



General Purposes Committee

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

**Monday, July 20, 2015
4:00 p.m.**

Pg. # ITEM

MINUTES

GP-3 *Motion to adopt the **minutes** of the meeting of the General Purposes Committee held on July 6, 2015.*



CHIEF ADMINISTRATOR'S OFFICE

1. **SUPPORTING PORT AND INDUSTRIAL DEVELOPMENT WHILE
PROTECTING AGRICULTURAL LANDS IN RICHMOND**
(File Ref. No. 01-0140-20-PMVA1) (REDMS No. 4573476 v. 12)

GP-8

See Page GP-8 for full report

Designated Speaker: Amarjeet Rattan

STAFF RECOMMENDATION

- (1) *That the staff report titled, "Supporting Port and Industrial Development While Protecting Agricultural Lands in Richmond," dated July 20, 2015, from the Director, Intergovernmental Relations and Protocol Unit, be endorsed;*

- (2) *That a letter and a copy of this report which outline the actions that the City of Richmond has undertaken to support the creation and protection of a local industrial land supply, and address the needs of general economic development, including port related uses, be sent to the Chair, Port Metro Vancouver (PMV) to respond to their April 30, 2015 letter and copied to the Metro Vancouver (MV) Board and all MV municipalities; and*
- (3) *That the aforementioned letter and a staff report be sent to the Prime Minister, the Minister of Transport Canada, the Premier of British Columbia, the BC Minister of Agriculture, the BC Agricultural Land Commission, Richmond Members of Parliament and Members of the Legislative Assembly, the Federal Leader of the Official Opposition and the Provincial (BC) Leader of the Official Opposition.*



COMMUNITY SERVICES DIVISION

2. COUNCIL POLICY HOUSEKEEPING AND POLICY UPDATES

(File Ref. No. 01-0105-00) (REDMS No. 4528400 v. 5)

GP-27

See Page GP-27 for full report

Designated Speaker: Cathryn Carlile

STAFF RECOMMENDATION

- (1) *That the Council Policies, as listed in Attachment 1 to the staff report titled “Council Policy Housekeeping and Policy Updates”, dated July 6, 2015, from the General Manager, Community Services, be amended;*
- (2) *That the Council Policies, as listed in Attachment 2 to the staff report titled “Council Policy Housekeeping”, dated July 6, 2015, from the General Manager, Community Services, be rescinded; and*
- (3) *That all policies, procedures and directives with out-of-date titles for positions and Divisions, Departments, or Sections be updated, as needed, to reflect the current organizational structure.*



ADJOURNMENT





General Purposes Committee

Date: Monday, July 6, 2015

Place: Anderson Room
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair
Councillor Chak Au
Councillor Derek Dang
Councillor Carol Day
Councillor Ken Johnston
Councillor Alexa Loo
Councillor Bill McNulty
Councillor Linda McPhail
Councillor Harold Steves

Call to Order: The Chair called the meeting to order at 4:02 p.m.

MINUTES

It was moved and seconded

That the minutes of the meeting of the General Purposes Committee held on June 15, 2015, be adopted as circulated.

CARRIED

DELEGATION

1. Steve Veinot, Chair, Tourism Richmond Board, accompanied by Tracy Lakeman, Chief Executive Officer, Tourism Richmond, provided an overview of Tourism Richmond's 2014 activities and highlighted the following:
 - Richmond had the highest national hotel occupancy rate of over 75%;
 - the Tourism Industry Association of Canada (TIAC) in conjunction with Visa Canada released a report that showed Richmond as one of the top ten cities visited by four out of the top five inbound source countries;

General Purposes Committee

Monday, July 6, 2015

- the report ranked Richmond 9th in the summer and 8th during the winter for travelers from the United States;
- in 2015, visitor surveys will be conducted year round focusing on leisure travelers, convention and meeting delegates, tour groups, as well as airline crews;
- approximately 8700 surveys were completed by May 2015 with approximately 45% of respondents being from outside the Lower Mainland with a breakdown of 30% from British Columbia, 28% from other provinces, 19% from the United States, and 24% were overseas travelers;
- Tourism Richmond and the Vancouver Airport Authority are hosting the 2016 SMART Airports and Regions Conference which attracts a global audience of over 600 key stakeholders;
- Tourism Richmond continues to ensure that its programming aligns with those of their partners and with Richmond's Council Term Goals 2014-2018; and
- fully booked hotel rooms resulted in a 40% decrease in leisure promotional room nights.

In response to queries from Committee, Ms. Lakeman advised that competitors for the tourism market may include partner organizations or cities, such as Destination BC, Destination Canada, Vancouver, Kelowna, Kamloops, Victoria, Toronto, and Seattle. Also, she advised that, under the terms of the Tourism Richmond Association agreement with the City, approximately \$900,000 of the annual Additional Hotel Room Tax (AHRT) is committed to support sports hosting and the ROX.

FINANCE AND CORPORATE SERVICES DIVISION

2. **1016879 B.C. LTD., DOING BUSINESS AS TASTY KITCHEN
UNIT 1226 – 8338 CAPSTAN WAY**
(File Ref. No.) (REDMS No. 4596740)

In reply to queries from Committee, Glenn McLaughlin, Chief Licence Inspector and Risk Manager, commented that the staff recommendation to support the change of hours of liquor sales was based on Tasty Kitchen being a food primary service. He further commented that recent denials for similar requests were for liquor (pub or lounge) primary service establishments in which food may or may not be served.

General Purposes Committee

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It was moved and seconded

That the application from 1016879 B.C. Ltd., doing business as Tasty Kitchen, for an amendment to increase their hours of liquor service under Food Primary Liquor Licence No. 303675 from 9:00 a.m. to midnight Monday to Sunday to 9:00 a.m. to 2:00 a.m. Monday to Sunday, be supported and that a letter be sent to the Liquor Control and Licensing Branch advising that:

- (1) Council supports the amendment for an increase in liquor service hours as the increase will not have a significant impact on the community;*
- (2) Council's comments on the prescribed criteria (set out in Section 53 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 extended hours of liquor service under the Food Primary Liquor Licence should not change the establishment such that it is operated contrary to its primary purpose;*
- (3) as the operation of a licenced establishment may affect nearby residents the City gathered the view of the residents as follows:*
 - (a) property owners and businesses within a 50 metre radius of the subject property were contacted by letter detailing the application, providing instructions on how community comments or concerns could be submitted;*
 - (b) signage was posted at the subject property and three public notices were published in a local newspaper. This signage and notice provided information on the application and instructions on how community comments or concerns could be submitted; and*
- (4) Council's comments and recommendations respecting the view of the residents are as follows:*
 - (a) that based on the number of letters sent and the lack of response received from all public notifications, Council considers that the amendment is acceptable to the majority of the residents in the area and the community.*

CARRIED

COMMUNITY SERVICES DIVISION

3. MINORU COMPLEX AQUATIC CENTRE PUBLIC ART CONCEPT PROPOSAL

(File Ref. No. 11-7000-09-20-201) (REDMS No. 4578746 v. 2)

Eric Fiss, Public Art Planner, provided background information on the solar cloud public art concept. In reply to a query from Committee, Mr. Fiss noted that the small scale prototype of the artwork mechanics will be used to test the performance and durability of the material.

It was moved and seconded

That the concept proposal and installation for the Minoru Complex Aquatic Centre public artwork by artists Germaine Koh and Gordon Hicks, as presented in the staff report titled "Minoru Complex Aquatic Centre Public Art Concept Proposal," dated June 10, 2015, from the Director, Arts, Culture and Heritage Services, be endorsed.

CARRIED

4. MINORU COMPLEX PUBLIC ART, ENTRIES AND ARRIVALS CONCEPT PROPOSAL

(File Ref. No. 11-7000-09-20-202) (REDMS No. 4578013 v. 4)

Mr. Fiss advised that the "Multipole" artwork was developed in consultation with stakeholder groups in order to create a key landmark and gathering place at the Minoru complex.

In response to a query from Committee, Mr. Fiss advised that the budget for the artwork includes costs associated with the design, engineering, and plaza pavement treatment. Additionally, he noted that further study will be required related to the light beacon to minimize any potential impact to neighbouring residents and air traffic.

It was moved and seconded

That the concept proposal and installation for the Minoru Complex Entries and Arrivals public artwork by artist Sheila Klein, as presented in the staff report titled "Minoru Complex Public Art, Entries and Arrivals Concept Proposal," dated June 10, 2015, from the Director, Arts, Culture and Heritage Services, be endorsed.

The question on the motion was not called as discussion ensued regarding the costs associated with the project. Staff was directed to prepare a memorandum providing a breakdown of the costs associated with the components of the project prior to the Council meeting.

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

General Purposes Committee
Monday, July 6, 2015

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (4:29 p.m.).

CARRIED

Certified a true and correct copy of the
Minutes of the meeting of the General
Purposes Committee of the Council of the
City of Richmond held on July 6, 2015.

Mayor Malcolm D. Brodie
Chair

Heather Howey
Committee Clerk



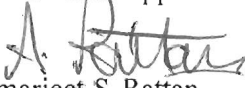
City of Richmond

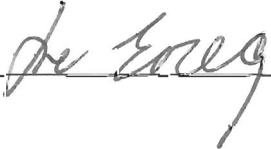

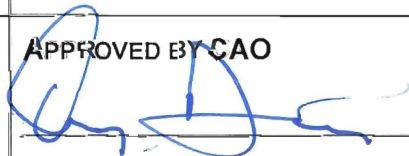
Report to Committee

To: General Purposes Committee
From: Amarjeet S. Rattan
Director, Intergovernmental Relations & Protocol Unit
Date: July 20, 2015
File: 01-0140-20-
PMVA1/2015-Vol 01
Re: **Supporting Port and Industrial Development While Protecting Agricultural Lands in Richmond**

Staff Recommendation

1. That the staff report titled, "Supporting Port and Industrial Development While Protecting Agricultural Lands in Richmond", dated July 20, 2015, from the Director, Intergovernmental Relations and Protocol Unit be endorsed;
2. That a letter and a copy of this report which outline the actions that the City of Richmond has undertaken to support the creation and protection of a local industrial land supply, and address the needs of general economic development, including port related uses, be sent to the Chair, Port Metro Vancouver (PMV) to respond to their April 30, 2015 letter and copied to the Metro Vancouver (MV) Board and all MV municipalities; and
3. That the aforementioned letter and a staff report be sent to the Prime Minister, the Minister of Transport Canada, the Premier of British Columbia, the BC Minister of Agriculture, the BC Agricultural Land Commission, Richmond Members of Parliament and Members of the Legislative Assembly, the Federal Leader of the Official Opposition and the Provincial (BC) Leader of the Official Opposition.


Amarjeet S. Rattan
Director, Intergovernmental Relations & Protocol Unit
(604-247-4686)
Att. 5

REPORT CONCURRENCE		
ROUTED TO: Communications Real Estate Services Transportation	CONCURRENCE <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	CONCURRENCE OF GENERAL MANAGER 
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 	APPROVED BY CAO 

Staff Report

Origin

This report responds to the following May 5, 2105, Planning Committee referrals:

1. *“That the letter dated April 30, 2015 from Port Metro Vancouver be referred to staff for a response, and*
2. *That staff consult with Metro Vancouver (MV) staff regarding any updates to the Metro Vancouver, 2040 Regional Growth Strategy (RGS) relating to industrial land.*

The Port Metro Vancouver (PMV) letter responds to City resolutions approved by Council and a City news release (Attachment 1), which seek to limit the Port’s ability to expand its industrial operations onto agricultural lands.

PMV’s April 30, 2015 letter (Attachment 2) asserts that local governments are failing to adequately meet the need for new industrial land to support economic growth and port expansion. It calls for an integrated land use process to address the shortage of industrial land in the Metro Vancouver region and states that industrial land requires similar protection as provided by the BC Agriculture Land Reserve (ALR) for agricultural land.

This report summarizes the significant actions that the City has undertaken to support the creation and protection of a local industrial land supply to address the needs of general economic development, including port-related uses.

Analysis

General

The City of Richmond has consistently supported the creation and protection of industrial lands, through its 2041 Official Community Plan (OCP) and other initiatives. Richmond has aligned its OCP protection policies for existing industrial land within its jurisdiction with Metro Vancouver’s 2040 Regional Growth Strategy (RGS). The OCP limits future re-zoning of large tracts of industrial land to other uses and together with the Regional Growth Strategy effectively supports the equivalent of an “Industrial Reserve” on a regional scale.

Historically, the City has also taken specific steps to create an additional supply of industrial land for PVM uses, including land exchanges and rezonings that have directly benefitted the expansion of local port-related activity. In fact, Port Metro Vancouver’s principal Richmond operations are almost entirely located on lands transferred from the City.

The City has also written to the Port, identifying industrial lands in the vicinity of PMV holdings in Richmond, as alternatives to using ALR lands, including 722 acres of developed industrial land adjacent to the PMV site (see Map Attachment 3). Furthermore, the City has facilitated servicing, rezonings and approvals to open up industrial lands and asked that PMV approach owners of nearby properties to discuss port uses on them, including 14 acres at the NW corner of Steveston Highway and No. 6 Road, and 169 acres south of Blundell Road and west of No 7 Road.

To date, the City has no confirmation that PMV has elected to pursue any of the industrial land options identified by Richmond, beyond its acquisition of the former Fraser Wharves property for which the City facilitated servicing, diking and access for port purposes.

While PMV's April 30, 2015 letter cites an impending shortage of industrial land, the PMV figures relate to unconstrained industrial land (available, vacant, serviced and suitable for port-related uses only). A substantial amount of currently zoned and developed industrial land exists in the Metro Vancouver region, some of which is adjacent to PMV property (such as the lands in Attachment 3). Such lands could potentially be acquired by PMV and repurposed to meet port needs. As well, the City is not aware, if PMV is currently pursuing the purchase of industrial lands, as they become available in other parts of the Metro Vancouver region, including 980 industrial acres in Port Moody which currently is designated MV RGS Special Study Area.

The Port's suggestion that Richmond has not provided for an adequate supply of industrial land for port use outside the ALR is not supported by the facts outlined above.

Detailed information on steps taken by the City to protect and support industrial lands appears below. A quick-reference Fact Sheet is also provided as Attachment 4.

Industrial Land Protection And Support

Over the past six decades, the City has made over 1,300 acres of land available for industrial uses through rezoning and land exchanges. Examples include:

- In 1967, a large tract of City owned land was provided to the Government of Canada, and rezoned for industrial use, to create the bulk of the present approximately 700 acre PMV site in Richmond. In exchange, the City received federal lands with which it created the 200 acre Nature Park.
- In 1973, 150 acres was provided to PMV (SE quarter section of Granville Ave. and No. 7 Road: within the current PMV site), for PMV industrial use.
- In 1973, approximate 150 acres was designated as the Riverside Industrial Park.
- In 1975, the City supported rezoning of 328 acres, from the foot of the Knight Street Bridge to Westminster Highway, for industrial use.
- In 2000, 27 acres at No. 7 and River Roads were rezoned for business and industrial use.
- In 2008, the City approved the rezoning of an 18 acre site in Hamilton for the South Coast British Columbia Transportation Authority (TransLink), to develop a new bus operations and maintenance facility for up to 300 buses serving the area.
- The City is currently working with representatives for Mitchell Island Holdings on the redevelopment of approximately 14.25 acres of the western tip of Mitchell Island for future industrial developments. These lands are zoned Industrial (I).
- Currently, the City is actively engaged with Ecowaste Industries on a proposal to cap and redevelop a 169 acres landfill site to accommodate future industrial use. The phased redevelopment of this site is unique to Richmond and the Province with a number of challenges being addressed through this multi-year redevelopment.

The City has also engaged in a number of recent road/transportation related initiatives designed to support industrial and PMV activities in the City, including:

- Riverside industrial area
 - Richmond is working with TransLink, through their TravelSmart program, to enhance the transportation needs of employees in the Riverside Industrial area.
 - Steveston Hwy/No. 5 Rd Intersection Improvements to enhance access to Riverside Industrial Area
- Ecowaste site
 - Road improvements secured and to be implemented as part of the development frontage works
 - Extension of Blundell Road, from No. 7 Road to Savage Road
 - Construction of new roads through the development site that would connect Blundell Road and Williams Road, including:
 - Graymont Boulevard, Blundell Road to Francis Road
 - Francis Road, Graymont Boulevard to Savage Road
 - Savage Road, Francis Road to Williams Road
- Redeveloping land for industrial use in the “north end” of the City
 - Construction of Maninni Way – a newly opened one-way connector street accessed from southbound Knight Street secured through retail development, serving the Bridgeport Industrial Park area.
- West side of Mitchell Island
 - Western road extension of Twigg Place and new portion of Twigg Place enhanced with traffic calming measures
- Services for PMV site and Kingswood site
 - Widening of Nelson Road, Westminster Highway to Blundell Road
 - Widening of Westminster Highway, Highway 91 Hamilton Interchange to Nelson Road
 - New Nelson Road / Highway 91 interchange
- Future widening of Steveston Highway, just west of No. 6 Road to Palmberg Road to be completed as part of the current Ledcor RZ development on the northwest corner of No. 6 Road/Steveston Highway

The City’s Resilient Economy Strategy, adopted in 2014, also seeks to increase Richmond’s capacity to accommodate light industrial business and outlines a number of future actions to achieve this, including:

- Protecting currently zoned industrial land from future re-development
- Exploring opportunities to convert to industrial lands not in the ALR that are currently zoned agricultural and designated as industrial in the OCP
- Deploying development tools, such as zoning, in-fill, re-subdivision, site coverage, permitted uses and others to achieve intensification of existing industrial areas

Regional Perspective

In response to the Planning Committee May 5, 2015, referral “That staff consult with Metro Vancouver (MV) staff regarding any updates to the Metro Vancouver, 2040 Regional Growth Strategy (RGS) relating to industrial land,” Metro Vancouver staff have provided the following RGS Industrial and Mixed Employment designation information, for Richmond and the rest of the MV Region, for the period July 2011 (when the RGS was approved), to now June 2015.

Type of RGS Designated Land Use	July 2011	June 2015	Comment
For Richmond			
- Industrial	2,295 ha (5,671ac)	Same	No Loss
- Mixed Employment	560 ha (1,384 ac)	Same	
For Rest of MV Region (excluding Richmond)			
- Industrial	7,918 ha (19,565 ac)	7,869 ha (19,444 ac)	49 ha (121 ac) Loss
- Mixed Employment	2,841 ha (7,020 ac)	2,830 ha (6,993 ac)	11 ha (27 ac) Loss

In summary, since the RGS was approved on July 29, 2011, Richmond has not lost any RGS Industrial or Mixed Employment Designated land, while the rest of the Metro Vancouver Region only lost 0.55% (60 hectares: 148 acres). This means that there continues to be a large amount of non-ALR land in Richmond and the Region upon which the Port can expand.

City Opposition to Port expansion on Agricultural Land

While the City has worked hard to meet the needs of PMV and other business for an appropriate supply of industrial land, it has also been steadfast in maintaining that the creation of new industrial land supply should not come through the conversion of viable agricultural lands.

Of key concern is PMV's 2008 purchase of 230 acres of farmland in the ALR, known as the Gilmore Farm Lands and which are adjacent to the PMV's Richmond Properties (see Map Attachment 3). The Port's potential use of these lands for future industrial development contradicts the City's and Province's mandates to protect agricultural lands. As a result, the City has, on multiple occasions, objected to PMV acquiring agricultural land and the Gilmore Farms Lands transaction itself. This has taken place on more than 20 occasions since 2012 through a variety of avenues, including consultation meetings, Council resolutions and direct correspondence to PMV and senior governments, municipal associations, etc.

The following Council resolution was conveyed to Craig Nesser, PMV Board Chair in a February 2015 letter from Mayor Brodie:

Port Metro Vancouver be advised that the City of Richmond continues to strongly object to the Port Metro Vancouver Land Use Plan, as it does not protect agricultural land and that the Port Metro Vancouver Board be requested to delete the 'Special Study Areas' located within the City of Richmond and add a policy which prohibits the expansion of Port uses on all agricultural lands.

Despite the City's repeated requests, PMV continues to hold the Gilmore Farm Lands and the property has now been designated as a "Special Study Area" in the Port's recently completed Master Plan, allowing for the possibility of future industrial development on agricultural land.

It appears that the PMV has not adequately explored alternative opportunities to expand in urban areas outside the ALR and, through its actions or inactions, appears to prefer the acquisition of ALR agricultural land as a cheaper and easier solution to its needs.

As a result of PMV's intransigence on this issue, Richmond recently submitted a resolution to the Lower Mainland Local Government Association (LMLGA) requesting that, among other things, the Minister of Transport Canada order that PMV dispose of the Gilmore Lands and any

other ALR lands which the Port has acquired, and that federal regulatory changes be enacted to prevent future acquisitions of ALR land by the Port within the Lower Mainland (Attachment 5). Subsequently, PMV responded via the letter in Attachment 3 and the LMLGA adopted Richmond's resolution and it will now be considered at the upcoming Union of BC Municipalities (UBCM) annual convention in September.

Financial Impact

No financial impact.

Conclusion

Through careful land management, the City of Richmond supports a range of stakeholder mandates and has consistently supported the protection of industrial lands, through its 2041 Official Community Plan, the 2040 MV RGS and other initiatives. These efforts have helped support historic and current development and expansion of local port-related activity and other economic growth in Richmond. However, the City has made it clear that its support for the development of new industrial land supplies does not extend to converting viable agricultural lands for industrial use. Port Metro Vancouver's acquisition of the Gilmore Farm Lands and any future acquisitions of land in the ALR contradict the City's and Province's mandates to protect agricultural lands.

Despite the City's sustained opposition to PMV's ownership of ALR lands and proactive identification of industrial land alternatives, PMV continues to own and hold the Gilmore Farm Lands under risk of introducing industrial use. To that effect, it is proposed that the City send a letter to Port Metro Vancouver, again communicating Richmond's position on the issue and also send a copy of the letter and this report to the Metro Vancouver Board, all MV municipalities, the Office of the Prime Minister and relevant federal entities, the Premier of British Columbia and relevant provincial entities, Richmond Members of Parliament, Members of the Legislative Assembly, the Federal Leader of the Official Opposition and the Provincial (BC) Leader of the Official Opposition.



Amarjeet S. Rattan
Director, Intergovernmental Relations &
Protocol Unit
(604-247-4686)



Terry Crowe
Manager, Policy Planning
(604-276-4139)

AR:ar

- Att. 1: City News Release
2. PMV Letter
 3. Industrial Lands Map
 4. Fact Sheet from the City
 5. Discouraging Port Metro Vancouver (PMV) From Expanding on Agricultural Lands Resolution



**City of
Richmond**

News Release

6911 No. 3 Road, Richmond, BC V6Y 2C1

March 24, 2015

For Immediate Release

Richmond wants Port blocked from using farmland for expansion

Richmond, BC – The City of Richmond has launched a campaign to protect farmland from port expansion. Richmond Council approved a motion Monday calling on other municipalities in the region, BC and Canada to support a request for federal regulatory changes to prohibit Port Metro Vancouver from purchasing any Agricultural Land Reserve property for port purposes.

“There’s no middle ground when it comes to farmland. Our remaining farmland is a precious resource critical to the social, environmental and economic wellbeing of our region, province and country,” says Richmond Mayor Malcolm Brodie. “We’re sending a strong message that using farmland to support port expansion is unacceptable.”

Richmond has had a simmering dispute with Port Metro Vancouver since the Port acquired 239 acres of farmland adjacent to its properties in southeast Richmond. In its recently completed master land use plan, the Port designated those farmlands as a “special study” area. The City has repeatedly requested the Port eliminate any uncertainty and declare the property will remain as farmland.

The Port has indicated it requires an additional 2,300 acres of land to support its expansion plans and there are concerns additional farmland within the Metro Vancouver region could be under threat of development.

In addition to prohibiting the Port from purchasing farmland, Richmond is also asking the federal Transport Minister to require the Port to establish a meaningful public consultation process with local governments along with formal dispute resolution process to address municipal/Port issues.

“We recognize that the Port is an important economic driver, but its continued success cannot come at the expense of farmland,” added Brodie. “We believe there are many viable opportunities that would allow continued growth of international trade without impacting our region’s farmland. Unfortunately, the Port seems unwilling to consider these options, which is why we need federal intervention.”

Richmond is also requesting that Transport Canada require the Port to dispose of its Richmond property within the Agricultural Land Reserve, along with any other ALR properties it owns.

Richmond will be asking the Lower Mainland Local Government Association to support bringing a resolution on the issue forward at the next annual conventions of the Union of BC Municipalities and the Federation of Canadian Municipalities. The request will also be forwarded to senior elected officials including the Prime Minister and Premier, as well as local MPs and MLAs

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Media Contact:

Ted Townsend
Senior Manager, Corporate Communications
Tel: 604-276-4399 Cell: 1-604-516-9585
Email: ttownsend@richmond.ca

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April 30, 2015

Mayor Brodie and Members of Council
City of Richmond
6911 No. 3 Road
Richmond, BC V6Y 2C1

Dear Mayor Brodie and Members of Council:

AMENDED AND SUPERCEDES letter of April 29, 2015

Re: LMLGA motion and preservation of industrial land

I am writing in response to the series of motions and media advisories released by Richmond council regarding Port Metro Vancouver's Land Use Plan, the designation of the former "Gilmore" property in Richmond as a special study area in that plan, and the initiative to prevent Port Metro Vancouver from owning agricultural land.

With an expected one million people moving to the Lower Mainland by 2040, Port Metro Vancouver shares your concerns around growth and the pressure it puts on land.

Land use decisions of the past have created a crisis in this region that cannot be solved by simply pitting agriculture against industry. Both are important to the region. However, although agricultural land has been protected by the Agricultural Land Commission since 1973, no similar protection exists for industrial land. Beyond federal port lands, industrial land continues to be converted to other uses at an alarming rate through municipal zoning changes.

Industrial activity is a crucial part of Richmond's economy. Richmond's *Resilient Economy Strategy* identifies manufacturing, wholesale, transportation and logistics as providing 34 per cent of all jobs in the city. According to analysis completed by Site Economics Ltd. for Port Metro Vancouver, every 100 acres of industrial land results in \$1.8 billion of direct and secondary economic benefits. Further, industry does not threaten farming, it enhances it. The logistics sector has a crucial role in getting farmers' goods to market. The ongoing loss of industrial land is threatening the livelihoods of tens of thousands of people who rely on the transportation and logistics sector. Without a secure industrial land base, we simply cannot compete for new investment and new jobs - jobs for us now and jobs for the next generation. Protection of industrial land must be a top priority.

... /2

100 The Pointe, 999 Canada Place, Vancouver, B.C. Canada V6C 3T4

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portmetrovancover.com

Canada

Mayor Brodie and Members of Council
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Some facts to consider:

- There are approximately 28,000 acres of industrial land in Metro Vancouver.
- Less than 6,000 acres remain vacant.
- **(CORRECTION): Only about 2,500 acres of unconstrained industrial land remain available for near-term development.**
- **(CORRECTION): Of that 2,500 acres, only about 1,000 acres are suitable for the distribution and logistics industry, from a size and location perspective.**
- Port Metro Vancouver holds only about 200 acres of industrial land suitable for near-term development.

Demand for industrial land is projected to absorb between 1,500 and 3,000 acres of land within the next 5 to 10 years. This means the inventory of remaining industrial land suitable for port and related businesses will be severely diminished as soon as 2020 and potentially exhausted during the next decade.

We urge you to broaden the scope of Richmond's motion to LMLGA, UBCM and FCM to focus on the broader issue of integrated land use planning and a mechanism to protect industrial land which will help relieve the ongoing pressure on agricultural land. We suggest there needs to be a process that will address the industrial land shortage through careful review and assessment of the current lands available, with the intent to secure the region's economic growth and prosperity.

It is inevitable that tension will occasionally arise between Port Metro Vancouver and our surrounding municipalities. However, there are also many opportunities for successful collaboration, such as the Habitat Enhancement Program and Local Channel Dredging Program. We believe protection of land is an important collaborative opportunity.

Both Port Metro Vancouver and the City of Richmond share the goal of a sustainable future. It is important to act now and work together, rather than point fingers and try to place blame on any one entity for a complex problem. Although I am concerned by the recent breakdown in communication, I hope we can collaborate to successfully plan for the future – for Richmond, the region and Canada as a whole.

Yours truly,

PORT METRO VANCOUVER



Robin Silvester
President and Chief Executive Officer

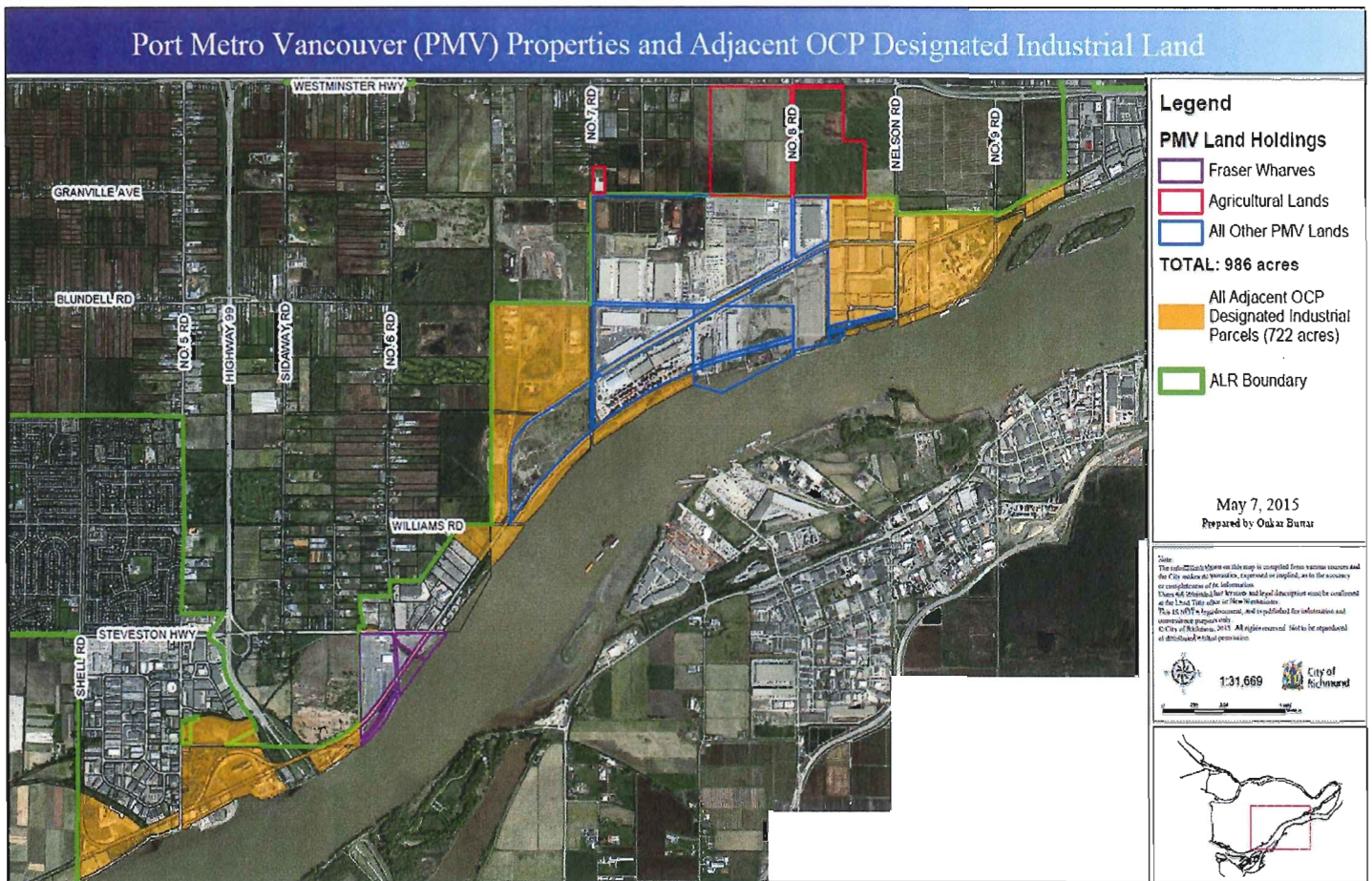
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Mayor Brodie and Members of Council

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April 30, 2015

cc: Craig Neeser, Chair, Port Metro Vancouver
The Honourable Norm Letnick, Minister of Agriculture
The Honourable Lisa Raitt, Minister of Transport Canada
Richard Bullock, Chair, BC Agricultural Land Commission
Mayor and Council, Village of Belcarra
Mayor and Council, City of Burnaby
Mayor and Council, City of Coquitlam
Mayor and Council, Corporation of Delta
Mayor and Council, City of Langley
Mayor and Council, Township of Langley
Mayor and Council, City of Maple Ridge
Mayor and Council, City of New Westminster
Mayor and Council, City of North Vancouver
Mayor and Council, District of North Vancouver
Mayor and Council, City of Pitt Meadows
Mayor and Council, City of Port Coquitlam
Mayor and Council, City of Port Moody
Mayor and Council, City of Surrey
Mayor and Council, City of Vancouver
Mayor and Council, City of White Rock
Mayor and Council, District of West Vancouver





**City of
Richmond**

Fact Sheet

June 25, 2015

Supporting Port and Industrial Development While Protecting Agricultural Lands in Richmond

The City of Richmond is committed to ensuring the creation and protection of industrial lands necessary to meet local, regional and national economic development and sustainability needs. However, the City remains adamantly opposed to the use of viable agricultural land to support further port expansion by Port Metro Vancouver (PMV), as more suitable alternatives exist to support this need.

Through its Official Community Plan and other initiatives, the City has undertaken many initiatives aimed at supporting to development and preservation of the local supply of industrial land

Richmond support of industrial lands

Over the past six decades, the City has made over 1,300 acres of land available for industrial uses through rezoning and land exchanges. Examples include:

- In 1967, a large tract of City owned land was provided to the Government of Canada, and rezoned for industrial use, to create the bulk of the present approximately 700 acre PMV site in Richmond. In exchange, the City received federal lands with which it created the 200 acre Nature Park.
- In 1973, 150 acres was provided to PMV (SE quarter section of Granville Ave. and No. 7 Road: within the current PMV site), for PMV industrial use.
- In 1973, approximate 150 acres was designated as the Riverside Industrial Park.
- In 1975, the City supported rezoning of 328 acres, from the foot of the Knight Street Bridge to Westminster Highway, for industrial use.
- In 2000, 27 acres at No. 7 and River Roads were rezoned for business and industrial use.
- In 2008, the City approved the rezoning of an 18 acre site in Hamilton for the South Coast British Columbia Transportation Authority (TransLink), to develop a new bus operations and maintenance facility for up to 300 buses serving the area.
- The City is currently working with representatives for Mitchell Island Holdings on the redevelopment of approximately 14.25 acres of the western tip of Mitchell Island for future industrial developments. These lands are zoned Industrial (I).
- The City is actively engaged with Ecowaste Industries on a proposal to cap and redevelop a 169 acres landfill site to accommodate a future industrial logistics park. The phased redevelopment of this site is unique to Richmond and the Province with a number of challenges being addressed through this multi-year redevelopment.

Other measures include protecting currently zoned industrial land from being converted to other uses; and deploying development tools, such as zoning, in-fill, re-subdivision, site coverage, permitted uses and others to achieve intensification of existing industrial areas.

At the regional level, Richmond has supported the equivalent of an “Industrial Reserve” by aligning its industrial land policies with the Metro Vancouver (MV) 2040 Regional Growth Strategy (RGS).

Alternatives for Port expansion communicated to PMV

The Port has acquired the former Fraser Wharves site on the South Arm of Fraser River west of its main Richmond site and the City continues to encourage the Port to acquire other similar non-agricultural land to meet its needs. The City believes sufficient opportunities exist for PMV to support its growth on land designated for industrial use, without further encroaching on agricultural land. The City has written to PMV, identifying the following sites, as possible opportunities for Port expansion in Richmond:

- 722 acres of OCP designated industrial lands adjacent to the PMV lands.
- 14 acres at the NW corner of Steveston Highway and No.6 Road.
- 169 acres south of Blundell Road and west of No. 7 Road.

To date, the City has no confirmation that the Port has chosen to pursue any of the other options for new industrial land identified by Richmond including the 980 acres of Metro Vancouver RGS designated industrial lands in Port Moody.

City Opposition to Port expansion on agricultural land and options provided

While the City has worked hard to meet the needs of the port and other business for an appropriate supply of industrial land, it has also been steadfast in maintaining that the creation of new industrial land supply should not come through the conversion of viable agricultural lands.

Of key concern is PMV’s 2008 purchase of 230 acres of farmland in the Agricultural Land Reserve (ALR), known as the Gilmore Farm Lands and which are adjacent to the PMV’s Richmond Properties (Map Attachment 3). The City has, on multiple occasions, objected to the PMV acquiring agricultural land and the Gilmore Farm Lands transaction itself. PMV continues to hold the Gilmore Farm Lands and has designated the property as a “Special Study Area” in its recently completed Master Plan, leaving the door open for future industrial development on the agricultural land.

Most recently, Richmond submitted a resolution to the Lower Mainland Local Government Association (LMLGA) and requesting that, among other things, the Minister of Transport Canada order that PMV dispose of the Gilmore Farm Lands and any other ALR lands which the Port has acquired, and that federal regulatory changes be enacted to prevent future acquisitions of ALR land by PMV within the Metro Vancouver region (Attachment 5). Subsequently, The LMLGA adopted Richmond’s resolution and it will now be considered at the upcoming Union of BC Municipalities (UBCM) annual convention in September.

Contact:

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Manager, Policy Planning
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Ted Townsend
Senior Manager, Corporate Communications
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Email: ttownsend@richmond.ca

City of Richmond LMLGA/UBCM Resolution:**Discouraging Port Metro Vancouver (PMV) From Expanding on Agricultural Lands**

WHEREAS the *Canada Marine Act* (e.g., through *Letters Patent* and pursuant to the *Port Authorities Management Regulations*) allows Port Metro Vancouver (PMV) to undertake port activities including the shipping, navigation, transporting and handling of goods and passengers, including managing, leasing, licensing, acquiring and disposing of lands for the purposes of operating and supporting port operations;

AND WHEREAS PMV has purchased land in the BC Agricultural Land Reserve (ALR) in the City of Richmond, totaling 241.51 acres, which over time it intends to develop for port purposes and these ALR land purchases have been authorized by the issuance of *Supplementary Letters of Patent* signed by the Minister of Transport Canada;

AND WHEREAS the City of Richmond has advised PMV that it continues to strongly object to its Land Use Plan, as it does not protect ALR land, and has requested the PMV Board to delete the “Special Study Areas” located within ALR in the City of Richmond, and create a policy which prohibits the expansion of PMV operations on all ALR lands;

THEREFORE BE IT RESOLVED that the Lower Mainland Local Government Association (LMLGA) and the Union of BC Municipalities (UBCM) call on the federal government and the Minister of Transport Canada, through the Federation of Canadian Municipalities (FCM) and other avenues as appropriate, to:

1. Request the Minister of Transport Canada to rescind the March 24, 2009 *Supplementary Letter of Patent* (attached) issued by the Honourable John Baird, Minister of Transport , Infrastructure and Communities, which authorized the transfer of the 229.34 acre Agricultural Lands real property, described in this *Supplementary Letter of Patent*, from A.C. Gilmore & Sons (Farms) Ltd. to PMV, and order the PMV Board to dispose of this real ALR property and other real ALR properties, currently designated in their Plan as ‘Special Study Areas’, for agricultural purposes, at fair market value;
2. Request the Minister of Transport Canada, by way of regulatory changes (e.g., to the *Canada Marine Act*, the *Port Authorities Management Regulations* and *Letters of Patent*), to prohibit the PMV and its subsidiaries, from purchasing any ALR land in the City of Richmond and within the Metro Vancouver region, for port purposes; and
3. Request the Minister of Transport Canada to require PMV to establish, with the local governments located within the area in which it operates, a meaningful consultation process and a formal dispute resolution process to address Municipal/PMV issues arising from its operations and activities.



Transport Canada Transports Canada

Place de Ville
Ottawa
K1A 0N5

Fax (613) 990-8889 Télécopieur (613) 990-8889

LEGAL
SCANNED
SEP 04 2009

Your file Votre référence

Our file Notre référence
AHP 7060-120-19-4

April 7, 2009

Mr. Robin Silvester
President and Chief Executive Officer
Vancouver Fraser Port Authority
100 The Pointe
999 Canada Place
Vancouver, British Columbia
V6C 3T4

Dear Mr. Silvester:

I am pleased to enclose English and French versions of the Supplementary Letters Patent issued by the Minister of Transport, Infrastructure and Communities to amend Schedule C of the Letters Patent to reflect the acquisition of 6131 & 6220 No. 8 Road from A.C. Gilmore & Sons (Farms) Ltd.

As these Supplementary Letters Patent are to be effective upon registration in the Land Registration Office of the transfer documents, copies of the registered document(s) should be forwarded to this office at the earliest opportunity for deposit with the original Supplementary Letters Patent in the Transport Canada Legal Registry.

These Supplementary Letters Patent will be published in the April 11, 2009 issue of the *Canada Gazette* pursuant to subsection 8(3) of the *Canada Marine Act*.

Should you have any questions, please feel free to contact me at (613) 949-9436.

Yours truly,

Robert Spencer,
Manager, Port Property
Airport and Port Programs

Enclosures

Cc: Irene Gauld, VFPA

Canada

55-0208 (96-12)

CANADA
SUPPLEMENTARY LETTERS PATENT
issued to the
VANCOUVER FRASER PORT AUTHORITY

BY THE MINISTER OF TRANSPORT, INFRASTRUCTURE AND COMMUNITIES

WHEREAS effective January 1, 2008 the port authorities of Vancouver, Fraser River and North Fraser amalgamated to continue as the Vancouver Fraser Port Authority ("Authority");

WHEREAS Letters Patent were issued by the Minister of Transport, Infrastructure and Communities for the Authority pursuant to paragraph 59.7(k) of the *Port Authorities Management Regulations* effective January 1, 2008;

WHEREAS in support of port operations the Authority wishes to acquire from A.C. Gilmore & Sons (Farms) Ltd. the real property described below;

WHEREAS Schedule C of the Letters Patent describes the real property, other than federal real property, held or occupied by the Authority;

WHEREAS the board of directors of the Authority has requested the Minister of Transport, Infrastructure and Communities to issue Supplementary Letters Patent to add to Schedule C of the Letters Patent the real property described below;

NOW THEREFORE under the authority of section 9 of the *Canada Marine Act*, the Letters Patent are amended by adding to Schedule C of the Letters Patent the real property described as follows:

PID Number	Description
013-055-887	SECTION 7 BLOCK 4 NORTH RANGE 4 WEST EXCEPT FIRSTLY: THE NORTH EAST QUARTER SECONDLY: THE EAST 12.5 CHAINS OF THE SOUTH EAST QUARTER THIRDLY: .919 ACRES ON THE NORTH WEST QUARTER ON PLAN WITH BYLAW FILED 53425 NEW WESTMINSTER DISTRICT
004-137-973	SECTION 12 BLOCK 4 NORTH RANGE 5 WEST EXCEPT: (1) PARCEL "A" (REFERENCE PLAN 14013); (2) PART CONTAINING 5260.4 SQUARE METRES ON PLAN BCP393; NEW WESTMINSTER DISTRICT

Received and filed under	Reçu et classé sous
No. <u>157753</u>	No. _____
In Registry of Legal	au Bureau d'enregistrement
Services Transport Canada	du Service juridique de
	Transports Canada
24/1/9	

- 2 -

These Supplementary Letters Patent are to be effective on the date of registration in the New Westminster Land Title Office of the transfer documents evidencing the transfer of the real property described above from A.C. Gilmore & Sons (Farms) Ltd. to the Authority.

Issued under my hand this day of ~~2nd~~ ^{4th} ~~MARCH~~ ^{MAY} 2009.



John Baird, P.C., M.P.
Minister of Transport, Infrastructure and Communities



City of Richmond

Report to Committee

To: General Purposes Committee

Date: July 6, 2015

From: Cathryn Volkering Carlile
General Manager, Community Services

File: 01-0105-00/Vol 01

Re: Council Policy Housekeeping and Policy Updates

Staff Recommendation

1. That the Council Policies, as listed in Attachment 1 to the staff report titled "Council Policy Housekeeping and Policy Updates", dated July 6, 2015, from the General Manager, Community Services, be amended;
2. That the Council Policies, as listed in Attachment 2 to the staff report titled "Council Policy Housekeeping", dated July 6, 2015, from the General Manager, Community Services, be rescinded; and
3. That all policies, procedures and directives with out-of-date titles for positions and Divisions, Departments, or Sections be updated, as needed, to reflect the current organizational structure.

Cathryn Volkering Carlile

Cathryn Volkering Carlile
General Manager, Community Services
(604-276-4068)
Att. 2

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Human Resources	<input checked="" type="checkbox"/>	<i>Cathryn Volkering Carlile</i>
City Clerk	<input checked="" type="checkbox"/>	
Finance Division	<input checked="" type="checkbox"/>	
Arts, Culture & Heritage	<input checked="" type="checkbox"/>	
Engineering	<input checked="" type="checkbox"/>	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: <i>mb</i>	APPROVED BY CAO <i>[Signature]</i>

July 6, 2015

Staff Report

Origin

In January 2012, the Chief Administrative Officer established a Senior Management Policy and Procedure Subcommittee with a mandate to monitor and review City policies and procedures, to ensure policies are not impediments to providing high quality customer service, to ensure policies and procedures are current and relevant, and that policies and procedures are consistently applied throughout the organization.

This report deals with:

1. Housekeeping amendments and changes that do not amend the fundamental Council policy philosophy;
2. Updating old policies that need to reflect changes and work practices in the organization;
3. Rescinding of policies that are redundant and/or no longer relevant; and
4. Updating out of date titles for Divisions, Department, Sections and positions referenced in the policies.

Since 2012, Council rescinded several policies that were no longer current or relevant. Staff are continuing to review and update policies to propose housekeeping updates and changes to policies and to confirm whether the remaining policies continue to be relevant.

Analysis

The City of Richmond has Council adopted policies covering various aspects of City business including:

- Administration
- Buildings Properties and Equipment
- Finance
- Health and Social Services
- Land and Land Use Planning
- Personnel
- Public Works and Related Services
- Recreation and Cultural Services
- Regulatory and Protective Services
- Single Family Lot Size

Council Policies are different from Bylaws. Council has the authority to regulate, prohibit or impose through establishing bylaws in business areas as outlined in the *Community Charter*. Council Policies express the philosophy of City Council and provide a framework for staff to carry out administrative and operational matters.

Policies distinguish between the policy-setting function of Council, and the policy implementation function of City staff (Administrative Directives). They ensure consistent operating practices on matters, which occur on a regular basis, and prevent inconsistent decision making on issues where fairness and equity are important considerations.

July 6, 2015

The table attached outlines the policies and the rationale for recommending housekeeping and updating amendments (Attachment 1), which includes a copy of the track changes of each policy as well as a copy of the proposed final version. Policies that are recommended to be rescinded are attached (Attachment 2). Each policy is also attached.

In addition, over the years, the City's department's names and position titles change such as Leisure Services is now Community Services and Director – Leisure Services is now the General Manager, Community Services. Many policies reflect old, outdated names and titles while the policy is still relevant. As a part of this omnibus report, staff recommend that all policies with out-of-date department or position names be updated with any current names for Divisions, Departments, or Sections according the City's current organizational structure.

Staff continually review policies for their relevance and effectiveness. Staff also review best practices in other cities and research gaps or policy innovations that Council may want to consider in the future.

Financial Impact

There is no financial impact.

Conclusion

The Policy and Procedure Subcommittee has reviewed policies for their relevance and effectiveness. The Subcommittee also deemed that some policies receive housekeeping amendments, updating to ensure relevance and effectiveness and that some new policies be established. Staff will continue to update policies that need change and those will come forward for Council consideration in the future. Those policies that are still relevant but have department title changes or position title changes will be all changed automatically.



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

Att.1 – Recommended Policy Amendments

Att.2 – Recommended Policies to be Rescinded

cvc:cvc

Recommended Policy Amendments

Policy No.	Title	Date Adopted by Council	Explanation	Division/ Department
6800	Respectful Workplace Policy	July 8, 2008	Housekeeping edits.	Human Resources
6801	Conflict of Interest	July 28, 2008	Housekeeping edits.	Human Resources
7500	Dyke Crossing Agreements – Sand Pumping	Nov 14, 1972	To update the required securities from the applicant, along with housekeeping edits.	Engineering
8303	Minoru Chapel – Use of	Aug 22, 1983	To ensure all uses such as Opera and Filming is included as well as heritage designation.	Arts, Culture and Heritage
9016	Unauthorized Changes or Damages to City Property	Feb 26, 2001	Housekeeping edits.	Engineering



Page 1 of 4	Adopted by Council: July 8, 2008 Amended by Council:	Policy 6800
File Ref: 1500-00	RESPECTFUL WORKPLACE POLICY	

I. Purpose

To promote and maintain a workplace in which all employees and volunteers act and are treated with dignity and respect. To establish processes for addressing complaints of Bullying and Harassment and Discrimination.

II. Policy

The City of Richmond is committed to a respectful workplace, free from Discrimination, Sexual Harassment or Bullying and Harassment. The City considers workplace Discrimination, Sexual Harassment and Bullying and Harassment serious offences and will not tolerate behavior which may undermine the respect, dignity, self-esteem or productivity of any employee.

Complaints under the policy will be addressed in an impartial, timely and confidential manner where possible.

Conduct contrary to this policy will not be tolerated and may result in disciplinary action up to and including termination of employment. Off duty conduct which has an impact in the workplace may be subject to the requirements of this policy.

This Policy prohibits retaliation or reprisals against anyone who in good faith (an honest and reasonably held belief) reports violations to this policy or participates/cooperates in a complaint investigation process even if sufficient evidence is not found to substantiate the concern. Retaliation or reprisal is considered to be discriminatory and is subject to disciplinary action by the City up to and including termination of employment.

Good faith investigations under this policy are not grounds for a Bullying and Harassment complaint. Where it is determined that a person had made a complaint in bad faith or with the intent to harm another and/or has misrepresented what is going on in the workplace, then formal disciplinary action may be taken against the person. Conduct based on mistakes or misunderstandings shall not constitute malicious conduct.

III. Scope

This policy applies to all employees of the City of Richmond, including supervisors and managers.

While the policy will apply to all employees, the investigative procedures under this policy may vary as the collective agreement or contracts for service may require from time to time.

This policy applies to conduct at the workplace itself or during work-related activities or events including, but not limited to, off-site meetings or conferences, client locations,



Page 2 of 4	Adopted by Council: July 8, 2008 Amended by Council:	Policy 6800
File Ref: 1500-00	RESPECTFUL WORKPLACE POLICY	

social situations related to work or workers' homes if there are real or implied consequences related to the workplace.

IV. Definitions

Bullying and Harassment means any inappropriate conduct or comment, including electronic, by a person towards an employee that the person knew or ought to have known, would cause that employee to be humiliated or intimidated, or any other form of unwelcome verbal or physical behaviour which by a reasonable standard would be expected to cause insecurity, discomfort, offence or humiliation to an employee or group of employees, and has the purpose or effect of interfering with an employee's work performance or creating an intimidating, hostile or offensive work environment.

However, Bullying and Harassment excludes any reasonable action taken by an employer or supervisor relating to the management and direction of employees or the place of employment.

Examples of Bullying and Harassment include, but are not limited to the following:

- words, gestures, actions or practical jokes, the natural consequence of which is to humiliate, ridicule, insult or degrade;
- spreading malicious rumours;
- threats or intimidation, including threats of violence;
- vandalizing personal belongings;
- physical assault or violence; and/or
- persistent rudeness, bullying, taunting, patronizing behaviour, or other conduct that adversely affects working conditions or work performance.

Discrimination means discrimination within the meaning of the *BC Human Rights Code* based on a person's race, color, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex or sexual orientation, age or criminal conviction unrelated to the employment or intended employment of the person. Discrimination permitted by the *BC Human Rights Code* is not a breach of the Policy (i.e. where a Bona Fide Occupational Requirement is established, or where discrimination relates to a bona fide pension plan or group insurance plan).

Sexual Harassment means unwelcome conduct that is sexual in nature, which may detrimentally affect the work environment or lead to adverse job related consequences for the victim of the harassment.

Examples of Sexual Harassment include, but are not limited to:

- Unwelcome remarks, questions, jokes, innuendo or taunting about a person's body, sex or sexual orientation, including sexist comments or sexual invitations;
- Leering, staring or making sexual gestures;
- Display of pornographic or other sexual materials;



- Unwanted invitation or physical contact such as touching, patting, pinching or hugging;
- Intimidation, threats or actual physical assault of a sexual nature;
- Sexual advances with actual or implied work-related consequences; or
- Inquiries or comments about a person's sex life or sexual preference.

It is NOT disruptive and disrespectful conduct to:

- comply with professional, managerial or supervisory responsibilities to evaluate and report on the performance, conduct or competence of employees;
- express reasonable opinions freely and courteously; or
- respectfully engage in honest differences of opinion.

Complainant is an employee who believes that he or she has a complaint of conduct contrary to the policy and is bringing forward the complaint. There can be more than one complainant in a complaint.

Respondent is an individual against whom an allegation(s) of conduct contrary to the policy has been made and who is responding to the allegations made in the complaint. A respondent may be a non-employee.

Manager is the Department Head or the immediate exempt level supervisor of either the Complainant or the Respondent.

Investigator is the person assigned to investigate the complaint. The Investigator may be the Director, Human Resources or delegate or, at the Director's discretion, an external third party.

Mediation is a voluntary process used to resolve conflict by having a neutral, trained third party help the disputing parties arrive at a mutually acceptable solution. Mediation between parties are treated as private and confidential.

Allegation is an unproven assertion or statement based on a person's perception.

Employee includes all employees (full-time, part-time and auxiliary).

V. Expected Standards of Conduct

All employees are expected to promote and maintain a respectful work environment by adhering to the following expected standards of conduct and personally responsible behavior:

- Being courteous, polite, respectful and considerate towards others;
- Acting with honesty and integrity, abiding by and upholding all rules and regulations and assisting/encouraging others to do the same;



- The inclusion of all people, including those with different strengths and opinions;
- Managing workplace conflicts using conflict resolution processes;
- Encouraging and supporting individuals to learn and practice personal conflict resolution and respectful workplace skills;

Each employee of the City of Richmond is responsible for conducting herself/himself within the spirit and intent of this Policy as well as contributing towards a safe, welcoming and inclusive work environment free from Bullying and Harassment, Discrimination, and Sexual Harassment.

VI. Roles and Responsibilities

Managers and Supervisors are expected to:

- ensure the principles of the policy are reflected in the execution of duties, operational policies and practices within their area of responsibility;
- regularly communicate and support this policy by ensuring all persons, under their supervision, are provided with the policy including knowledge of their rights and responsibilities; and
- take action and actively participate as needed, in the resolution and investigation of a complaint and implement remedies as required.

Employees (all persons to whom this policy applies) are expected to:

- contribute to a respectful, safe and supportive work environment that is collaborative and inclusive by modelling behavior consistent with the policy and not engaging in prohibited conduct;
- take action when they become aware of prohibited conduct because silence or failure to take action acts as a form of approval; and
- utilize the informal resolution process where appropriate.

Human Resources:

- will take a leadership role in providing training for management and employees on respectful workplace behavior;
- will give advice on this Policy, addressing and providing assistance to resolve issues of disrespectful behavior, and, or discrimination or harassment;
- will provide mediation where parties in dispute consent to meet to determine whether the dispute can be resolved in an informal and mutually satisfactory manner; and
- in some instances, may determine that an external third party mediator should be called upon to assist in achieving resolution



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- in some instances, may determine that an external third party mediator should be called upon to assist in achieving resolution



POLICY

I. PURPOSE

The purpose of this policy is to:

- (a) safeguard public interest by clearly identifying and addressing standards of employee conduct relating to actual and apparent conflicts of interest;
- (b) prevent Employees from using their employment positions for private gain;
- (c) protect Employees from inadvertently placing themselves in a Conflict of Interest position;
- (d) provide avenues for Employees to clarify and prevent potential conflicts of interest before they occur; and
- (e) protect the reputation of the City.

II. APPLICATION

This policy applies to all Employees.

This policy supplements and does not supersede or replace other policies adopted by Council or other contractual or statutory obligations.

III. POLICY

Employees are expected to perform their duties on behalf of the City faithfully, diligently, honestly and to the best of their abilities. Every employee owes a duty of loyalty and fidelity to the City. Employees must never place themselves in a position where their self-interest may conflict with this duty. Employees must avoid engaging in activities where personal interests actually or potentially conflict with the interests of the City.

Employees must not engage in any activity that results in actual or potential conflict of interest. Employees must promptly disclose to their Manager circumstances which could result in any actual or potential conflict of interest so that the matter may be fully assessed.

IV. DEFINITIONS

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City Property includes, but is not limited to, City buildings and land, equipment, supplies, stores, vehicles, materials, recovered materials (salvage), technology resources, financial assets, information and work time;

City means the City of Richmond;

Conflict of Interest means a situation where an Employee has a private or personal interest sufficient to influence or to appear to influence the objective performance of his or her duties as an Employee of the City, and includes a Direct or Indirect Conflict of Interest;

Direct Conflict of Interest means a situation where an Employee derives or is seen to derive some financial or personal benefit or avoid financial or personal loss;

Employee means an individual employed by the City, including those on contract and in a volunteer capacity, but not including elected officials;

Indirect Conflict of Interest means a situation where a potential pecuniary or non-pecuniary benefit or avoidance of loss is experienced by a person or corporation related to the Employee;

Manager means a City Departmental or Divisional Manager;

Political Activity includes, but is not limited to, being a candidate for elected office, campaigning for a candidate for elected office, fundraising for an election campaign, or promoting a political party or cause; and

Relative means a person's husband, wife, children, wards, parents, brothers, sisters (including foster or step), parents-in-law, brothers-in-law, sisters-in-law, sons-in-law, daughters-in-law, grandparents, grandchildren, guardians, domestic partner or common law spouse.

V. RESPONSIBILITIES

(a) Managers

Managers shall make this policy available to their Employees and ensure that the Employees are made fully aware of this policy. Managers shall discuss the entire policy with their Employees and highlight any of the rules that have particular relevance, given the nature of the Employee's work.

Managers are required to advise senior management of any breach of this policy. Upon receiving verbal or written disclosure or becoming aware of an actual or potential Conflict of Interest, the Manager shall determine that either no conflict exists or take reasonable steps to ensure that the matter is addressed by consulting with the appropriate Human Resources Manager. Failure to take



immediate action by the Manager in addressing Conflicts of Interest or silence is akin to condoning the Conflict of Interest itself and may result in a breach of this policy.

The Manager and the Human Resources Manager shall determine jointly the proper course of action, and shall ensure that the Conflict of Interest or potential Conflict of Interest situations they are resolving are documented, starting from disclosure, review and evaluation through to resolution. Such documentation shall be retained in confidence at the Human Resources ~~Division~~[Department](#).

It is the responsibility of departmental/divisional management to ensure that each Conflict of Interest situation is investigated, and dealt with fairly and consistently.

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Employees are required to read, clarify and confirm their understanding, and comply with this policy.

Employees have a duty to report under this policy, and shall immediately and fully disclose in writing or verbally to their Manager if they are in a Conflict of Interest or potential Conflict of Interest.

In the case of the Chief Administrative Officer, disclosure shall be made in writing to the Council of the City.

In addition to self-disclosure, Employees are required to advise management of any potential breach of this policy by others.

VI. VIOLATION OF POLICY AND CONSEQUENCES

Violation of this policy, including failure to disclose a Conflict of Interest, may result in disciplinary and/or remedial action. The City will determine the appropriate consequence(s) for breach which may include, but are not limited to the following:

- the Employee is instructed to divest himself or herself of the outside interest;
- the Employee is instructed to cease the action resulting in the breach of the Conflict of Interest Policy;
- the Employee is subject to disciplinary action up to and including termination of employment;
- the Employee is reassigned to other duties pending further investigation;
- the City may seek to recover losses;
- commencement of civil action or, if applicable, consideration of criminal prosecution.



VII. RECOGNIZING CONFLICTS OF INTEREST

Employees must conduct themselves at all times in accordance with the highest ethical standards and in a manner which will withstand the closest scrutiny. As each situation depends on its particular facts, the following is not an exhaustive list, but rather provides examples of obvious conflicts of interest:

1. Receiving Meals, Refreshments, Entertainment or Gifts

An Employee may accept customary business hospitality, such as meals, refreshments, entertainment or gifts with full knowledge of his or her Manager, provided that:

- it is a normal exchange of hospitality;
- it is a token exchanged as part of protocol;
- it is a normal presentation made to the person for participating in public functions;
- it is not lavish or extravagant under the circumstances; and
- it is infrequent.

It is the personal responsibility of each Employee to ensure that the acceptance of such meals, refreshments, entertainment or gifts is proper and could not reasonably be construed in any way as an attempt by the offering party to secure favourable treatment.

2. Commission, Reward or Benefit

An Employee shall not accept or offer or agree to accept a commission, reward, advantage or benefit of any kind from any person dealing with the City, either on his or her own behalf or through a Relative or other person, for his or her own benefit.

3. Outside Interest

During working hours, employees are expected to devote their full time and attention to the business affairs of the City. An Employee shall not engage in any outside employment (including acting as a consultant for a third party that is undertaking projects in the City), business or undertaking that:

- conflicts with his or her duties as an Employee;
- causes the Employee to gain benefits as a result of his or her position as an Employee;
- influences or affects the carrying out of his or her duties as an Employee; or
- involves the use of City Property. An Employee's use of City Property for personal convenience or profit not associated with the official discharge of duties, may be a potential Conflict of Interest unless the property is available



for use by the general public generally, or the property is made available under City policy or terms of employment.

An Employee shall not represent, nor contract to, nor lobby on behalf of any private interest in dealing with the City.

A Conflict of Interest exists when:

- the Employee's ability/judgment is influenced by his or her own personal interest or the interest of third parties against the better interest of the City;
- the Employee's outside interest interferes with his or her ability to perform work for the City;
- the Employee uses City Property or work time for his or her outside interest without authorization;
- ~~the Employee's outside interest involves the performance of work requiring the inspection/approval of another Employee;~~
- an Employee advances his or her own private interests by interfering or influencing the objectivity, responsibilities and/or duties of another Employee within the organization;
- the Employee's outside interest is directly or indirectly represented as being work representing the City;
- the Employee's outside interest involves work that is in direct competition with services offered by the City;
- the Employee gains an unfair advantage over others in the conducting of business with the City;
- the Employee's actions in his capacity of Employee affect or appear to affect the interest of the Employee's other employers or private clients in a way which enhances the personal interest of the Employee;
- The Employee receives additional compensation for performing City duties from a third party external to the City; or
- The Employee's performance of City duties is influenced by offers of future employment.

While it is not the City's desire to interfere with the non-work hours of an Employee, the City may prohibit outside employment that causes the Employee to be in a Conflict of Interest.

4. Financial Interest

An Employee who has financial interest in a City contract, sale or other business transaction or has relatives, friends or Business Associates with such interest, is required to declare the relationship in writing to his or her Manager, and shall not represent or advise the City in such transactions.



5. Preferential Treatment

An Employee shall not give or appear to give preferential treatment to any Relatives, friends or Business Associates or to anyone else that would advance the Employee's personal interests.

6. Confidential Information

An Employee shall not use confidential or privileged information of the City to advance his or her personal interest or the interests of others. Access to confidential information should be on a "need to know" basis i.e., confidential information is shared only with those whose job duties require that they need to know the information.

7. Post-Employment Conflict of Interest

An Employee shall not act, after he or she leaves the employ of the City, in such a manner as to take improper advantage of their previous office. Actions negatively impacting the City as a result of information gained during an Employee's former employment with the City may be pursued to the full extent of the law. Each situation will be reviewed separately.

8. Purchasing Conflict of Interest

An Employee who has a direct or indirect financial interest in a supplier doing business with the City, other than an insignificant investment in a publicly-held company, is considered to be in a Conflict of Interest and shall declare the Conflict of Interest to his or her Manager. An Employee may not be involved in the placement of City business with a company owned or controlled by an Employee or relative; the Manager must make arrangements to clearly exclude the Employee from participating or influencing the applicable purchasing decisions.

An Employee may not make a personal bid on the purchase of City Property or goods, except when these are also offered to the general public.

An Employee shall not accept discounts/rebates on personal purchases from suppliers having an existing business relationship with the City, unless it is the general practice of those suppliers to offer the same discounts/rebates to employer groups including, but not limited to, the City.

An Employee shall not purchase goods and services through the City for personal use, unless specifically allowed by Council as in the purchase of a personal computer to improve the productivity of City business activities.



9. Employment of Relatives

The City may employ a Relative of an existing Employee if the Relative is the best qualified candidate for the position, subject to any applicable collective agreement provisions and subject to this Policy.

It is not the intention of this Policy to unduly restrict or enhance employment opportunities with the City based on family relationships. However, the City will not employ, appoint, transfer or promote a Relative of a current employee where the action will result in the risk or real or potential conflict of interest. Such conflicts may occur where there is:

- any undue influence exercised directly or indirectly on the selection and hiring process
- direct or indirect supervisory relationship
- the ability of one family member to influence or exert financial or administrative control over another.

The determination of whether the employment of Relatives results in real conflict or that potential conflict exists will be made on a case by case basis by the appropriate Manager in consultation with the Director of Human Resources.

Candidates and Employees who are or become related to each other while employed by the City are required to advise the City of the relationship at the earliest reasonable opportunity.

10. Political Activity

An Employee shall not run for election or be nominated to run for Mayor or City Councillor without first taking a leave of absence without pay as required by Section 67 of the *Local Government Act*.

An Employee shall not run for elected office provincially or federally if a Conflict of Interest exists between running and the Employee's responsibilities to the City.

Further, an Employee shall not actively campaign for election funds [or use City resources](#) for a candidate for elected office with the City of Richmond. Further, no campaigning for any election funds may be conducted during working hours.

11. Harm to Business or Reputation:

Employees must refrain from engaging in conduct that could adversely affect the City's business or reputation. Such conduct may include but is not limited to:

- (i) publicly criticizing the City, its management or its employees; or



- (ii) engaging in criminal conduct or other conduct that could harm the City's business or reputation.

VIII. DISCLOSURE, REVIEW AND EVALUATION

Upon disclosure of a Conflict of Interest by an employee, the city will take appropriate steps to protect against any actual or potential conflict of interest. Such steps may include:

- (i) requiring the employee to refrain from involvement in any decisions made by the City regarding its dealing with the person, business or enterprise giving rise to the conflict; or
- (ii) requiring the Employee to refrain from any involvement in any dealings on behalf of the City with such person, business or enterprise; or
- (iii) requiring the Employee to dispose of his/her interest in such business or enterprise if he/she wishes to remain in the City's employ.

IX. OTHER

An Employee who knowingly makes false, frivolous or vexatious allegations about another Employee may be subject to disciplinary action including termination of his or her employment with the City.



POLICY

I. PURPOSE

The purpose of this policy is to:

- (a) safeguard public interest by clearly identifying and addressing standards of employee conduct relating to actual and apparent conflicts of interest;
- (b) prevent Employees from using their employment positions for private gain;
- (c) protect Employees from inadvertently placing themselves in a Conflict of Interest position;
- (d) provide avenues for Employees to clarify and prevent potential conflicts of interest before they occur; and
- (e) protect the reputation of the City.

II. APPLICATION

This policy applies to all Employees.

This policy supplements and does not supersede or replace other policies adopted by Council or other contractual or statutory obligations.

III. POLICY

Employees are expected to perform their duties on behalf of the City faithfully, diligently, honestly and to the best of their abilities. Every employee owes a duty of loyalty and fidelity to the City. Employees must never place themselves in a position where their self-interest may conflict with this duty. Employees must avoid engaging in activities where personal interests actually or potentially conflict with the interests of the City.

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(a) Managers

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- (ii) requiring the Employee to refrain from any involvement in any dealings on behalf of the City with such person, business or enterprise; or
- (iii) requiring the Employee to dispose of his/her interest in such business or enterprise if he/she wishes to remain in the City's employ.

IX. OTHER

An Employee who knowingly makes false, frivolous or vexatious allegations about another Employee may be subject to disciplinary action including termination of his or her employment with the City.



City of Richmond

Policy Manual

Page 1 of 1	Adopted by Council: Nov. 14/72	POLICY 7500
File Ref: 1000-00	DIYKE CROSSING AGREEMENTS – SAND PUMPING	

POLICY 7500:

It is Council policy that:

1. Whenever applications are received to pump sand onto private lands, the applicant is required to provide details of a method of returning the run-off water to the river by means other than the use of City drainage facilities.
2. All applications shall be reviewed by the Engineering Department for the conditions of an agreement. The ~~City Engineer~~General Manager, Engineering and Public Works or designate shall estimate the potential cost of restoring dykes and infrastructure affected by the application. The applicant will be required to deposit this refundable cost with the City; \$25,000 is the minimum amount. The applicant must provide public liability and property damage insurance for not less than \$15 million, naming the City as an additional insured.
3. The applicant, should his request be approved, shall deposit with the City a certified cheque or a letter of credit in the amount of the estimate prior to issuance of an agreement to ensure compliance with the provisions of the agreement.

The Mayor and City Clerk are authorized to sign such agreements after approval has been granted by the ~~City Engineer~~General Manager, Engineering and Public Works subject to the damage deposit and other required documents having been received.

(Engineering Department)



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3. The applicant, should his request be approved, shall deposit with the City a certified cheque or a letter of credit in the amount of the estimate prior to issuance of an agreement to ensure compliance with the provisions of the agreement.

The Mayor and City Clerk are authorized to sign such agreements after approval has been granted by the General Manager, Engineering and Public Works subject to the damage deposit and other required documents having been received.

(Engineering Department)



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Policy Manual

Page 1 of 1

Adopted by Council: June/68

Amended: Aug. 22/83

POLICY 8303

File Ref: 7125-00

MINORU CHAPEL —USE OF

POLICY 8303:

Minoru Chapel was Richmond's first heritage project, undertaken to mark Canada's Centennial. It was originally built as the Richmond Methodist Mission Church in 1891 as part of a cluster of associated church buildings at the corner of River and Cambie Roads. Purchased by the City in 1961 and moved to Minoru Park in 1967, the building was then restored and consecrated as Minoru Chapel in 1968. The Chapel was designated a Municipal Heritage Site (By-Law 3738) in 1979. ~~The province designated Both the Chapel and Pierrefonds Gardens that same year (Jane, what was the designation?).~~ were included on the Community Heritage Register, BC and Canadian Heritage Registers in 2003 (R03/10-25 and 26)

It is Council policy that:

1. Preservation – The City will preserve Minoru Chapel, Richmond's oldest extant church building as close to its original condition as possible for future generations. Elements to be preserved are its: historic use as a community gathering space, L-shaped plan, square corner entry tower, wood frame construction, Carpenter Gothic style, wooden sash windows and interior features as outlined in detail in the Minoru Chapel Conservation Plan, December 2013.
2. Use – Minoru Chapel will serve as a memorial to the first waves of European immigration into Richmond and to serve ~~current multi-cultural community as an inter-denominational facility.~~
 - a. The Chapel will be used for weddings, funerals, baptisms, other services of a spiritual nature, and for cultural programming.
 - b. The Chapel will be made available for filming and photography activities if those activities do not risk the buildings preservation.
 - c. Multiple bookings by one group or individual ~~will~~may not be permitted. A multiple booking is defined as monthly or more frequent booking by the same group or individual.
3. Sale of Commercial Items - The display and sale of commercial items will be permitted in Minoru Chapel if items are related to and part of an approved use.

It is Council policy that:

- ~~1. Minoru Chapel is to be made available to all denominations for weddings, baptisms, funerals and other services of a spiritual nature.~~
- ~~2. For weddings only, civil services by all Marriage Commissioners will be permitted.~~
- ~~3. In order to preserve the sanctity and tradition of the Church, it is not to be used as a meeting hall for temporal affairs.~~
- ~~4. Multiple bookings by one church or individual should not be permitted at Minoru Chapel, and a multiple booking is defined as monthly or more frequent booking to same group or individual.~~ (Community Services Division)



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(Community Services Division)



City of Richmond

Policy Manual

Page 1 of 1

Adopted by Council: **Feb.26,2004****POLICY 9016**

File Ref: 2270-00

UNAUTHORIZED CHANGES OR DAMAGES TO CITY PROPERTY

POLICY 9016:

It is Council Policy that:

1. Where an unauthorized change or damage to City property which is an apparent threat to public safety or property comes to the attention of staff, the City will take immediate action to have the City property restored and invoice the responsible party in accordance with the fees bylaw.
2. Where an unauthorized change or damage to City property which is not an apparent threat to public safety or property comes to the attention of staff, the City may choose to not take action to have the City property restored until it becomes a threat or until City forces are undertaking regular maintenance or capital construction in the immediate vicinity.
3. Where the party responsible for unauthorized changes or damage to City property can be identified, they must restore the City property at their cost within a reasonable time as determined by the General Manager of Engineering and Public Works or designate but not to exceed one calendar year.
4. The property owner fronting changed (unauthorized) or damaged City property will have the option of restoring the City property to an approved condition themselves, or having City forces restore the City property.
5. If City forces restore unauthorized changes or damage to City property, the City will take reasonable precautions to protect private property, but will not be responsible for any damage to privately placed improvements on the City right of way which may result from the restoration of City property.

(Engineering Department)

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POLICY 9016:

It is Council Policy that:

1. Where an unauthorized change or damage to City property which is an apparent threat to public safety or property comes to the attention of staff, the City will take immediate action to have the City property restored and invoice the responsible party in accordance with the fees bylaw.
2. Where an unauthorized change or damage to City property which is not an apparent threat to public safety or property comes to the attention of staff, the City may choose to not take action to have the City property restored until it becomes a threat or until City forces are undertaking regular maintenance or capital construction in the immediate vicinity.
3. Where the party responsible for unauthorized changes or damage to City property can be identified, they must restore the City property at their cost within a reasonable time as determined by the General Manager, Engineering and Public Works or designate but not to exceed one calendar year.
4. The property owner fronting changed (unauthorized) or damaged City property will have the option of restoring the City property to an approved condition themselves, or having City forces restore the City property.
5. If City forces restore unauthorized changes or damage to City property, the City will take reasonable precautions to protect private property, but will not be responsible for any damage to privately placed improvements on the City right of way which may result from the restoration of City property.

(Engineering Department)

Recommended Policies to be Rescinded

Policy No.	Title	Date Adopted by Council or Amended	Explanation	Division/ Department
1004	Invitations to Council to Attend Fund-Raising Events For Non-Profit Organizations	02/25/1991	Obsolete.	City Clerk's Office
6006/ 6006.01	Donations – Death of Current or Former City Employees	04/14/1997	Outdated. New administrative directive under review.	Human Resources
7002	Local Improvements by Council – Initiatives – Single Family Lot Size	06/25/1990	Policy redundant given the adoption of Bylaw 8751 and 8752 in 2011.	Engineering
8304	Minoru Chapel – Sale of Commercial Items	05/12/1997	Information incorporated into 8303.	Arts, Culture and Heritage



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Adopted by Council: Feb. 25/91

POLICY 1004

File Ref: 0105-00

INVITATIONS TO COUNCIL TO ATTEND FUND-RAISING EVENTS FOR NON-PROFIT ORGANIZATIONS

POLICY 1004:

It is Council policy that:

All invitations received by Council members to attend fund-raising events by non-profit organizations and ***requiring payment by the City*** be reviewed informally by a committee of the Mayor, Acting Mayor (for the period in which the event is to be held) and the Administrator, with a report and recommendation ***directly*** to Council, to enable these requests to be dealt with as expeditiously as possible.

(City Administrator's Office)

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Adopted by Council: April 14/97

POLICY 6006

File Ref: 0050-00

DONATIONS – DEATH OF CURRENT OR FORMER CITY EMPLOYEES

POLICY 6006:

It is Council Policy that:

A donation of an appropriate amount, which may, at the request of the next of kin of the deceased, take the form of either flowers or a bequest to a charitable organization, shall be made by the City:

- (a) in the case of the death of a current employee or their spouse; and
- (b) with the approval of the Mayor, in the case of the death of a former employee with at least 10 years of service with the City.

(Human Resources)



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Adopted by Council: April 14/97

**ADMINISTRATIVE
PROCEDURE 6006.01**

File Ref: 0050-00

DONATIONS – DEATH OF CURRENT OR FORMER CITY EMPLOYEES

ADMINISTRATIVE PROCEDURE: 6006.01

It is Council Policy that:

Where a donation is to be sent in connection with the death of a current or former City employee:

- (a) the value shall not exceed \$50; and
- (b) the staff of the division of which the employee in question was a member, shall notify the Administrative Assistant in the Human Resources Section of the Finance and Corporate Services Division, providing the following information:
 - (i) the name and other pertinent information in connection with the deceased;
 - (ii) information about the whereabouts of family members, if known;
 - (iii) information about the choice of the donation.

Upon receipt of the above information, the Human Resources Section staff shall notify the members of Council, in writing, about the death, and make the necessary arrangements for the donation to be made.



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Page 1 of 1	Adopted by Council: June 25/90	POLICY 7002
File Ref: 6190-00	LOCAL IMPROVEMENTS BY COUNCIL – INITIATIVES – SINGLE-FAMILY LOT SIZE POLICY AREAS	

POLICY 7002:

It is Council policy that:

Staff be authorized to undertake Local Improvements for single-family lot size policy areas (per section 702 of the Zoning and Development Bylaw), using the Council initiative option provided for in the Municipal Act, immediately upon adoption of such policies, where the approval of a Local Improvement is required for rezoning to a reduced lot width or area.

(Urban Development Division)

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Adopted by Council: May 12/97

POLICY 8304

File Ref: 0190-00

MINORU CHAPEL – SALE OF COMMERCIAL ITEMS**POLICY 8304:**

It is Council policy that:

The display and sale of commercial items will not be permitted in Minoru Chapel.

(Community Services Division)