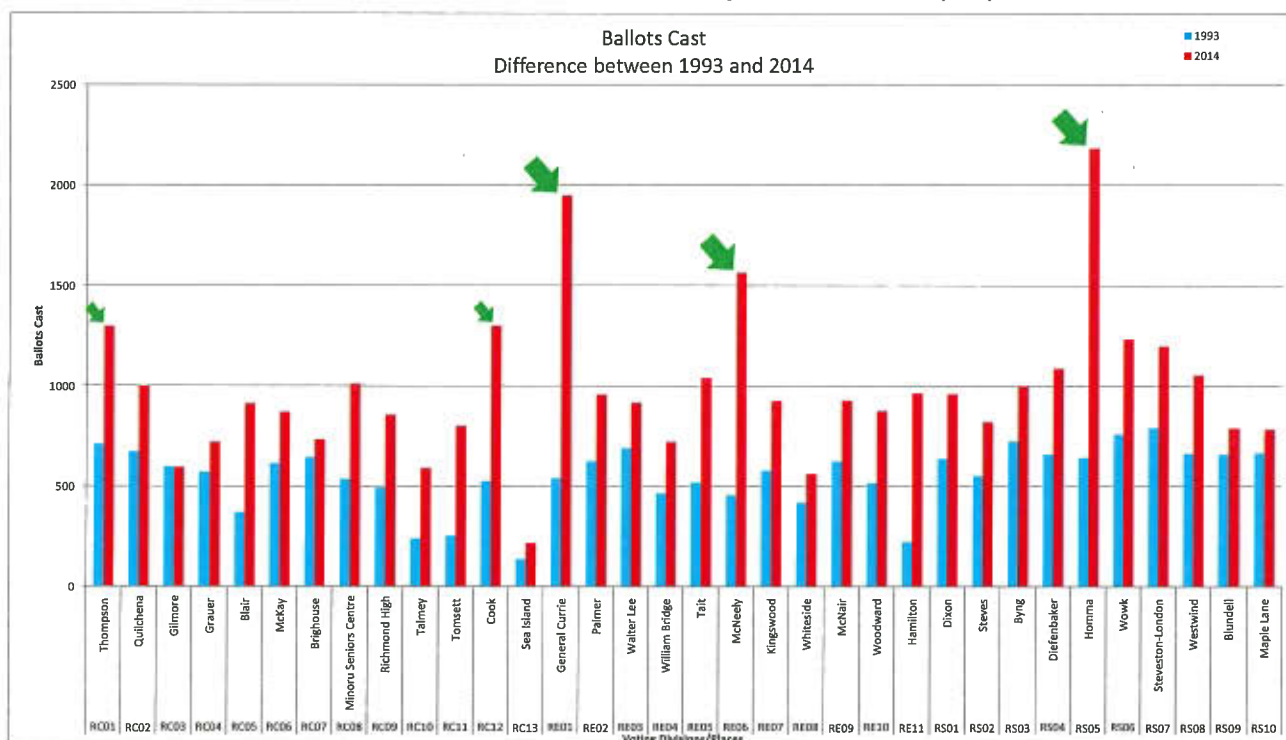


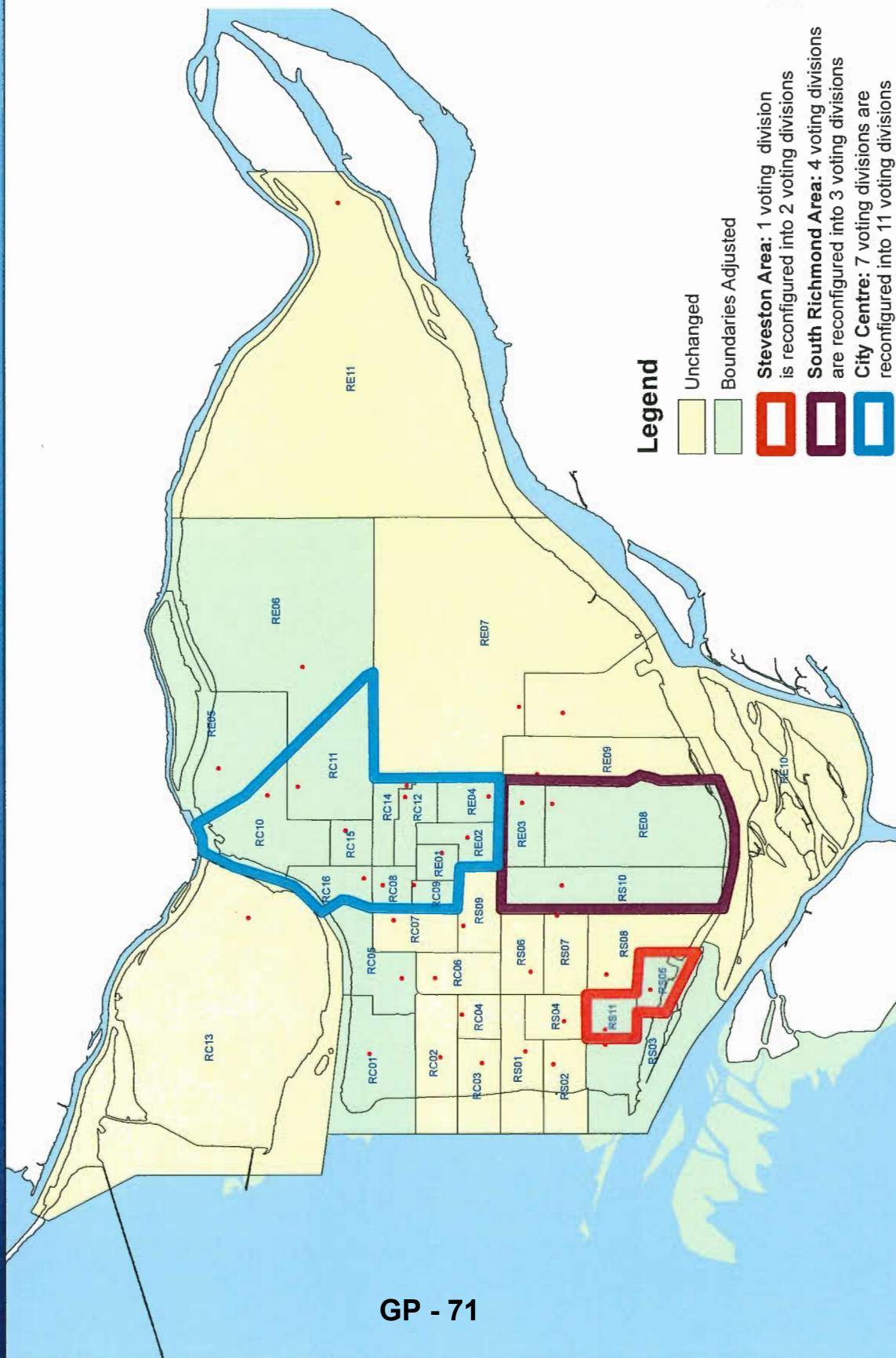
Ballots Cast: Difference Between 1993 and 2014

The **Blue Bars** show the number of ballots cast per division in **1993** (more even distribution)

The **Red Bars** show the number of ballots cast per division in **2014** (less even distribution)

The **Green Arrows** point to the areas with the most significant and disproportionate increases





Legend

Unchanged

Boundaries Adjusted

Steveston Area: 1 voting division is reconfigured into 2 voting divisions

South Richmond Area: 4 voting divisions are reconfigured into 3 voting divisions

City Centre: 7 voting divisions are reconfigured into 11 voting divisions

Note: The information shown on this map is compiled from various sources and the City makes no warranties, expressed or implied, as to the accuracy or completeness of the information. Users are reminded that this map is not a legal document and is not intended to be used as such. It is published for informational purposes only. © City of Richmond, 2016. All rights reserved. Not to be reproduced or distributed without permission.

1:72,116

Map Date: May 1, 2018

Registered Electors Per Voting Division
Current Divisional Grid (in use between 1993 and 2014)

vs.

Proposed Divisional Grid for 2018

Sorted by # of Registered Electors If No Changes Made

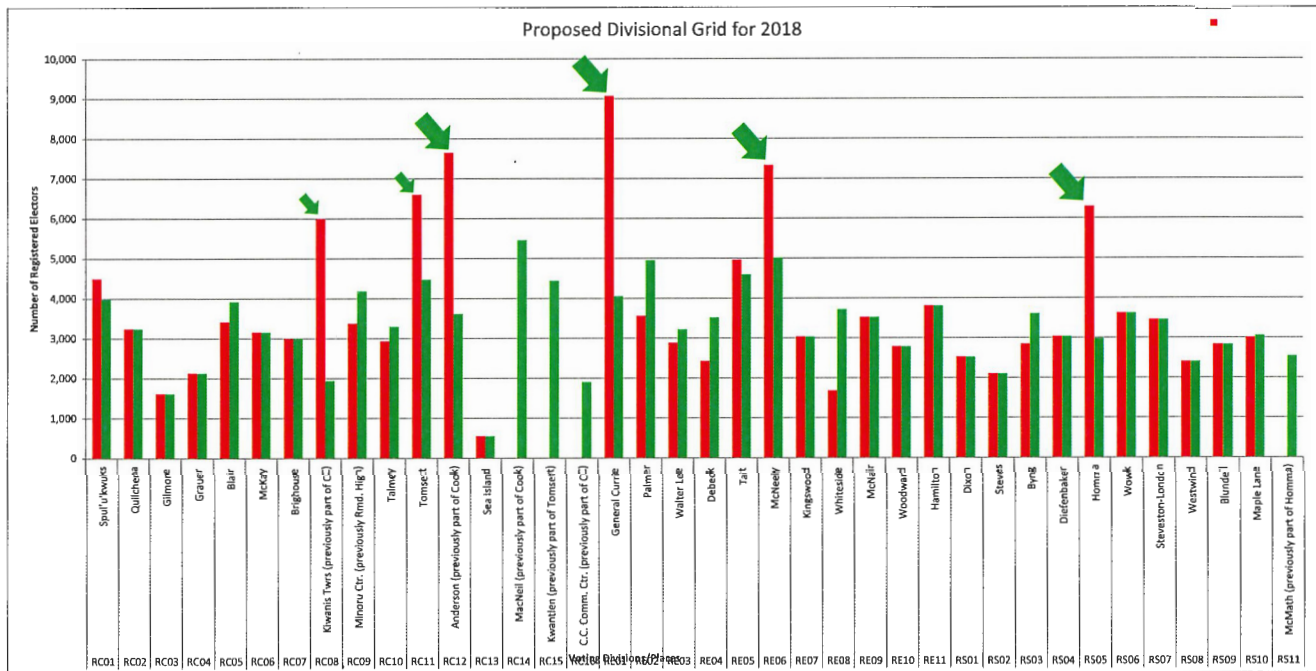
Voting Division / Place		<u>With No Changes</u> Total # of Registered Electors per Division under the Current (1993-2014) Divisional Grid	<u>Proposed Changes</u> Total # of Registered Electors per Division under the Proposed 2018 Divisional Grid (all Divisions less than 5,500)
RC14	MacNeil (previously part of Cook)	0	5,463
RC15	Kwantlen (previously part of Tomsett)	0	4,443
RC16	C.C.C. Centre (previously part of Minoru)	0	1,907
RS11	McMath (previously part of Homma)	0	2,546
RC13	Sea Island	551	551
RC03	Gilmore	1,619	1,619
RE08	Whiteside	1,683	3,720
RS02	Steves	2,103	2,103
RC04	Grauer	2,133	2,133
RS08	Westwind	2,407	2,407
RE04	Debeck	2,427	3,521
RS01	Dixon	2,528	2,528
RE10	Woodward	2,787	2,787
RS09	Blundell	2,834	2,834
RS03	Byng	2,847	3,610
RE03	Walter Lee	2,886	3,222
RC10	Talmey	2,932	3,299
RC07	Brighthouse	2,995	2,995
RS10	Maple Lane	3,008	3,062
RE07	Kingswood	3,037	3,037
RS04	Diefenbaker	3,037	3,037
RC06	McKay	3,158	3,158
RC02	Quilchena	3,241	3,241
RC09	Minoru Centre (previously Rmd. High)	3,376	4,186
RC05	Blair	3,414	3,920
RS07	Steveston-London	3,461	3,461
RE09	McNair	3,522	3,522
RE02	Palmer	3,558	4,955
RS06	Wowk	3,623	3,623
RE11	Hamilton	3,810	3,810
RC01	Spul'u'kwuks	4,495	3,989
RE05	Tait	4,965	4,598
RC08	Kiwanis Twrs (previously part of Minoru)	5,997 ✗	1,941 ✓
RS05	Homma	6,294 ✗	2,985 ✓
RC11	Tomsett	6,602 ✗	4,477 ✓
RE06	McNeely	7,332 ✗	5,014 ✓
RC12	Anderson (previously part of Cook)	7,649 ✗	3,618 ✓
RE01	General Currie	9,070 ✗	4,058 ✓

The proposed divisional grid would correct (✓) the divisions with the highest number of registered electors and bring them back into a more manageable range. Overall, registered electors would be more evenly distributed across all divisions. The maximum number of registered electors per division would be 5,500.

Registered Electors: 2018

The **Red Bars** show the number of registered electors per division for 2018 **if no changes are made**. The **Green Arrows** point to the areas that would remain problematic if no changes were made.

The **Green Bars** show the distribution of registered electors under the **Proposed Divisions** for 2018 which is much more evenly distributed across the City, more manageable for administrative purposes, and offers a more consistent election experience for the public.





City of
Richmond

Bylaw 9876

**Civic Election Administration and Procedure Bylaw No. 7244,
Amendment Bylaw No. 9876**

The Council of the City of Richmond enacts as follows:

- 1) Civic Election Administration and Procedure Bylaw No. 7244, as amended, is further amended:
 - a) by deleting Schedule B to Bylaw No. 7244 and replacing it with Schedule A as attached to this bylaw.
 - b) by deleting Schedule C to Bylaw No. 7244 and replacing it with Schedule B as attached to this bylaw.
 - c) by deleting Schedule D to Bylaw No. 7244 and replacing it with Schedule C as attached to this bylaw.
- 2) This Bylaw is cited as **"Civic Election Administration and Procedure Bylaw No. 7244, Amendment Bylaw No. 9876"**.

FIRST READING

SECOND READING

THIRD READING

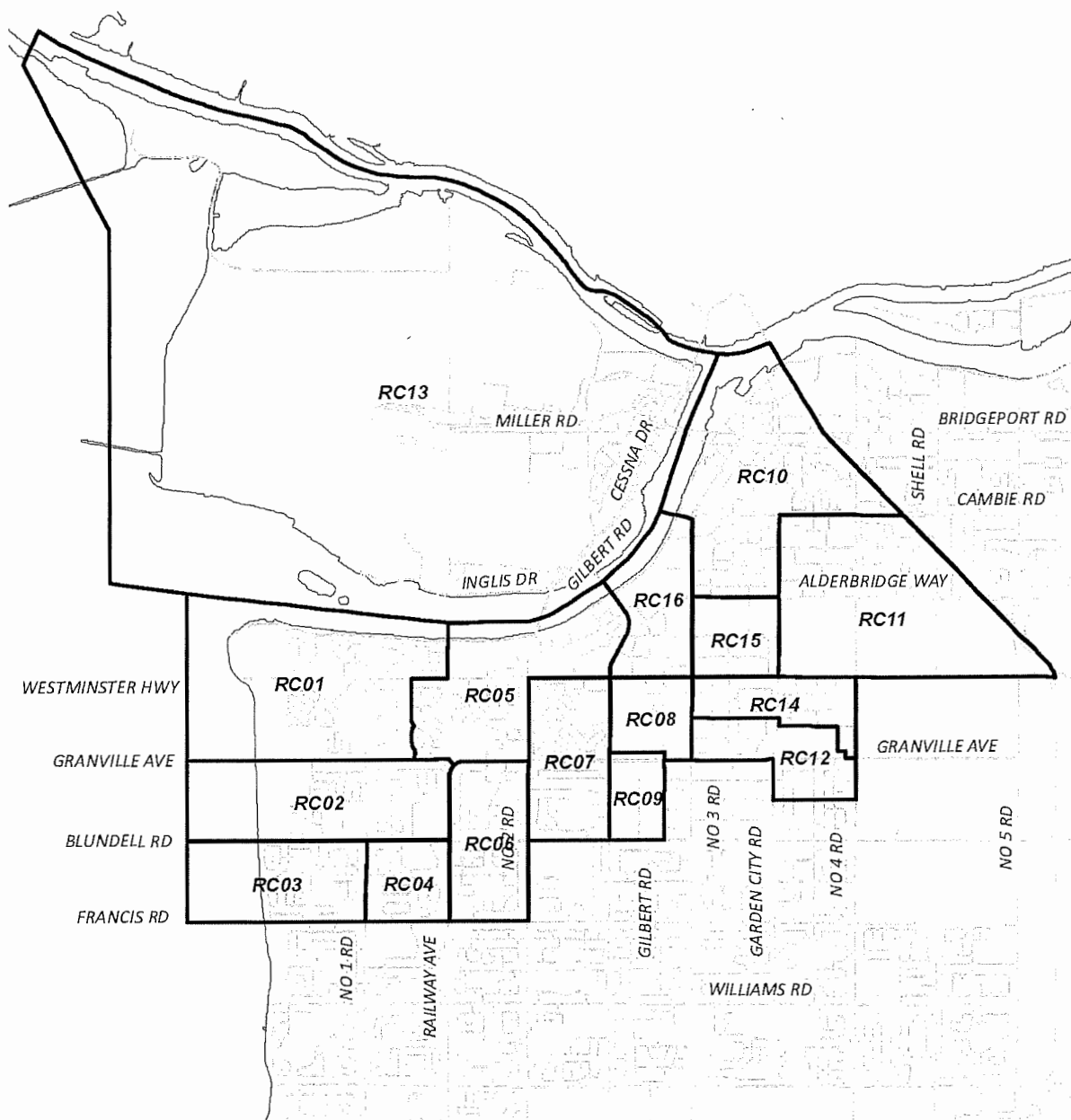
ADOPTED

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

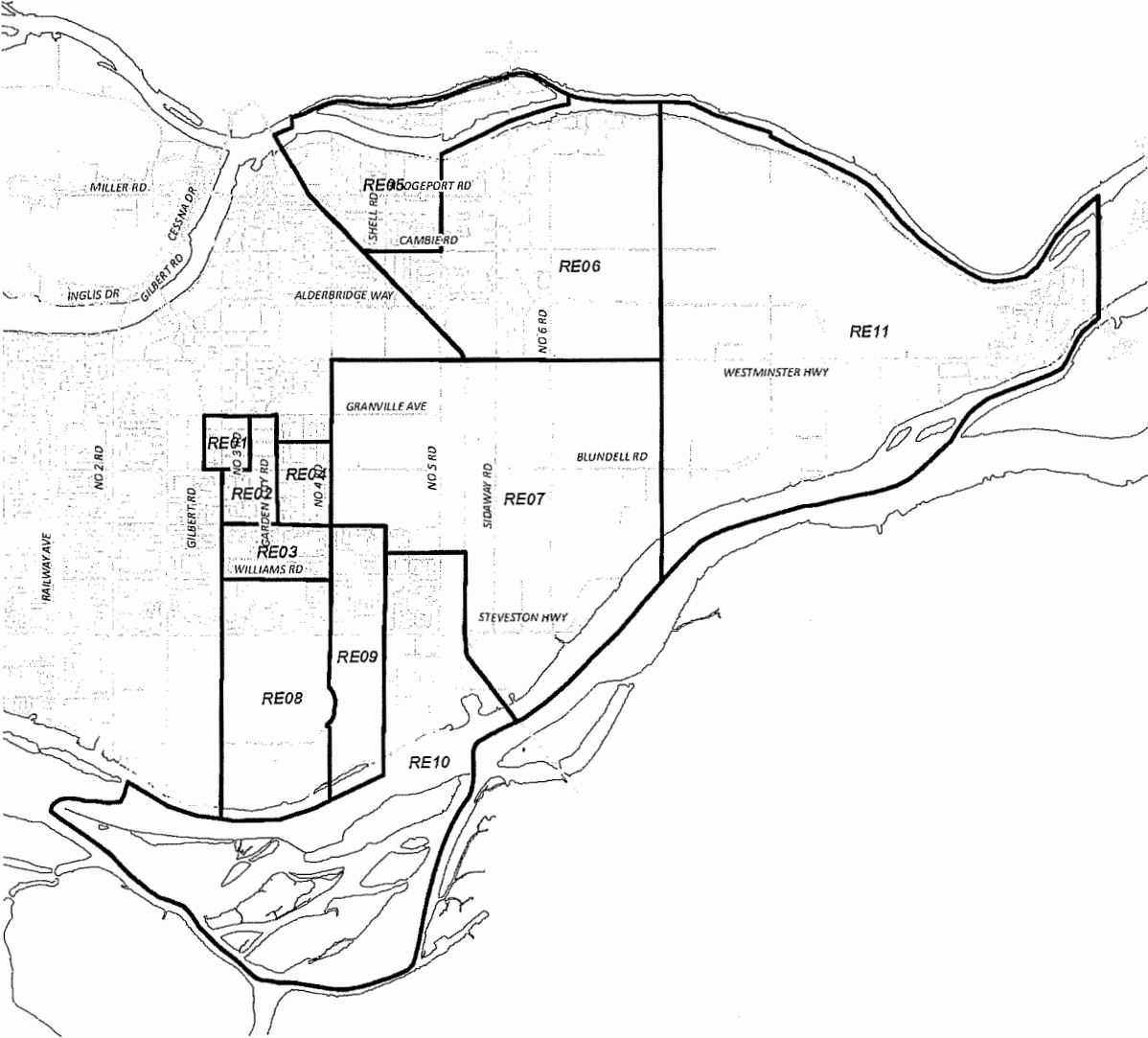
MAYOR

CORPORATE OFFICER

Schedule B to Bylaw No. 7244



Schedule C to Bylaw No. 7244



Schedule D to Bylaw No. 7244

