



General Purposes Committee

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

**Tuesday, July 4, 2017
4:00 p.m.**

Pg. # ITEM

MINUTES

GP-5 *Motion to adopt the **minutes** of the meeting of the General Purposes Committee held on June 19, 2017.*



FINANCE AND CORPORATE SERVICES DIVISION

1. **APPLICATION FOR AMENDMENT TO HOURS OF LIQUOR SERVICE FOR LIQUOR PRIMARY LIQUOR LICENCE NO. 200266 & FOOD PRIMARY LIQUOR LICENCE NO. 200046 – INNVEST HOTELS LP, DOING BUSINESS AS FAIRMONT VANCOUVER AIRPORT HOTEL**

(File Ref. No. 12-8275-30-001) (REDMS No. 5407188)

GP-11

See Page GP-11 for full report

Designated Speaker: Carli Edwards

STAFF RECOMMENDATION

- (1) *That the applications from InnVest Hotels Lp., doing business as, Fairmont Vancouver Airport Hotel, for an amendment to increase their hours of liquor service for both the Liquor Primary Liquor Licence No. 200266, and the Food Primary Liquor Licence No. 200046, from: Monday to Saturday, 11:00 AM to 1:00 AM and Sunday, 11:00 AM to Midnight; to, Monday to Sunday, 9:00 AM to 4:00 AM for both, for premises located at 3111 Grant McConachie Way, Richmond, B.C., be supported only for:*

- (a) *Liquor service hours for Monday to Sunday, from 9:00 AM to 2:00 AM for both, Liquor Primary Liquor Licence No. 200266, and Food Primary Liquor Licence No. 200046;*
- (b) *The total person capacity will remain the same at 226 Persons for Liquor Primary Liquor Licence No. 200266, and 926 Persons for Food Primary Liquor Licence No. 200046;*
- (2) *That a letter be sent to the Liquor Control and Licensing Branch advising that:*
 - (a) *Council supports the amended conditions as listed above, for Liquor Primary Liquor Licence No. 200266 and Food Primary Liquor Licence No. 200046 as the issuance will not pose a significant impact on the community; and*
 - (b) *Council's comments on the prescribed criteria (set out in Section 71(9) of the Liquor Control and Licensing Regulations) are as follows:*
 - (i) *The location of the establishment is zoned Airport District and since the property is under the Federal jurisdiction, the City does not review or comment on business uses for zoning purposes;*
 - (ii) *The proximity of the proposed location to other social, recreational and public buildings was considered. There are no public schools or parks within a 50 meter radius of this establishment;*
 - (iii) *The potential for additional noise and traffic in the area was considered;*
 - (iv) *The impact on the community was assessed through a community consultation process; and*
 - (v) *The business has operated since 1999 and there is no history of non-compliance with this operation;*
 - (c) *As the operation of a licenced establishment may affect nearby residents the City gathered the view of the residents as follows:*
 - (i) *A letter was sent to Community Services representative of Vancouver Airport Authority, requesting that a letter of notice, of an amendment to existing Liquor Primary Liquor Licence No. 200266 and Food Primary Liquor Licence No. 200046 be circulated to the other business operations at YVR; and*

(ii) *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 applications and instructions on how community comments or concerns could be submitted*

(d) *Council’s comments and recommendations respecting the view of the residents are as follows:*

(i) *There were no responses received from all the public notifications and based on the lack of any responses received from the community, Council considers that the approval of this application is acceptable to the majority of the residents in the area and the community.*



COMMUNITY SERVICES DIVISION

2. **COUNCIL POLICY HOUSEKEEPING AND POLICY UPDATES – REPORT NO. 5**

(File Ref. No. 01-0105-01) (REDMS No. 4900752)

GP-16

See Page GP-16 for full report

Designated Speaker: Cathryn Volkering Carlile

STAFF RECOMMENDATION

(1) *That the Council Policies, as listed in Attachment 1 to the staff report titled “Council Policy Housekeeping”, dated May 5, 2017, from the General Manager, Community Services, be rescinded; and*

(2) *That all policies, procedures and directives with outdated language or organizational name changes for our community partners be updated, as needed, to reflect current references.*



3. **KIWANIS TOWERS – FIFTH AND FINAL DISBURSEMENT FROM THE AFFORDABLE HOUSING RESERVE FUND TO 7378 GOLLNER AVENUE**

(File Ref. No. 08-4057-01) (REDMS No. 5409494)

GP-40

See Page GP-40 for full report

Designated Speaker: Joyce Rautenberg

STAFF RECOMMENDATION

- (1) *That the fifth and final disbursement of \$463,309 be paid to Richmond Kiwanis Senior Citizens Housing Society (the “Society”) towards construction costs associated with 296 subsidized senior housing units at 7378 Gollner Avenue (formerly 6251 Minoru Boulevard) to be used by the Society; and*
- (2) *That the Chief Administrative Officer and the General Manager of Community Services be authorized to disburse the amount as stated in recommendation 1 above.*

ADJOURNMENT



General Purposes Committee

Date: Monday, June 19, 2017

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 4:00 p.m.

AGENDA

It was moved and seconded
That "July 1st Flag Raising" be added to the Agenda as Item No. 4.

CARRIED

MINUTES

It was moved and seconded
That the minutes of the meeting of the General Purposes Committee held on June 5, 2017, be adopted as circulated.

CARRIED

General Purposes Committee
Monday, June 19, 2017

COMMUNITY SERVICES DIVISION

1. **2017 CHILD CARE CAPITAL GRANTS - SECOND INTAKE**
(File Ref. No. 07-3070-01) (REDMS No. 5394468 v. 5)

It was moved and seconded

That the report titled "2017 Child Care Capital Grants – Second Intake", dated May 17, 2017 from the General Manager, Community Services, be awarded for the recommended amounts and cheques be disbursed for a total of \$64,594.00.

CARRIED

ENGINEERING AND PUBLIC WORKS DIVISION

2. **2017 CORPORATE ENERGY MANAGEMENT PROGRAM UPDATE**
(File Ref. No. 10-6125-05-01) (REDMS No. 5384165 v. 8)

With the aid of a PowerPoint presentation (copy on file, City Clerk's Office), Levi Higgs, Corporate Energy Manager, provided an update on the City's Corporate Energy Management Program (EMP) and the following information was highlighted:

- since 2008, the EMP has helped save approximately 58.9 GWh of energy through various projects;
- the energy savings corresponds to a cumulative reduction of over 8,000 tonnes of CO₂ emissions, which is the equivalent to taking 2,500 cars off Richmond roads each year;
- ~\$3,000,000 in total operational cost avoidance savings since 2008 with approximately \$1,800,000 of external funding secured to support the EMP.

Jim Nelson, Senior Manager of Marketing, BC Hydro, accompanied by Rick Truong, Key Account Manager, BC Hydro, advised that energy conservation remains a top priority for BC Hydro and with the help of key customers like the City, BC Hydro can achieve its conservation goals. Mr. Nelson spoke of the City's various energy management projects, highlighting that the City is a leader in the field.

It was moved and seconded

That the staff report titled "2017 Corporate Energy Management Program Update" from the Director, Engineering, dated May 26, 2017, be received for information.

CARRIED

General Purposes Committee
Monday, June 19, 2017

CHIEF ADMINISTRATOR'S OFFICE

3. **COUNCIL TERM GOALS ACHIEVEMENT HIGHLIGHTS FOR 2016**
(File Ref. No.: 01-0105-07-01) (REDMS No. 5355606 v. 3)

With the aid of a PowerPoint presentation (copy on file, City Clerk's Office), Lani Schultz, Corporate Programs Consultant, highlighted 2016 Council Term Goals achievements:

- a comprehensive police services review was completed to ensure the most appropriate policing model was in place for Richmond;
- a wide array of award winning parks, cultural, and recreation programs and special events were delivered;
- development permits totalling over \$715 million in construction value were processed;
- implementation of the City's robust sustainability framework was continued;
- over \$18 million of funding was secured for infrastructure related to community safety, sustainability and community services from the Federal and Provincial governments;
- large infrastructure projects such as the Minoru Centre for Active Living continue to progress;
- financial stewardship remained favourable;
- platforms to foster simpler ways for businesses to conduct business were improved; and
- a significant number of community consultations, information sessions and open houses were held regarding upcoming plans and projects;

Also, a new Page 39 of the Achievement Highlights for 2016 was distributed to Committee as an error was found (attached to and forming part of these Minutes as Schedule 1).

The Chair requested that staff provide a brief presentation at the June 26th Council meeting.

It was moved and seconded

- (1) *That the report titled "Council Term Goals Achievement Highlights for 2016" dated June 1, 2017 from the Corporate Programs Consultant be received for information;*
- (2) *That staff be directed to continue using Council's 2014-2018 Term Goals as established in May 2015 to guide work programs for this term of office.*

CARRIED

3.

General Purposes Committee
Monday, June 19, 2017

4. **JULY 1ST FLAG RAISING**

(File Ref. No.):

The Chair advised that there had been a suggestion from the community regarding the potential for a flag raising ceremony at City Hall at 8 a.m. on July 1st to recognize Canada's 150th anniversary. It was noted that the ceremony would be simple and community groups have offered to offset any costs incurred by the City for the ceremony.

Discussion took place on the significance of a flag raising ceremony, particularly if the proposed event would have little to no programming. Also, it was noted that costs to open City Hall for such a ceremony should be borne by the City.

The Chair remarked that should such ceremony be scheduled, it would be Council's discretion to use the Council Contingency fund; he remarked that a citizenship ceremony was not scheduled this year prior to the Salmon Festival and thus a flag raising ceremony could take its place.

Discussion ensued and the following Committee comments were noted:

- that should a flag raising ceremony be scheduled, it have some programming and that the programming be tied to the City's upcoming 140th anniversary;
- flag raising ceremonies are common in Asian countries and such a ceremony hosted by City could act as a symbolic occasion to bring the community together; and
- the City's main Canada Day event is held in Steveston, and thus it may seem odd to have a ceremony in the City Centre at City Hall.

Discussion further took place and it was suggested that the flagpole at the corner of No. 1 Road and Moncton Street potentially be used for a flag raising ceremony and that a short program be included. Also, it was noted that any programming to take place in Steveston should be coordinated with the appropriate organizing groups.

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

It was moved and seconded

- (1) *That staff investigate possibilities of a flag raising ceremony on the morning of July 1st and liaise with the Salmon Festival organizing groups; and*
- (2) *That staff report to the Canada 150 Committee and report back at the June 26, 2017 Council meeting.*

CARRIED

General Purposes Committee
Monday, June 19, 2017

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (4:40 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the General Purposes Committee of the Council of the City of Richmond held on Monday, June 19, 2017.

Mayor Malcolm D. Brodie
Chair

Hanieh Berg
Legislative Services Coordinator

Goal 8: Supportive Economic Development Environment

Schedule 1 to the Minutes of the General Purposes Committee meeting of Richmond City Council held on Monday, June 19, 2017.

Review, develop and implement plans, policies, programs and practices to increase business and visitor appeal and promote local economic growth and resiliency.

Background

Council is keenly aware of the important role economic development plays in the well-being and financial sustainability of the City. Businesses in Richmond are pivotal to the success of our community and a variety of methods must be employed to support, protect and enhance our business community. Ensuring our businesses have space to grow, determining appropriate taxation levels, protecting our agricultural viability, exploring innovative business models for the future, and ensuring an effective and productive relationship with our business communities are all on Council's mind. Council is interested in exploring large scale events and creative attractions that bring people to the City and raise the profile of opportunities in the community. Through sport hosting, exploring opportunities in film, large-scale community events, and creative, redefined ways of conducting business, Richmond's economy will continue to grow and thrive.

To help guide success and the focus for City work programs related to a Supportive Economic Development Environment, Council has identified 2 key priorities for this term of office. Priorities include:

- 8.1 Richmond's policies, programs, and processes are business-friendly
- 8.2 Opportunities for economic growth and development are enhanced



To: General Purposes Committee **Date:** June 2, 2017
From: Carli Edwards, P.Eng.
Manager, Customer Services and Licencing **File:** 12-8275-30-001/2017-
Vol 01
Re: **Application for Amendment to Hours of Liquor Service for Liquor Primary
Liquor Licence No. 200266 & Food Primary Liquor Licence No. 200046 -
InnVest Hotels Lp, doing business as Fairmont Vancouver Airport Hotel**

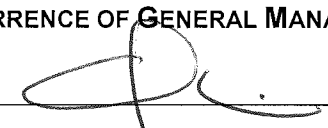
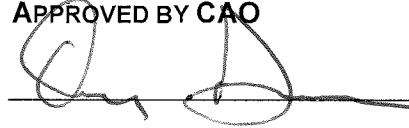
Staff Recommendation

1. That the applications from InnVest Hotels Lp., doing business as, Fairmont Vancouver Airport Hotel, for an amendment to increase their hours of liquor service for both the Liquor Primary Liquor Licence No. 200266, and the Food Primary Liquor Licence No. 200046, from: Monday to Saturday, 11:00 AM to 1:00 AM and Sunday, 11:00 AM to Midnight; to, Monday to Sunday, 9:00 AM to 4:00 AM for both, for premises located at 3111 Grant McConachie Way, Richmond, B.C., be supported only for:
 - a) Liquor service hours for Monday to Sunday, from 9:00 AM to 2:00 AM for both, Liquor Primary Liquor Licence No. 200266, and Food Primary Liquor Licence No. 200046;
 - b) The total person capacity will remain the same at 226 Persons for Liquor Primary Liquor Licence No. 200266, and 926 Persons for Food Primary Liquor Licence No. 200046.
2. That a letter be sent to the Liquor Control and Licensing Branch advising that:
 - a) Council supports the amended conditions as listed above, for Liquor Primary Liquor Licence No. 200266 and Food Primary Liquor Licence No. 200046 as the issuance will not pose a significant impact on the community; and
 - b) Council's comments on the prescribed criteria (set out in Section 71(9) of the Liquor Control and Licensing Regulations) are as follows:
 - i) The location of the establishment is zoned Airport District and since the property is under the Federal jurisdiction, the City does not review or comment on business uses for zoning purposes;
 - ii) The proximity of the proposed location to other social, recreational and public buildings was considered. There are no public schools or parks within a 50 meter radius of this establishment;
 - iii) The potential for additional noise and traffic in the area was considered;

- iv) The impact on the community was assessed through a community consultation process; and
- v) The business has operated since 1999 and there is no history of non-compliance with this operation.
- c) As the operation of a licenced establishment may affect nearby residents the City gathered the view of the residents as follows:
 - i) A letter was sent to Community Services representative of Vancouver Airport Authority, requesting that a letter of notice, of an amendment to existing Liquor Primary Liquor Licence No. 200266 and Food Primary Liquor Licence No. 200046 be circulated to the other business operations at YVR; and
 - ii) 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 applications and instructions on how community comments or concerns could be submitted.
- d) Council's comments and recommendations respecting the view of the residents are as follows:
 - i) There were no responses received from all the public notifications and based on the lack of any responses received from the community, Council considers that the approval of this application is acceptable to the majority of the residents in the area and the community.



Carli Edwards, P.Eng.
 Manager, Customer Services and Licencing
 (604-276-4136)

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

Staff Report

Origin

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

This report deals with an application to the LCLB and the City of Richmond by InnVest Hotels LP, doing business as Fairmont Vancouver Airport Hotel, (hereinafter referred to as FVAH), for an amendment to hours of liquor service for both, their Liquor Primary Liquor Licence and Food Primary Liquor Licence, currently operating liquor service; Monday to Saturday, 11:00 AM to 1:00 AM; and Sunday 11:00 AM to Midnight for both. To amend both to:

- operate, Monday to Sunday, 9:00 AM to 4:00 AM;
- maintain same total person capacity of 226 persons for Liquor Primary Liquor Licence and 926 persons for Food Primary Liquor Licence;

The City is given the opportunity to provide written comments by way of a resolution to the LCLB with respect to the applications for proposed amendment to hours of liquor service for both the Liquor Primary Liquor Licence and the Food Primary Liquor Licence. Regulatory criteria local government must consider are:

- the location of the establishment;
- the proximity of the establishment to other social or recreational facilities and public buildings;
- the person capacity and hours of liquor service of the establishment;
- the number and market focus or clientele of liquor primary licence establishments within a reasonable distance of the proposed location;
- the impact of noise on the community in the immediate vicinity of the establishment; and
- the impact on the community if the application is approved.

Analysis

The Applicant has been operating FVAH at the Vancouver Airport since 1999. FVAH operates with a Liquor Primary Liquor Licence with a 226 person capacity and a Food Primary Liquor Licence with a 926 person capacity. FVAH is applying to change the hours of liquor service for both their Liquor Primary and Food Primary Liquor Licences to better service their guests.

Location of establishment

The FVAH operates at the Vancouver International Airport. The FVAH is situated pre-security and is accessible by both arriving or departing travelers or guests.

Proximity to other social or recreational and public buildings

There are no public schools or parks within a 50 meter radius of the property.

Person capacity and hours of liquor service

The FVAH has applied to operate from 9:00 a.m. to 4:00 a.m. Monday to Sunday for both their Liquor Primary and Food Primary Liquor Licences. As this is pre-security and open to all public

in Richmond, Council Policy 9400 applies where hours of liquor service will not be supported past 2:00 AM. The person capacity will remain the same and no changes are proposed for both the Liquor Primary and Food Primary Liquor Licences seating capacity.

Number and market focus or clientele of liquor primary licence establishments within a reasonable distance of the proposed location

City licence records indicate that there are 13 establishments operating throughout the Airport that have a Liquor Primary Liquor Licence and the majority of clientele for these establishments would be the travelling public. As this is an existing licence, no focus was applied on proximity to other locations.

Impact of noise on the community

It is not expected that the amended hours of liquor service for both the Liquor Primary and Food Primary Liquor Licences will cause any additional noise in the area.

Impact on the community

To satisfy LCLB requirements, the City's review process requires that the public be notified of the liquor licence application and be given an opportunity to express any concerns related to the proposal.

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

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

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

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

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

The required signage was posted on May 02, 2017 and three advertisements were published in the local newspaper on May 5, May 10 and May 12, 2017.

In addition to the advertised public notice requirements set out in Section 1.8.1, staff have adapted from a prior bylaw requirement the process of the City sending letters to businesses, residents and property owners within a 50-metre radius of the establishment. The letter provides details of the proposed liquor licence application and requests the public to communicate any concerns to the City.

A letter to Vancouver International Airport, Commercial Services, for distribution to businesses operating within the Airport was sent on May 2, 2017. The period for comment for all public notifications' ended June 5, 2017. No comments were received.

The City relies, in part, on the response from the community to any negative impacts of the liquor licence application. Having received no responses from businesses in the surrounding area and none from the city-wide public notifications, staff feels that support of this application is warranted due to the lack of negative public feedback.

Other agency comments

As part of the review process, staff requested comments from Vancouver Coastal Health, Richmond RCMP, Richmond Fire-Rescue and the City's Building Permit and Business Licence Departments.

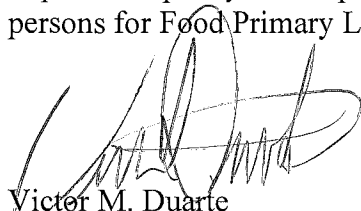
No objections were received. The Richmond RCMP comment reflected they were ok with the proposed amendment to hours of liquor service as long as the 2:00 AM closure was adopted as per Council Policy.

Financial Impact

None.

Conclusion

Following the public consultation period, staff reviewed the Liquor Primary and Food Primary Liquor Licence applications against the LCLB review criteria and recommends Council support the applications to issue FVAH amended hours of liquor service for both, the Liquor Primary and Food Primary Liquor Licences, from, Monday to Sunday, 9:00 AM to 2:00 AM; and, no change to person capacity of 226 persons for Liquor Primary Liquor Licence No. 200266; and 926 persons for Food Primary Liquor Licence No. 200046.



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

VMD:vmd



City of Richmond

Report to Committee

To: General Purposes Committee **Date:** June 28, 2017
From: Cathryn Volkering Carlile **File:** 01-0105-01/2016-Vol
 General Manager, Community Services 01
Re: Council Policy Housekeeping and Policy Updates - Report No. 5

Staff Recommendation

1. That the Council Policies, as listed in Attachment 1 to the staff report titled "Council Policy Housekeeping", dated May 5, 2017, from the General Manager, Community Services, be rescinded.
2. That all policies, procedures and directives with outdated language or organizational name changes for our community partners be updated, as needed, to reflect current references.

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

Att. 1

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Human Resources	<input checked="" type="checkbox"/>	
Business Licences	<input checked="" type="checkbox"/>	
City Clerk	<input checked="" type="checkbox"/>	
Arts, Culture & Heritage	<input checked="" type="checkbox"/>	
Recreation Services	<input checked="" type="checkbox"/>	
Policy Planning	<input checked="" type="checkbox"/>	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 	APPROVED BY CAO

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 rescinding of policies that are redundant and/or no longer relevant. Since 2012, Council has rescinded several policies that were no longer current. The Policy and Procedures Subcommittee has also reviewed a variety of updated policies that have proceeded independently through various Council Committees. The City's Policy and Procedure Subcommittee continues to review Council policies for housekeeping updates as well as confirm that policies are relevant.

Analysis

The City of Richmond has over 203 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.

The table attached outlines policies that are redundant and/or no longer relevant and therefore are recommended to be rescinded (Attachment 1). Each policy is attached for reference.

Some policies have outdated language (disabled person) that is no longer commonly accepted terminology (person with a disability) while the policy is still relevant. Other policies reference community partners that have had organizational name changes. As part of this report, staff recommend that these changes can be updated to current references.

Financial Impact

There is no financial impact.

Conclusion

The City has 203 Council Policies. The Policy and Procedure Subcommittee has reviewed all policies and has deemed that some be rescinded as they are redundant, obsolete or out of date. The Subcommittee also deemed that some policies receive housekeeping amendments, updating to ensure relevance and effectiveness and that some new policies be established.

A handwritten signature in black ink, appearing to read "Cathryn Carlile", with a horizontal line underneath the signature.

Cathryn Volkering Carlile
General Manager, Community Services

Att. 1: **Recommended Policies to be Rescind**



City of Richmond

Policy Manual

Page 1 of 1

Adopted by Council: April 14/98

POLICY 1313

File Ref: 0105-00

INFORMATION AND STATUS REPORTS TO COUNCIL**POLICY 1313:**

It is Council policy that:

- (1) All staff reports which provide information on, or the status of, a particular issue, but on which a decision is not sought, shall not be placed on a standing committee agenda, but shall be distributed to members of Council through the internal office mail system or computer system, as appropriate, unless Council or a standing committee has, by resolution, asked for an information or a status report on that issue, on the understanding that upon receipt of such information or status report a member of Council may (i) request further information or clarification from the appropriate Division Administrator, or (ii) request that the matter be formally addressed either by a standing committee, or as part of the City Administrator's report at the end of each in-camera meeting.
- (2) All staff reports which are "received for information" by a standing committee shall not be placed on a Council agenda, but shall be distributed to members of Council through the internal office mail system or computer system, as appropriate, unless (i) the standing committee directs that the information report be forwarded to Council, or (ii) Council has, by resolution, asked for information or a status report on that issue.



City of Richmond

Policy Manual

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Adopted by Council: Jan. 13/97

POLICY 6011

Amended by Council: July 27, 2015

File Ref: 1600-00

PREVENTION OF WORKPLACE VIOLENCE PROGRAM

POLICY 6011:

It is Council policy that:

The City of Richmond is committed to preventing workplace violence.¹ To that end, the City of Richmond endorses the Prevention of Workplace Violence Program to attempt to eliminate or minimize risk to employees of violence in the workplace and to promote a violence-free environment. Any act of violence against employees is unacceptable and will not be tolerated.

It is the responsibility of all employees to follow established procedures and report violent incidents or potentially violent incidents to their supervisor and co-workers.

¹Definition of Workplace Violence: The attempted or actual exercise by a person, other than a worker, of any physical force as to cause injury to a worker, including any threatening statement or behaviour which gives a worker reasonable cause to believe that the worker is at risk of injury. (WCB IHS Regulation 8.88)

(Human Resources Department)

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City of Richmond

Policy Manual

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Approved by Administrator Group: Aug. 13/96

**ADMINISTRATIVE
PROCEDURE 6011.01**

File Ref: 1600-00

PREVENTION OF WORKPLACE VIOLENCE PROGRAM

ADMINISTRATIVE PROCEDURE 6011.01:

The responsibilities for the administration of the Prevention of Workplace Violence Program will be as follows:

Management will ensure that adequate information and training is provided for all personnel. Management will also ensure risk assessments have been conducted and prepare supplementary instructions when necessary and ensure corrective actions are taken in response to incidents of violence. Management will ensure timely investigations are conducted in the event of an observed or reported violent incident or potentially violent incident.

Employees will follow all established procedures for prevention of workplace violence and reporting of violent incidents. All employees are encouraged to report unsafe conditions and activities that may lead to potentially violent situations and to work positively and cooperatively toward the prevention of workplace violence.

Manager, Training and Development will ensure that all violent incident reports are reviewed. Copies of reports will be forwarded to **The Occupational Health and Safety Committee.**



1. PROCEDURE DURING A VIOLENT INCIDENT - IN PERSON

a. Assess your:

- i. means of egress (for immediate escape if needed)
- ii. aggressor's state of mind (anger, intoxication involved)
- iii. environment (protection, weapons, obstacles)
- iv. means of obtaining assistance (phone, voice, buzzer)

b. **Maintain either a physical barrier (e.g., counter) or a "Safe Zone"¹ between you and the individual.** Do not turn your back on the individual! If the individual walks towards you, back away as necessary to remove yourself from danger.

Indoor Environment

If the individual leans over counter, step back/away.

Outdoor Environment

If possible, return to (or remain in) your vehicle.

c. **Attempt to defuse (calm) the individual.**

- i. Speak to the person (try to determine the focus of the aggression).
- ii. Direct the individual to the department or person requested. Forewarn that department or individual of the forthcoming telephone call or visit.
- iii. Provide assistance to individual, if able.
- iv. **DO NOT** continue communications if the individual is becoming more agitated.

Do not attempt to subdue the individual unless not subduing the person presents an even greater danger.

d. **Call for assistance.** (Often the individual will submit if you are not alone.)

Indoor Environment

- i. Call/phone co-worker from across the office.
- ii. Press your "buzzer" button.
- c. Notify RCMP - **9-1-1**.
- d. Notify ambulance if required - **9-1-1**.

¹Definition of Safe Zone: An area in which you are **not** within reach of the individual (either with body or weapon) and have time to withdraw to safety in the event the individual moves towards you.



Outdoor Environment

- i. Call/radio to co-worker from across the work site.
- ii. Activate your personal alarm.
- iii. Notify RCMP - **9-1-1**.
- iv. Notify ambulance if required - **9-1-1**.

e. Remove yourself from the area if possible

Indoor Environment

Walk away from your desk or out of your office.

Outdoor Environment

- i. Walk away from the individual.
- ii. Drive away.

f. Be a "GOOD" witness.

- i. Try to write down pertinent information and facts.
- ii. Photograph or video tape when possible.
- iii. Watch the direction the individual moves.
- iv. Be available to co-workers, supervisor, and/or RCMP.

2. PROCEDURE DURING A VIOLENT INCIDENT - AS A WITNESS

a. Maintain either a physical barrier (e.g., counter) or a "Safe Zone" between you and the individual. Do not turn your back on the individual!

Even though the individual is initially confronting your co-worker, the anger may become directed at you.

b. Assess your co-worker's ability to control the situation.

Ask if your assistance is required.

Indoor Environment

Knock on co-worker's door or telephone.

Outdoor Environment

Radio or walk over to co-worker's work area.

c. Be available.

Indoor Environment

- i. Leave your office door open.
- ii. Find a task to do in your co-worker's work area.
- iii. Periodically interrupt to ask questions of co-worker.



Outdoor Environment

- i. Find a task to do in your co-worker's work area.
- ii. Periodically radio co-worker for assistance.

- d. **Assist your co-worker.** If a situation is escalating, step in and attempt to defuse the situation by following the procedures previously outlined in Section 1 for a ***Violent Incident - In Person.***

3. PROCEDURE DURING A VIOLENT INCIDENT - OVER THE PHONE

- a. **Assess the aggressor's state of mind (alcohol, drugs?, or just upset, frustrated).**

- b. **Attempt to defuse the individual.**

- i. Try to determine the focus of the aggression.
- ii. Direct the person to the department or person requested. Forewarn that department or individual of the call.
- iii. Provide assistance if able.
- iv. **DO NOT** continue communications if the individual is becoming more agitated.

- c. **Maintain control of the conversation.** Inform individual that if behaviour continues, you will be hanging up.

- d. **Remove yourself from the situation. Hang up.**

- e. **Be a "GOOD" witness.**

- i. Write down pertinent facts and information.
- ii. Be available to co-workers, supervisor, and/or RCMP.

4. PROCEDURE AFTER A VIOLENT INCIDENT

- a. **Communicate the incident.**

- i. Notify your supervisor and assist in the completion of the Violent Incident Report.
- ii. Discuss incident at next staff safety meeting.
- iii. File charges with the RCMP if required.



b. Obtain support.

- i. Discuss the incident with co-workers and supervisor.
- ii. Arrange for Employee Assistance Program counselling and/or debriefing.
- iii. See your family doctor.

c. Follow-up.

- i. Management will ensure appropriate employees are aware of the risks related to the incident.
- ii. Any employees involved in (or a witness to) a violent incident are requested to provide any recommendations towards the improvement of the procedures, physical layout, or working conditions in an effort to avoid recurrence.



City of Richmond

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Feb.12/01

ADMINISTRATIVE
PROCEDURE 6012.01

File Ref: 1800-03

OVERTIME – EXEMPT STAFF

ADMINISTRATIVE PROCEDURE 6012.01:

The following persons constitute the administrative support exempt staff members for the purposes of this policy:

Chief Administrator's Office

Executive Assistant to City Administrative Officer - *Carol Arason*
 Secretary to Councillors - *Judy vanRoggen*
 Secretary to the Mayor - *Susan Blackburn*
 Receptionist/Clerk - *Dianne Foulkes*
 Receptionist/Clerk - *Arlene Hope*

Finance & Corporate Services

City Clerk's Office – Executive Assistant - *Fran Ashton*
 Finance – Benefits Assistant - *Diane Lewis*
 Human Resources – Executive Assistant - *Valerie Wilmot*

Community Safety

Executive Assistant to General Manager - *Pam Portman*
 Secretary – RCMP - *Susan McBride*

Engineering & Public Works

Executive Assistant to General Manager - *Debra Berg*

Urban Development

Executive Assistant to General Manager - *Darlene Teranishi (Acting)*



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Adopted by Council: October 11, 2005

Administrative
Procedure 6012.03

Amended by Council: July 27, 2015

File Ref: 1700-00

Overtime – Exempt Staff

Administrative Procedure:**Process:**

Each General Manager, in consultation with the HR Department and CAO will, on a biennial basis, review and give consideration to the following as they relate to establishing the job value of each management position:

- Role profile
- Base job specification
- Adjusted job specification after consideration of additional required (compensatory time) beyond regular work hours, i.e. regular attendance at Council meetings, Committee meetings, etc.
- Recent, past, current, and anticipated future workload and demand on the position to complete work beyond regular hours
- Special assignments (i.e. support for a volunteer advisory committee, etc.), special projects
- Documented trends in recorded time worked beyond regular hours
- Temporary and permanent nature of the source of demand for additional work hours
- Proficiency and efficiency of the performance of regular duties

Approval Process:

On a biennial basis (or annually if proven necessary), each General Manager will submit compensatory time job value classification requests to SMT for evaluation. SMT will review and provide recommendations to the CAO for final approval. The HR Department and Payroll Department will administer necessary changes to commence on January 1 of the subsequent year.

Job Specification Value Classifications:

Consistent with the previous management overtime policy, 105 hours per year represents the limit or maximum increase in job value that can be awarded regardless of the number of additional hours worked beyond 105 hours in any given calendar year.

Implementation Schedule:

In order to ensure that a double payment is not made, the policy change will be effective January 1, 2006. Therefore, management overtime will be administered in accordance with current policy until December 31, 2005, at which time the City of Richmond will cease to provide overtime pay as direct hour for hour compensation over and above annual salary.



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Adopted by Council: Jan 22, 1996
 Amended by CAO & GM's: Sep 25, 2001; Nov 4, 2003

**ADMINISTRATIVE
 PROCEDURE 6004.01**

File Ref: 1580-00

HUMAN RIGHTS - HARASSMENT-FREE WORKPLACE

ADMINISTRATIVE PROCEDURE 6004.01:

1. Preamble:

- 1.1 The City of Richmond believes that all employees have a right to work in an environment, which is free from any form of discrimination based upon any of the prohibited grounds of discrimination under the *B.C. Human Rights Code*. Discrimination is a serious offence that could result in disciplinary sanctions including dismissal if warranted.
- 1.2 The City is committed to creating a professional, respectful and supportive work environment that is inclusive of all our employees and the customers we serve.
- 1.3 This procedure reflects the City's responsibility under the *BC Human Rights Code* to prevent discrimination in the workplace.
- 1.4 The City will communicate this procedure to all employees, provide employee education, train supervisors and managers, and establish procedures for complaint investigation and dispute resolution.

2 Principles:

- 2.1 All employees of the City of Richmond have the responsibility to respect the rights of others.
- 2.2 Efforts at informal resolution should normally be made first in dealing with a complaint.
- 2.3 At any time, either party or appointed person under this procedure may request an Alternate Dispute Resolution process to resolve the issue(s).
- 2.4 This procedure will be interpreted and administered in conformity with the principles of fairness and natural justice. In particular:
 - 2.4.1 All parties will be advised of the provisions of this procedure and of the process and resources available to them.
 - 2.4.2 Any Complainant, who wishes the City to assist in the resolution of a complaint through an investigation, must be prepared to be identified to the Respondent.
 - 2.4.3 All parties must be given the opportunity to present evidence in support of their positions and to defend themselves against allegations of discrimination.
 - 2.4.4 All parties may be accompanied by a support person and/or a union representative throughout the time frame of the process.



2.4.5 All submissions, responses, comments and decisions pursuant to this procedure will be made in writing in the formal complaint process.

2.5 Those responsible for interpreting, administering and applying this procedure will use the reasonable person standard.

2.6 This procedure is **not** to be interpreted, administered or applied in such a way as to detract from the rights and obligations of those in supervisory roles to manage and discipline employees.

- Harassment does **not** include critical/constructive comments concerning the assignment of work, evaluation of performance, or maintenance of appropriate workplace standards of behaviour or debate.

2.7 Employees have an obligation to participate in the process under this procedure. It is a ground for discipline for either party or witness to refuse to participate in an investigation without reasonable justification.

2.8 If it is determined that a Complainant has made a vexatious or frivolous complaint, the Complainant may be subject to disciplinary action. In such case, the Investigating Officer(s) shall make a determination on actions to be taken and shall advise the General Manager of Human Resources in consultation with the appropriate line manager, who shall then be responsible for implementing and monitoring the appropriate action.

2.9 Either party to a complaint may object to the participation of a person in the administration of this procedure on grounds of a clear conflict of interest or reasonable bias. The General Manager of Human Resources will determine if the person being objected, will participate.

2.10 This procedure is not intended to interfere with the ordinary social or personal relationships among employees of the City of Richmond.

3. **Definitions:**

3.1 **Harassment** includes derogatory written or spoken comments, gestures or actions, which have the intent or could reasonably be expected to have the effect of demeaning or intimidating individuals or groups.

- Harassment includes unwarranted physical or verbal threats or abuse and unwarranted use of authority.
- Harassment may also include actions not directed at an individual, but which nonetheless have a degrading effect on individuals or groups, e.g. the display of material or graffiti which has the same intent and effect as the comments, gestures and actions described above.



- 3.2. **Sexual Harassment** includes written or spoken comments, gestures or actions or actions of a sexual nature, which have the intent or could reasonably be expected to have the effect of demeaning or intimidating individuals or groups.
- 3.3. **Workplace** includes any location where the business of the City is being carried out and where the City can reasonably be expected to have jurisdiction or influence over the participants in an incident.
- 3.4. **Complainant** is any individual (as defined in section 4.1) who seeks recourse pursuant to this procedure as someone who believes he/she has experienced discrimination, including harassment. The City of Richmond may also be a Complainant.
- 3.5. **Formal Complaint** is a written statement by a Complainant setting out the grounds of complaint and seeking recourse pursuant to this procedure.
- 3.6. **Discrimination** is any behaviour whether intended or not, which when viewed by a *reasonable person* has the affect of discrimination of another individual on the basis of one of the grounds of discrimination set out under the B.C. Human Rights Code. The prohibited grounds of discrimination include; race, religion, physical or mental disability, criminal or summary conviction that is unrelated to the employment of an individual, colour, political belief, marital status, sexual orientation, ancestry, family status, age, place of origin and gender.
- 3.7. **Reasonable Person Standard** - Whether or not a reasonable person in roughly the same position as the Complainant would judge discrimination to have occurred as a result of a behaviour or pattern of behaviour.
- 3.8. **Respondent** is a person or group of persons, against whom allegation(s) of discrimination has been made pursuant of the terms of this procedure.
- 3.9. **Investigating Officer** – An internal or external individual(s) designated by the General Manager of Human Resources who will investigate formal complaint and make recommendations to the General Manager of Human Resources.
- 3.10. **General Manager of Human Resources** – Means the individual appointed to the position of General Manager of Human Resources of the City of Richmond, or designate.
- 3.11. **Witness** is any individual(s) determined to have pertinent information with relation to a complaint filed under this procedure.
- 3.12. **Alternate Dispute Resolution** is a process where an individual either internal or external, who will facilitate, mediate, or negotiate a resolution between the Respondent and Complainant, appointed by the General Manager of Human Resources. All parties must be in agreement of the person appointed to this role.



4. Jurisdiction

- 4.1 Under this procedure, a City of Richmond employee may file a complaint of discrimination and/or harassment against another employee. The City of Richmond may also be a complainant.
- 4.2 A complainant may bring a complaint to the City of Richmond within **one (1) year** of the last alleged incident of discrimination unless the delay incurred in good faith and no prejudice to the Respondent. A Complainant who decides to pursue redress or resolution under other internal procedures (i.e. grievance procedures under a collective agreement) may not use this procedure concurrently.

5. Confidentiality and Access to Information

- 5.1 The *Freedom of Information and Protection of Privacy Act* govern rights to privacy and access to information with respect to any complaint.
- 5.2 The investigation of harassment/discrimination complaints will be conducted with discretion and avoid unnecessary dissemination of sensitive information.
- 5.3 The Investigating Officer(s) appointed under this procedure might interview such persons, as they deem necessary to effectively investigate or resolve a complaint. Information concerning a complaint shall be released to other persons on a need to know basis only at the discretion of the Investigating Officer or General Manager of Human Resources.

6. Informal Complaints Procedure

- 6.1 Where a person (hereinafter referred to as the 'Complainant') believes they have been harassed in the workplace, they should first attempt to make this known to the individual/s responsible and request that it stop.

A Complainant is under no obligation to take this step if it would create an unreasonable level of stress and discomfort for them.
- 6.2 Where the action in 6.1 has not been pursued or has not resulted in a successful resolution, an employee may discuss the concern with a supervisor or another appropriate member of management in order to explore opportunities to resolve the situation informally.
- 6.3 Where the procedures set out in 6.2 have not resulted in a successful resolution, a Complainant may lay a formal complaint, as set out in the "Formal Complaints Procedure" below.

7. Formal Complaints Procedure



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Adopted by Council: Jan 22, 1996
Amended by CAO & GM's: Sep 25, 2001; Nov 4, 2003

**ADMINISTRATIVE
PROCEDURE 6004.01**

File Ref: 1580-00

HUMAN RIGHTS - HARASSMENT-FREE WORKPLACE

- 7.1 A formal complaint must be made, in writing, to the General Manager of Human Resources. The Complainant shall describe the incident(s) and name(s) of the respondent(s), within one year of the last alleged incident.
- 7.2 On receipt of a formal written complaint, the General Manager of Human Resources shall take such steps as deemed necessary to form an opinion as to whether there exists a *prima facie* case that harassment has occurred and, if so, attempt to resolve the matter without undue delay. The General Manager of Human Resources may assign an Investigating Officer(s) to investigate and make recommendations. When the investigation is begun, the Complainant's identity will be made known to the Respondent(s).
- 7.3 The Respondent(s) will be provided a copy of the Complainant's written complaint and will be given two (2) weeks to formally respond in writing to the allegations. The General Manager of Human Resources or Investigating Officer(s) may conduct follow up interviews with the Complainant, Respondent(s) or related witnesses. The Complainant will be provided a copy of the Respondent's written submission for comments.
- 7.4 The Investigating Officer(s) will interview the Complainant, Respondent(s), witnesses and such other persons and review any documents that he/she considers may have relevant information pertaining to the complaint.
- 7.5 The Investigating Officer(s) will prepare a draft report and send it to the General Manager of Human Resources in order to determine possible actions to be taken. The Investigating Officer(s) will then prepare the final report that includes an opinion of the facts of the case and whether there has been discrimination or a violation of the procedure. A copy of this final report will be provided to the Complainant and Respondent(s).
- 7.6 The decision on whether there has been discrimination will be communicated to both parties. Resolution of a complaint may include a number of options including, but not limited to individual or group education, job site or position transfer, no contact for a period of time, mediation, counselling, or discipline up to and including dismissal.
- 7.7 The final decision and the report of the Investigating Officer(s) will be placed in a file in the Human Resources Department.
- 7.8 The General Manager of Human Resources, when making the final decision on an harassment complaint, shall apprise the Complainant, and Respondent(s), of the nature and basis of that decision. However, this does not create an obligation to provide access to documents to persons who would not otherwise be entitled to such access.



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Adopted by Council: Jan 22, 1996

Amended by CAO & GM's: Sep 25, 2001; Nov 4, 2003

**ADMINISTRATIVE
PROCEDURE 6004.01**

File Ref: 1580-00

HUMAN RIGHTS - HARASSMENT-FREE WORKPLACE

7.9 The Complainant may in writing withdraw the formal complaint at any time. However, the General Manager of Human Resources may choose to continue with the investigation if it is determined or there is a strong probability that a violation of the procedure may have occurred.

8. Appeals

8.1 The decision under this process of the General Manager of Human Resources is final. However a decision made under this process does not affect the rights of an individual to seek recourse through the collective agreement, if applicable, or through *the BC Human Rights Commission*.

9. Prevention and Education

9.1 The General Manager of Human Resources shall make recommendations on the nature and extent of training to be undertaken to achieve a broader understanding of harassment and harassment policies and procedures in the City workforce.

9.2 The General Manager of Human Resources is responsible for ensuring that general and specific education programs are carried out.

9.3 For the purposes of promoting greater understanding of the implementation of the harassment policy, the General Manager of Human Resources may review specific cases with management personnel, or Union officials, or both. Every reasonable precaution shall be taken to prevent unnecessary identification of individuals involved.

Attachments:

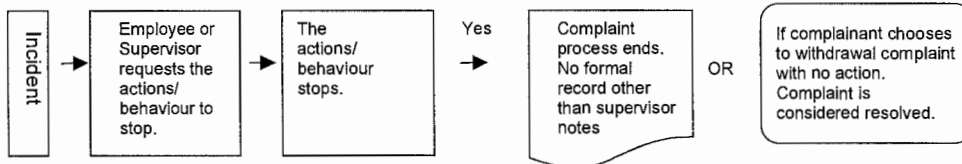
Appendix A – Complaint Process

Cross References:

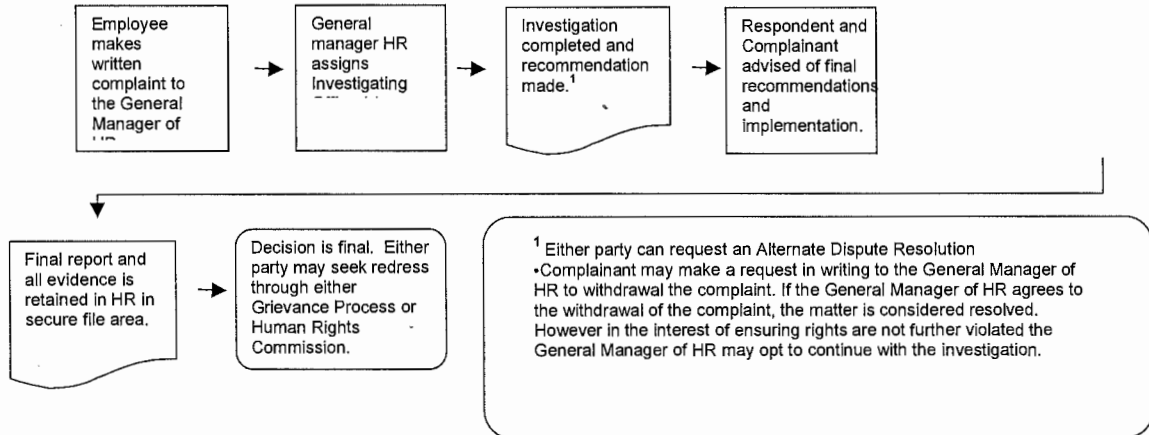
BC Human Rights Code
Freedom of Information and Protection of Privacy Act
Harassment-Free Workplace – Policy 6004



Informal Complaint Process



Formal Complaint Process





City of Richmond

Policy Manual

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Adopted by Council: July 23/90

POLICY 8001

File Ref: 7000-00

MUSEUM SERVICES

POLICY 8001:

It is Council policy that:

1. The focus of the museum services for the City be the development of an outreach program that broadens the public interest base for museum activities, and which provides greater exposure of the collection of artifacts through a decentralized approach to museum exhibitions.
2. The operation of the Steveston Museum, by the Steveston Historical Society, be continued essentially in its present form.
3. The Director of Parks & Leisure Services begin the process to renegotiate the current arrangement with the Richmond Historical Society for the operation of London Farm.
4. The future policy direction for London Farm be towards the concept of developing a multi-use centre of which the heritage-based London Farm exhibition is but one component.
5.
 - (a) The current Richmond Museum Advisory Committee be disbanded and replaced by a broader-based Richmond Museum Advisory Committee, appointed by Council, with representatives from the Steveston Historical Society and the Richmond Historical Society amongst others;
 - (b) The mandate of this new committee be the provision of advice and community input to Council, through staff to the Parks & Recreation Commission, on policy and operations of museum services in Richmond; and
 - (c) The Director of Parks & Leisure Services report to Council through the Parks & Recreation Commission on the appropriate terms of reference and general composition of such an advisory committee.
6. Pending the outcome of reports on an implementation strategy for sections 1 through 5 above, responsibility for budgeting and staffing for museum services remain within the Parks & Leisure Services Department and that, except for appropriate increases for inflation, the operating budget for museum services be maintained at current levels.
7. The inclusion of future museum services display space, either in public heritage buildings or in proposed expansions of community centres, be evaluated on their individual merits, but that no further action be taken on the development of a full-scale city museum until the results of broader outreach programming and other initiatives have demonstrated the need for such a facility.

(Parks & Leisure Services Department)



City of Richmond

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Adopted by Council: Mar. 28/78

POLICY 8302

File Ref: 2310-00

CITY FACILITIES – ACQUISITION DESIGN AND DEVELOPMENT

POLICY 8302:

It is Council policy that:

Through the Parks & Leisure Services Department, the City will coordinate the acquisition, design, and development of parks and recreational facilities in Richmond.

1. Within financial capabilities, adequate parks and facilities will be provided at the City, community and neighbourhood levels to meet the present and future needs of Richmond residents.
2. Where possible and feasible, combined school/park sites will be acquired at both the neighbourhood and community level in order to better serve the needs of residents for both school and community purposes.
3. The appropriate City and School Board personnel shall work cooperatively in the acquisition, design, and development of facilities, school/park sites.
4. Neighbourhood and community associations and other leisure service organizations shall be encouraged to participate in the design and development of facilities, parks and school/park sites, and may contribute a project, or toward a project, provided it is compatible with the overall design.
5. Wherever possible, a total park plan or school/park plan will be developed in cooperation with the appropriate community and neighbourhood association and other interested groups and individuals, and approved by Council, or Council and School Board (and the local community or neighbourhood association, where applicable) **before** the construction of individual facilities is approved.
6. Joint development and joint operating agreements of public, private and commercial facilities will be considered whenever feasible and desirable.
7. City financial responsibility, or City and School Board responsibility on combined park sites by agreement, is for:
 - a) acquisition;
 - b) designing, surveying, and preparation of a park plan;
 - c) grading and drainage;
 - d) supply and installation of essential facilities in accordance with the approved park plan;
 - e) provision of adequate parking space;
 - f) landscaping, including pathways; and,



Page 2 of 2

Adopted by Council: Mar. 28/78

POLICY 8302

File Ref: 2310-00

CITY FACILITIES – ACQUISITION DESIGN AND DEVELOPMENT

- g) maintenance of all park sites to a high standard, giving first consideration to the safety of users.
- 8. The Richmond Trails Plan, as updated and approved by Council, remains the official planning document for the overall implementation of a City trails system.

(Parks & Leisure Services Department)



City of Richmond

Policy Manual

Page 1 of 1

Adopted by Council: Feb. 22/88

POLICY 9303

File Ref: 8275-00

BUSINESS LICENCE APPEALS**POLICY 9303:**

It is Council policy that:

Business Licence applications which are not in conformity with the uses established in the Zoning and Development Bylaw shall be denied by both the Planning and Development Services Committee and Council.

(Permits & Licences Department)

GP - 39



City of Richmond

Report to Committee

To: General Purposes Committee **Date:** June 10, 2017
From: Cathryn Volkering Carlile **File:** 08-4057-01/2015-Vol
 General Manager, Community Services 01
Re: **Kiwanis Towers – Fifth and Final Disbursement from the Affordable Housing Reserve Fund to 7378 Gollner Avenue**

Staff Recommendation

1. That the fifth and final disbursement of \$463,309 be paid to Richmond Kiwanis Senior Citizens Housing Society (the “Society”) towards construction costs associated with 296 subsidized senior housing units at 7378 Gollner Avenue (formerly 6251 Minoru Boulevard) to be used by the Society and;
2. That the Chief Administrative Officer and the General Manager of Community Services be authorized to disburse the amount as stated in recommendation 1 above.

Cathryn Volkering Carlile
 General Manager, Community Services

Att.1

REPORT CONCURRENCE		
ROUTED TO: Finance Law Development Applications	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

The purpose of this report is to recommend that Council approve the final payment of \$463,309 to Richmond Kiwanis Senior Citizens Housing Society (“Society”) towards construction costs associated with 296 seniors’ subsidized rental housing units to be owned by the Society at 7378 Gollner Avenue (formerly 6251 Minoru Boulevard) (“Kiwanis Towers”).

The project originated when Kiwanis proposed the replacement of an aging seniors housing complex on its nearly five acre site with two concrete towers, financed partially through the selling of a portion of the site to Polygon. Polygon contracted with Kiwanis to build the seniors units as well as three market condominium towers on its parcel. City capital contributions were provided to the project from the Capital Affordable Housing Reserve Fund utilizing funds generated through developer contributions from other Polygon sites. BC Housing provided low-interest construction financing and facilitated the take-out mortgage.

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

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

This report also supports Council’s 2014-2018 Term Goal #3 A Well-Planned Community:

Adhere to effective planning and growth management practices to maintain and enhance the livability, sustainability and desirability of our City and its neighbourhoods, and to ensure the results match the intentions of our policies and bylaws.

This report also supports Social Development Strategy Goal #1: Enhance Social Equity and Inclusion:

Strategic Direction #1: Expand Housing Choices

This report is also consistent with the Richmond Affordable Housing Strategy, adopted on May 28, 2007, which specifies the creation of subsidized rental units as a key housing priority for the City.

Background

Affordable Housing Special Development Circumstance Provisions

On April 10, 2012, Council endorsed amendments (subsequently adopted) to the Affordable Housing Statutory Reserve Fund Policy 5008, Zoning Bylaw 8500 and Affordable Housing Operating Reserve Fund Establishment Bylaw No. 8206. The amendments provide Council with authority to direct:

1. Different proportions of contributions to the two Capital and Operating Affordable Housing Reserve Funds, from time to time, to support affordable housing special development circumstances (“AHSDCs”); and
2. Capital financial support for specific affordable housing developments for affordable housing project eligible costs that include:
 - a. Municipal fiscal relief (i.e. development cost charges, costs related to the construction of infrastructure required to service the land, and development application and permit fees);
 - b. The construction of infrastructure required to service the land on which the affordable housing is being constructed; and
 - c. Other costs normally associated with construction of the affordable housing (e.g., design costs, soft costs).

At the discretion of Council, 100 per cent of contributions can be allocated to projects that meet the AHSDC requirements set out in Policy 5008.

Kiwanis Towers Financial Contributions

On June 25, 2012, Council approved recommendations in a staff report, dated May 30, 2012, from the General Manager, Community Services, titled “Project Specific Financial and Policy Considerations for the Proposed Kiwanis Towers Affordable Housing Development at 6251 Minoru Boulevard.” These recommendations included a provision of financial support toward the development of seniors housing units up to a maximum of \$20,837,610 for the costs of construction and up to a maximum of \$3,305,468 for development cost charges, permit fees and service cost charges. The entirety of these latter costs and part of the construction costs were funded from the Capital Affordable Housing Reserve Fund; the balance of construction costs were funded through new Affordable Housing Value Transfers (AHVT) to be received from several contributor sites owned by Polygon (Attachment 1).

A rezoning application (RZ 11-591685) was adopted and a development permit (DP 12-609958) was issued for Kiwanis Towers on March 11, 2013.

The rezoning considerations divided the City’s contributions towards Kiwanis Towers into:

- Four payments toward construction costs;
- Payments for development cost charges and permit fees; and
- One payment for service cost charges.

On January 11, 2016, Council authorized an amendment to the Contribution Agreement including a fifth disbursement, as the rezoning of Polygon’s final Alexandra East contributor site had not been considered by Council at the time. The original fourth disbursement anticipated that the rezoning would have already been advanced, but the project was delayed. This led to the \$463,309 amount not being available at the time. It was proposed and approved by Council that this figure would be presented as a fifth disbursement request, subject to Council’s consideration of the Alexandra East rezoning application.

Analysis

Fifth Disbursement Toward Costs of Construction (\$463,309)

On June 25, 2012, Council approved a maximum of \$20,837,610 towards the costs of constructing Kiwanis Towers, including utilizing \$2,147,204 from an existing Capital Affordable Housing Reserve Fund. The remaining funding was to be provided through Affordable Housing Value Transfers from several Polygon contributor sites, subject to Council's approval of the rezoning of those contributor sites.

As approved by Council in May 20, 2014, Polygon's Alexandra East project is the last identified site of nine projects and provides the funding for the final disbursement. On December 12, 2016, Council considered the rezoning for the Alexandra East development (RZ 16-734204) as an Affordable Housing Special Development Circumstance contributor site, with the final rezoning bylaw to be presented for final adoption on June 26, 2017. Should the rezoning bylaw be adopted, the cash contribution secured through Alexandra East's rezoning will be used towards the final disbursement of \$463,309 as per the Contribution Agreement.

The following table reflects the amounts disbursed to Kiwanis and the remaining balance to be distributed in the Disbursement 5.

Figure 1: Disbursements Paid to Date – Toward Construction Costs

Description	Amounts Disbursed
Disbursement #1 – May 2, 2014	\$9,166,870
Disbursement #2 – June 2, 2015	\$5,848,406
Disbursement #3 – September 29, 2015	\$3,961,556
Disbursement #4 – February 25, 2016	\$1,397,469
Disbursement #5 – targeted for Q3 2017	\$463,309 (to be disbursed)
Total Contribution	\$20,837,610

Financial Impact

The payment being recommended at this time is \$463,309, which has already been received by the City as an Affordable Housing Value Transfer contribution.

Conclusion

Staff recommend that Council approve the fifth and final disbursement of \$463,309 towards the construction costs of the Kiwanis Towers development. Kiwanis Towers is recognized regionally and nationally as an innovative multi-stakeholder approach to combine non-profit, private, and public sector funding and expertise with senior government financing and technical support to achieve subsidized rental housing to meet the needs of Richmond's low income seniors.



Joyce Rautenberg
Affordable Housing Coordinator
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Att. 1: Kiwanis Project Total Contribution Schedule

Kiwanis Project Total Contribution Schedule

Source	Affordable Housing Contribution Amount
Affordable Housing Capital Reserve Fund	\$2,147,204
Polygon Contributor Sites	
Mayfair Place (RZ 10-537689) 9399 Odlin Rd	\$2,223,360
Cambridge Park (RZ 08-408104) 9500 Odlin Rd	\$2,721,600
Carrera (RZ 11-591685) 6251 Minoru Blvd	\$4,066,032
Alexandra Road West (RZ 12-598503) 9311,9331,9393,9431,9451,9471 Alexandra Rd	\$2,871,264
Mueller (Avanti) (RZ 11-591985) 8331,8351,8371 Cambie Rd and 3651 Sexsmith Rd	\$5,237,409
Alexandra Road East (RZ 16-734204 formerly RZ 12-598506) 9491,9511,9531,9591 Alexandra Rd	\$892,634 *
Jayden Mews (RZ 13-649641) 9700 and 9740 Alexandra Rd	\$678,107
TOTAL	\$20,837,610

*Amount was decreased from the original contribution agreement amount of \$1,570,741 in lieu of Jayden Mews contribution and securing built units on site. This contribution is subject to Council, in its discretion, approving the proposed rezoning of these properties.