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**General Purposes Committee**

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

**Monday, September 17, 2018  
4:00 p.m.**

Pg. #      ITEM

**MINUTES**

**GP-3**      *Motion to adopt the **minutes** of the meeting of the General Purposes Committee held on September 4, 2018.*



**ENGINEERING AND PUBLIC WORKS DIVISION**

1.      **CITY CENTRE DISTRICT ENERGY UTILITY BYLAW NO. 9895, AMENDMENT BYLAW NO. 9921**

(File Ref. No. 12-8060-20-009921) (REDMS No. 5943214 v. 3; 5943820)

**GP-12**

**See Page GP-12 for full report**

*Designated Speaker: Peter Russell*

**STAFF RECOMMENDATION**

*That the City Centre District Energy Utility Bylaw No. 9895, Amendment Bylaw No. 9921 presented in the “City Centre District Energy Utility Bylaw No. 9895, Amendment Bylaw No. 9921” report dated August 24, 2018, from the Senior Manager, Sustainability and District Energy be introduced and given first, second, and third readings.*



**COMMUNITY SAFETY DIVISION**

Pg. # ITEM

2. **TEMPORARY FUNDING FOR THE ENHANCED CITY CENTRE COMMUNITY POLICE OFFICE**

(File Ref. No. 09-5350-01) (REDMS No. 5916863 v. 10)

GP-20

See Page GP-20 for full report

*Designated Speakers: Douglas Liu and Supt. Will Ng*

STAFF RECOMMENDATION

- (1) *That Council approve the Enhanced City Centre Community Police Office project in the amount of \$5.1 million, to be funded from the Capital Building and Infrastructure Reserve as outlined in the staff report titled “Temporary Funding for the Enhanced City Centre Community Police Office” from the General Manager, Community Safety, dated August 16, 2018;*
- (2) *That the future repayment of the \$5.1 million and interest to the Capital Building and Infrastructure Reserve be funded from the voluntary developer amenity contributions and received from the developer of RZ 15-692485, at 7960 Alderbridge Way and 5333, 5411 No. 3 Road (South Street Development); and*
- (3) *That the Consolidated 5-Year Financial Plan (2018–2022) be amended accordingly.*

☐

3. **AMENDMENT TO BYLAW ENFORCEMENT OFFICER BYLAW NO. 9742**

(File Ref. No. 12-8060-20-009718) (REDMS No. 5755921 v 5)

GP-27

See Page GP-27 for full report

*Designated Speaker: Carli Williams*

STAFF RECOMMENDATION

- (1) *That Bylaw Enforcement Officer Bylaw No. 9742, Amendment Bylaw No. 9846 be introduced and given first, second and third readings; and*
- (2) *That all previous bylaw prosecutions, including the swearing information, by City staff be authorized by Council.*

☐

ADJOURNMENT

☐



## General Purposes Committee

Date: Tuesday, September 4, 2018

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.

### MINUTES

It was moved and seconded

*That the minutes of the meeting of the General Purposes Committee held on July 16, 2018, be adopted as circulated.*

**CARRIED**

### AGENDA ADDITION

It was moved and seconded

*That "Regulation on the Personal Cultivation of Cannabis" be added to the agenda as Item 4.*

**CARRIED**

**General Purposes Committee**  
**Tuesday, September 4, 2018**

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**ENGINEERING AND PUBLIC WORKS DIVISION**

1. **BC CLEAN GROWTH INTENTIONS PAPERS**

(File Ref. No. 10-6125-07-02) (REDMS No. 5941101 v.4)

It was moved and seconded

- (1) *That City comments on the Provincial Clean Efficient Buildings and Clean Transportation "Intentions Papers", as outlined in the staff report titled "BC Clean Growth Intentions Papers" from the Senior Manager, Sustainability and District Energy, dated August 10, 2018, be forwarded to the Province; and*
- (2) *That staff evaluate the City's medium-term GHG reduction targets in light of the new provincial targets, and bring back options for consideration.*

The question on the motion was not called as a document was distributed to Committee on table regarding the use of living green roofs and solar panels in France and the Moncton development in Steveston (attached to and forming part of these minutes as Schedule 1.)

Discussion took place on emphasizing the use of solar panels and the potential financial impact of a tax on gasoline.

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

It was moved and seconded

*That Part (1) of the motion be amended to read as follows:*

- (1) *That City comments, excluding item 12 regarding a proposed tax on the sale of gasoline, on the Provincial Clean Efficient Buildings and Clean Transportation "Intentions Papers", as outlined in the staff report titled "BC Clean Growth Intentions Papers" from the Senior Manager, Sustainability and District Energy, dated August 10, 2018, be forwarded to the Province.*

**CARRIED**

Opposed: Mayor Brodie  
Cllrs. Day  
Johnston  
Steves

**General Purposes Committee**  
**Tuesday, September 4, 2018**

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The question on the main motion, which now reads as follows:

- (1) *That City comments, excluding item 12 regarding a proposed tax on the sale of gasoline, on the Provincial Clean Efficient Buildings and Clean Transportation “Intentions Papers”, as outlined in the staff report titled “BC Clean Growth Intentions Papers” from the Senior Manager, Sustainability and District Energy, dated August 10, 2018, be forwarded to the Province; and*
- (2) *That staff evaluate the City’s medium-term GHG reduction targets in light of the new provincial targets, and bring back options for consideration.*

was then called and it was **CARRIED**.

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

*That staff consider the on table document titled, “Living Green Roofs or Solar Panels Now ‘Law of the Land’ in France” and provide an analysis and recommendations for low carbon options.*

**CARRIED**

## COMMUNITY SAFETY DIVISION

2. **APPLICATION FOR A PERMANENT CHANGE TO FOOD PRIMARY LIQUOR LICENCE # 170609 REQUESTING PATRON PARTICIPATION ENTERTAINMENT ENDORSEMENT – EARLS RESTAURANT (LANSDOWNE) LTD – 304-5300 NO. 3 RD., RICHMOND, B.C.**

(File Ref. No. 12-8275-30-001) (REDMS No. 5924711)

It was moved and seconded

- (1) *That the application from Earls Restaurant (Lansdowne) Ltd, operating at 304 – 5300 No. 3 Road, requesting a Food-Primary Entertainment Endorsement for Patron Participation to Food-Primary Liquor Licence # 170609, to enable patrons to dance at the establishment, be supported; and*
- (2) *That a letter be sent to Liquor and Cannabis Regulation Branch advising that:*
  - (a) *Council supports the amendment for a Patron Participation Entertainment Endorsement on Food-Primary Liquor Licence # 170609 as the endorsement will not have a significant impact on the community;*
  - (b) *The hours of liquor sales will remain the same at:*
    - (i) *9:00 AM to 1:30 AM, Monday to Saturday*

3.

**General Purposes Committee**  
**Tuesday, September 4, 2018**

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

**General Purposes Committee**  
**Tuesday, September 4, 2018**

---

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

**CARRIED**

**CHIEF ADMINISTRATIVE OFFICER'S OFFICE**

**3. COUNCIL TERM GOALS 2014-2018: ACHIEVEMENT HIGHLIGHTS**  
(File Ref. No. 01-0005-01) (REDMS No. 5902441 v.3)

It was moved and seconded

- (1) *That the attached report titled "Council Term Goals 2014-2018: Achievement Highlights" from the Director, Corporate Programs Management Group outlining achievement highlights towards Council Term Goals 2014-2018, be received for information; and*
- (2) *That the attached reports be made available for download on the City of Richmond website.*

The question on the motion was not called as direction was given to staff to provide a brief overview in the report of achievements of Richmond residents and how the City recognizes their successes.

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

**4. REGULATION ON THE PERSONAL CULTIVATION OF CANNABIS**  
(File Ref. No.: ) (REDMS No.)

A document regarding a proposed motion on the regulation of personal cannabis cultivation was distributed to Committee (attached to and forming part of these minutes as Schedule 2) and as a result, the following **motion** was introduced:

It was moved and seconded

- (1) *That staff be directed to seek clarification from the Province on the enabling legislations for local governments to regulate cannabis cultivation for personal use permitted under the Cannabis Act;*
- (2) *That staff be directed to seek clarification from the Province on how regulations in the Cannabis Act related to personal cultivation will be monitored, inspected, and enforced; and*

5.

**General Purposes Committee**  
**Tuesday, September 4, 2018**

---

- (3) *That a letter be written to the Premier, Solicitor General, Minister of Agriculture, and local MLAs to advocate for the Province to develop, administer, and enforce a provincial wide registration/permitting system for cannabis cultivation for personal use permitted under the Cannabis Act.*

The question on the motion was not called as discussion ensued in regards to (i) the impact of cannabis growth and consumption on neighbours especially in multi-family dwellings, and (ii) seeking clarification on the regulatory powers of municipalities in relation to the personal cultivation and licencing of cannabis from the Provincial government.

In response to questions from Committee, Cecilia Achiam, General Manager, Community Safety, advised that there is currently no enabling legislation for municipalities to regulate personal cultivation and that the Province has not indicated what authority will be granted to municipalities. Barry Konkin, Manager, Policy Planning noted further that strata corporations could set further bylaws restricting personal cultivation in strata units.

Discussion further ensued regarding the creation of a registration system for cannabis cultivation for personal use.

The question on the motion was then called and it was **CARRIED** with Cllrs. Loo, McNulty, McPhail, and Steves opposed.

Direction was then given to staff to provide a memorandum prior to the next Council meeting regarding matters that have not been addressed by the *Cannabis Act* or the *Cannabis Control and Licensing Act* relating to municipal regulatory authority.

## ADJOURNMENT

It was moved and seconded

*That the meeting adjourn (4:28 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 Tuesday, September 4, 2018.

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Mayor Malcolm D. Brodie  
Chair

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Amanda Welby  
Legislative Services Coordinator



## Living Green Roofs or Solar Panels Now 'Law of The Land' in France

By Eric

Schedule 1 to the Minutes of the General Purposes Committee meeting of Richmond City Council held on Tuesday, September 4, 2018.



It's now required by law in France for any new buildings to have green living roofs or solar panels installed. This is a huge step forward in sustainable living and will effect future architecture and building. It brings with it a new outlook on the future of our planet. By requiring new buildings to grow plants on a living green roof, or install solar panels, it turns buildings into part of a living, breathing city. It also shows the world what can be done when you require new construction to think of the environment. It contributes to the economy, the power grid, and helps clean the air in the city.

*"GREEN ROOFTOPS ALSO SIGNIFICANTLY REDUCE THE URBAN "HEAT ISLAND" EFFECT IN WHICH URBAN AREAS ARE NOTICEABLY WARMER THAN THEIR SURROUNDINGS. THE HEAT ISLAND EFFECT CAN CAUSE LARGE CITIES TO GET 1.8°F TO 5.4°F WARMER THAN SURROUNDING AREAS IN THE DAY, AND 22°F WARMER AT NIGHT, ACCORDING TO THE EPA. THIS EFFECT HAPPENS WHEN BUILDINGS, ROADS, AND OTHER DEVELOPMENTS REPLACE FORMERLY OPEN LAND AND GREENERY, CAUSING SURFACES TO BECOME MOIST AND IMPERMEABLE, AND TO WARM UP."*

APPROVED BY FRENCH PARLIAMENT, THE LAW WAS SCALED BACK FROM INITIAL PROPOSALS BY ENVIRONMENTAL GROUPS ASKING FOR GREEN ROOFS TO COVER THE ENTIRE ROOFTOP SURFACE OF ALL NEW BUILDINGS. THE COMPROMISE GAVE BUSINESSES A CHOICE TO INSTALL SOLAR PANELS INSTEAD OR TO ONLY COVER PART OF THE ROOF IN FOLIAGE. VIA:  
THINKPROGRESS – FRANCE SAYS NEW ROOFS MUST BE COVERED IN PLANTS OR SOLAR PANELS



## A UNIQUE COMMUNITY

- Located in iconic Steveston Village, one of the Metro Vancouver's most sought-after neighbourhoods
- Just steps from your front door are urban amenities, green spaces, reputable schools, convenient connections and stunning West Coast scenery
- Homes designed by Richmond's renowned Lynde Designs
- The only large scale, 30 single-family freehold subdivision currently available for sale in Richmond with double side-by-side garages in all homes

## ARTISTIC DESIGN FEATURES

- 6 exterior colour schemes, 3 interior colour schemes and 2 design approaches (contemporary and traditional-style) allow for many different combinations in the subdivision
- Welcoming entry foyer featuring engineered hardwood flooring that extends into the main living area
- Bright and airy nine-foot ceilings throughout main floor living area
- Panelled interior doors enhanced with premium handles and hardware
- Painted wood baseboards and door casings throughout

## CHEF-INSPIRED KITCHENS

- Premium Jenn-Air appliance package includes a refrigerator, wall oven, speed oven, hoodfan, gas range top, dishwasher and wine cooler
- Custom-crafted flat panelled wood veneer cabinetry
- Convenient cabinet features including roll-out pot drawers
- Sleek recessed pot lighting throughout
- Stainless steel double sink with single-lever faucet and chrome side spray
- Large island for entertaining
- Premium quartz countertops throughout

## BEAUTIFUL BATHROOMS

- Premium wood veneer cabinetry and stylish ceramic tile flooring throughout
- Luxurious ensuite bathrooms feature a spa-inspired freestanding deep soaker tub, freestanding tub filler and large rain shower
- Full bathroom on main floor with extra large shower enclosure

## PEACE OF MIND

- Ring video doorbell for added convenience and security (viewable on your smart phone)
- Multi-camera monitoring system with remote access available on your smart phone
- Built-in alarm system and premium Hide-A-Hose Central Vacuum Retractable Hose System
- Advanced rain screen protection for durability in our West Coast weather
- Hard-wired smoke detector
- Comprehensive WBI Home Warranty Program: 2-year materials and labour, 5-year building envelope, 10-year structural defects

## MASTERFUL CONVENIENCES

- 12-foot Westeck Windows Grandview Slider in all homes allows for indoor-outdoor entertaining with access to courtyards/backyards
- Whirlpool side-by-side washer and dryer
- Storage space and mud room in all homes
- Two hose bibs
- Built-in closet shelving
- Radiant in-floor heating, HVAC System and Air Conditioning in all homes
- Den on main floor can be used as a fourth bedroom with a full bath on the same level (in most homes)

## AM-PRI GREEN

- BC's first solar-powered sub-division, with state-of-the-art rooftop solar photovoltaic energy panels and in home energy generation monitoring on all homes
- All homes built with the capability to support energy storage – please visit the Moncton showhome for demonstration unit
- Low Emittance (Low-E) windows with aluminum locks and 20 year warranty
- Advanced sealing package around windows and all exterior wall penetrations to minimize air leakage
- All exterior doors manufactured from fibreglass, for a longer lifespan
- Individually controlled climate zones enable homeowners to reduce energy use

In the continuing effort to improve our homes, the developer reserves the right to modify plans and specifications without notice. All sizes are approximate. E.&O.E.

September 4, 2018

Given the legislation on legalization of cannabis will be in effect on October 17, 2018 and there is a great concern about the regulation on home cultivation of cannabis, I would like to move the following motion for Council's consideration.

Motion: Regulations on home cultivation of cannabis

That Council directs

1. Staff to seek clarification from the Province on the enabling legislations for local governments to regulate cannabis cultivation for personal use permitted under the Cannabis Act;
2. Staff to seek clarification from the Province on how regulations in the Cannabis Act related to personal cultivation will be monitored, inspected and enforced; and
3. The City to advocate for the Province to develop, administer and enforce a provincial wide registration/permitting system for cannabis cultivation for personal use permitted under the Cannabis Act.

Chak Au





# City of Richmond

## Report to Committee

**To:** General Purposes Committee  
**From:** Peter Russell, MCIP RPP  
Senior Manager, Sustainability and District Energy  
**Date:** August 24, 2018  
**File:** 12-8060-20-009921/Vol 01  
**Re:** City Centre District Energy Utility Bylaw No. 9895, Amendment Bylaw No. 9921

### Staff Recommendation

That the City Centre District Energy Utility Bylaw No. 9895, Amendment Bylaw No. 9921 presented in the "City Centre District Energy Utility Bylaw No. 9895, Amendment Bylaw No. 9921" report dated August 24, 2018, from the Senior Manager, Sustainability and District Energy be introduced and given first, second, and third readings.

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

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

## Staff Report

### Origin

In July 2018, LIEC and City staff presented to Council City Centre District Energy Utility Bylaw No. 9895, proposing a new district energy service area for five developments. Staff indicated in the accompanying report that as other viable developments emerge in the neighbourhood, staff would bring recommendations to Council for the expansion of the City Centre service area boundary. Council adopted this bylaw in September 2018, establishing the first phase of a district energy service area in the City Centre.

The purpose of this report is to recommend expansion of the service area to include the Richmond Centre development at 6551 No. 3 Road.

This report supports Council's 2014-2018 Term Goal #4 Leadership in Sustainability:

*Continue advancement of the City's sustainability framework and initiatives to improve the short and long term livability of our City, and that maintain Richmond's position as a leader in sustainable programs, practices and innovations.*

*4.1. Continued implementation of the sustainability framework.*

*4.2. Innovative projects and initiatives to advance sustainability.*

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

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

*6.1. Safe and sustainable infrastructure.*

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

### Background

In October 2015, Council and the Lulu Island Energy Company Ltd. (LIEC) Board endorsed the issuance of a Request for Expression of Interest (RFEOI) to identify a suitable utility partner to conduct a feasibility analysis to design, build, finance and operate a district energy utility (DEU) in the City Centre North area of Richmond, on the basis of the following guiding principles:

1. The DEU will provide end users with energy costs that are competitive with conventional energy costs based on the same level of service; and
2. Council will retain the authority of setting customer rates, fees and charges for DEU services.

In September 2016, LIEC staff issued a Request for Proposals (RFP) with an expanded scope for City Centre, to the three proponents shortlisted under the RFEOI as directed by the LIEC Board

and endorsed by Council. In February, 2018, LIEC executed a Memorandum of Understanding with the lead proponent, Corix Utilities Inc. (Corix).

As the City Centre DEU due diligence process has advanced, five development applicants have committed to construct and transfer energy plants to the City or LIEC through the rezoning process, so that LIEC can provide immediate service to these customers. The commitment for these five developments to construct and transfer energy plants to the City or LIEC was subject to adoption of a DEU service area bylaw pertaining to these sites. LIEC and City staff subsequently developed City Centre District Energy Utility Bylaw No. 9895, which Council adopted in September, 2018.

Planning Department Staff are bringing forward an Official Community Plan (OCP) amendment application for Richmond Centre at 6551 No. 3 Road, to Planning Committee on September 18<sup>th</sup>, 2018, where the developer has committed to construct and transfer ownership of the development's energy system to the City or LIEC, so that LIEC can provide immediate energy utility service.

### **Analysis**

The Richmond Centre development is estimated to add approximately 170,945 m<sup>2</sup> of residential space and approximately 39,945 m<sup>2</sup> of new retail space to the site.

Expanding the City Centre District Energy Utility service area to include a development of this size results in the following direct benefits:

- Immediate reduction of greenhouse gas (GHG) emissions;
- Immediate connectivity opportunity with the future low carbon district energy system;
- Expansion of LIEC's customer base under a positive stand-alone business case while the City Centre strategy develops;
- Increasing community's energy resiliency; and
- Provide financial and environmental stability to customers, mitigating potential volatility in energy costs.

City and LIEC staff met with the developer's representatives and obtained their commitment to design and construct a low carbon energy system, and transfer ownership to the City or LIEC at no cost to the City or LIEC for the provision of energy services for the residential space of the development.

The LIEC Board of Directors has reviewed this opportunity and recommends expanding the City Centre District Energy Utility service area to include the development located at 6551 No. 3 Road.

There is no financial impact to the City. The low carbon energy system will be designed and constructed by developers at their cost. Costs incurred by LIEC for engineering support and operations and maintenance will be funded from the existing and future LIEC capital and operating budgets. Ultimately, all LIEC costs will be recovered from customers' fees.

## **Financial Impact**

None.

## **Conclusion**

Expanding the service area for the City Centre District Energy Utility Bylaw No.9895 as proposed will allow for immediate provision of low carbon energy and in turn immediate reduction of GHG emissions from a large development in Richmond's City Centre area. It would also provide the new Richmond Centre development an immediate connectivity opportunity with the future district energy system which is currently in development. The project will increase the community's energy resiliency by taking advantage of the district energy system's ability to utilize different fuel sources and future fuel switching capability of the technology.

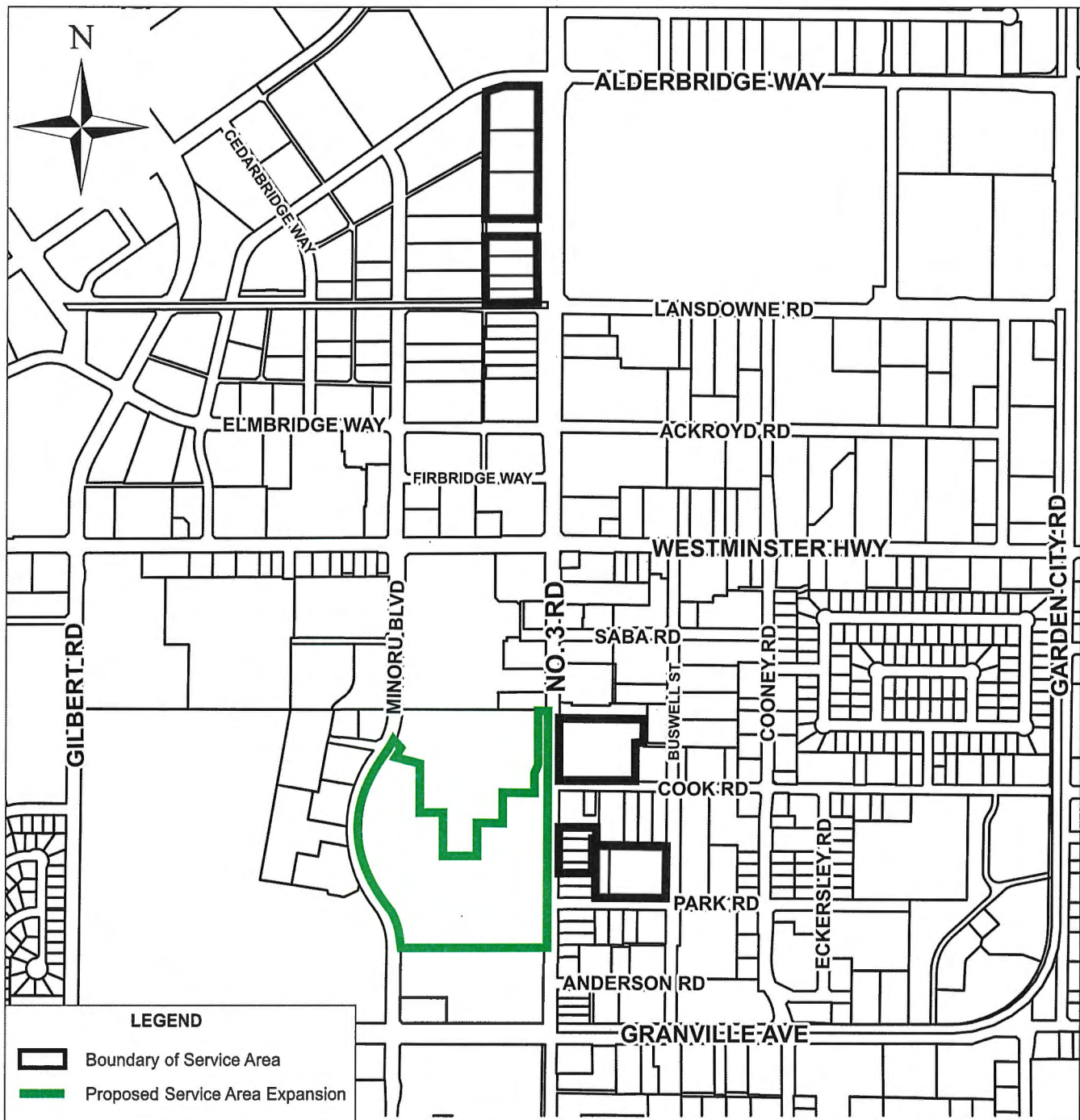


Peter Russell, MCIP RPP  
Senior Manager, Sustainability and District Energy  
(604-276-4130)

PR:cd

Att. 1: Proposed Expansion of the City Centre District Energy Utility Service Area

# Attachment 1 – Proposed Expansion of the City Centre District Energy Utility Service Area







**City Centre District Energy Utility Bylaw No. 9895  
Amendment Bylaw No. 9921**

The Council of the City of Richmond enacts as follows:

1. The **City Centre District Energy Utility Bylaw No. 9895** is further amended:
  - (a) by deleting Schedule A (Boundaries of Service Area) in its entirety and replacing with a new Schedule A attached as Schedule A to this Amendment Bylaw; and
  - (b) by deleting Schedule E (Energy Generation Plant Designated Properties) in its entirety and replacing with a new Schedule E attached as Schedule B to this Amendment Bylaw.
2. This Bylaw is cited as “**City Centre District Energy Utility Bylaw No. 9895, Amendment Bylaw No. 9921**”.

FIRST READING

SECOND READING

THIRD READING

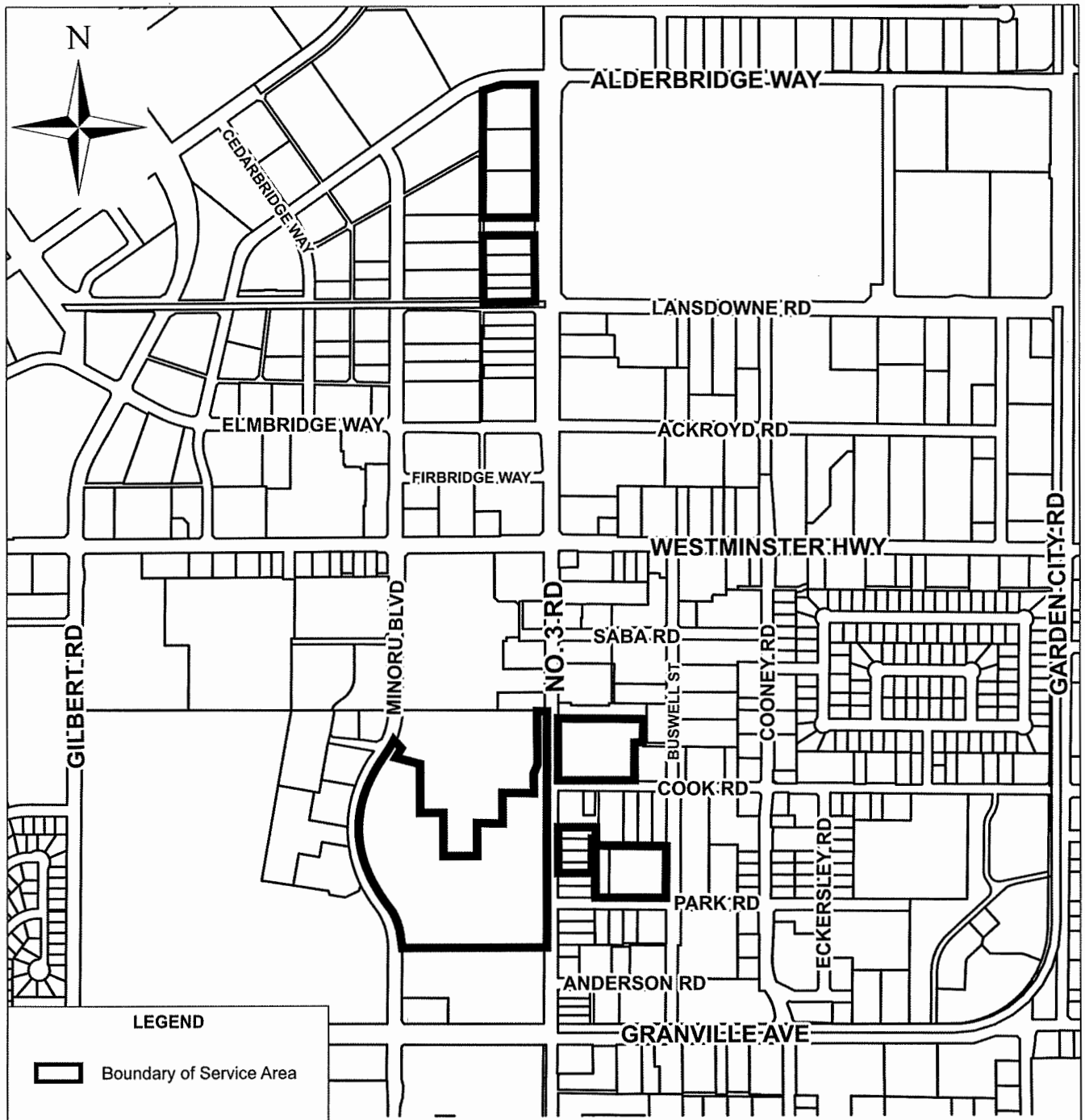
ADOPTED

_____
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CITY OF RICHMOND
APPROVED for content by originating dept. <i>PR</i>
APPROVED for legality by Solicitor <i>BRB</i>

\_\_\_\_\_  
MAYOR

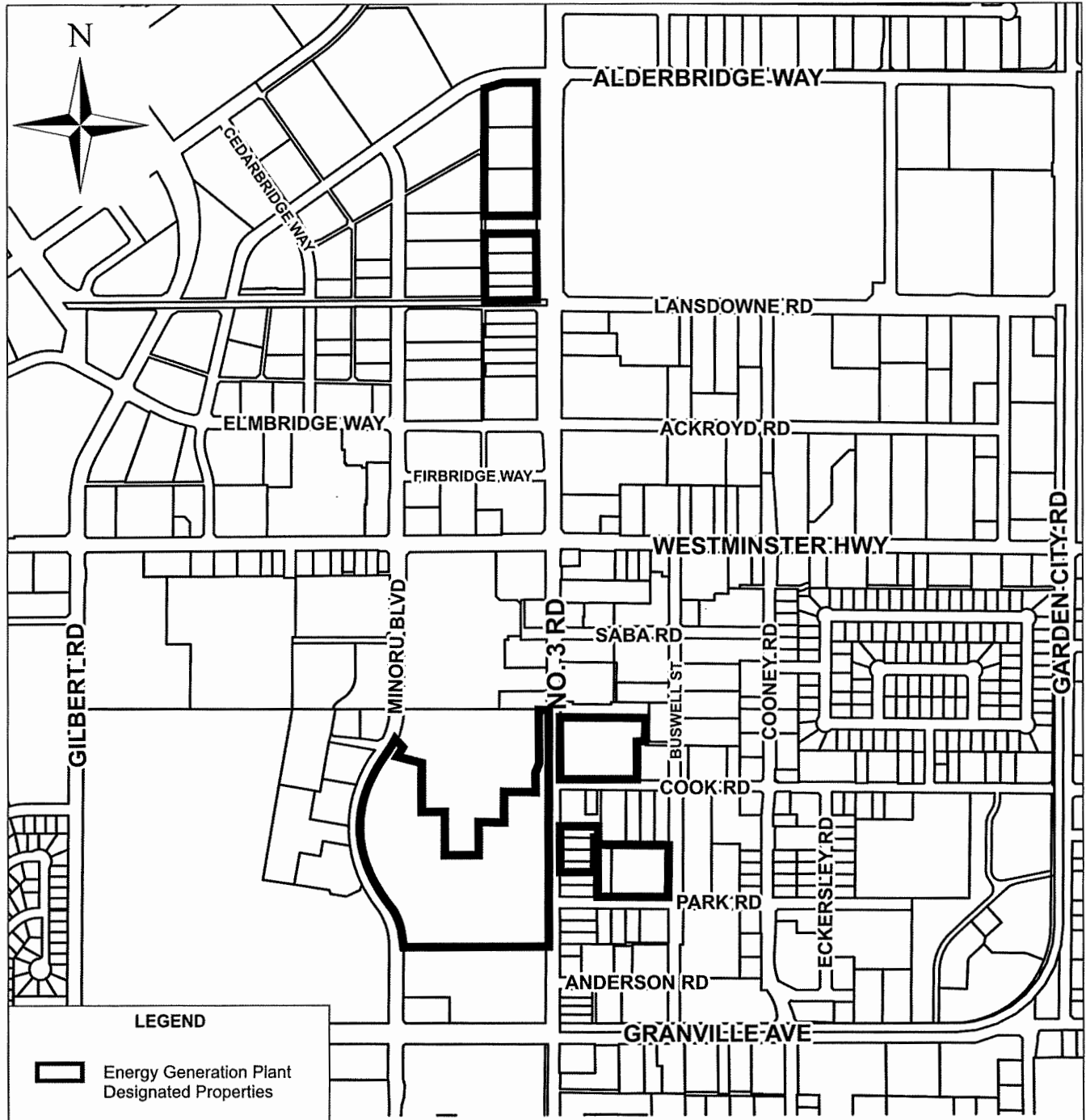
\_\_\_\_\_  
CORPORATE OFFICER

**Schedule A to Amendment Bylaw No. 9921*****SCHEDULE A to BYLAW NO. 9895******Boundaries of Service Area***

**Schedule B to Amendment Bylaw No. 9921**

***SCHEDULE E to BYLAW NO. 9895***

***Energy Generation Plant Designated Properties***





# City of Richmond

## Report to Committee

**To:** General Purposes Committee  
**From:** Cecilia Achiam,  
General Manager, Community Safety  
**Date:** August 16, 2018  
**File:** 09-5350-01/2018-Vol  
01  
**Re:** Temporary Funding for the Enhanced City Centre Community Police Office

### Staff Recommendation

That:

1. Council approve the Enhanced City Centre Community Police Office project in the amount of \$5.1 million, to be funded from the Capital Building and Infrastructure Reserve as outlined in the staff report titled "Temporary Funding for the Enhanced City Centre Community Police Office" from the General Manager, Community Safety, dated August 16, 2018;
2. the future repayment of the \$5.1 million and interest to the Capital Building and Infrastructure Reserve be funded from the voluntary developer amenity contributions and received from the developer of RZ 15-692485, at 7960 Alderbridge Way and 5333, 5411 No. 3 Road (South Street Development); and
3. the Consolidated 5-Year Financial Plan (2018–2022) be amended accordingly.

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

Att: 1

REPORT CONCURRENCE	
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>
Project Development	<input checked="" type="checkbox"/>
Development Applications	<input checked="" type="checkbox"/>
Finance	<input checked="" type="checkbox"/>
Facility Services	<input checked="" type="checkbox"/>
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b> 
<b>APPROVED BY CAO</b> 	

## Staff Report

### Origin

At the Closed Council meeting on April 9, 2018, Council endorsed 6931 Granville Avenue (CH West), with an associated space of approximately 10,000 square feet, as the new location for the Enhanced City Centre Community Police Office (CPO). At the same meeting, Council authorized that the project be funded from the voluntary developer amenity contribution of rezoning application RZ 15-692485 (South Street Development) in the amount of \$5.1 million. A public announcement of the City Centre CPO enhancements and relocation was made on April 24, 2018.

The purpose of this report is to provide an overview of the expanded police services and to seek temporary funding for the construction and renovation of the City-owned building, at 6931 Granville Avenue.

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

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

*1.1. Policy and service models that reflect Richmond-specific needs.*

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

*1.3. Improved perception of Richmond as a safe community.*

### Background

In November 2011<sup>1</sup>, Council approved a pilot program to locate a Community Police Office (CPO) in the City Centre. The chosen site at the time was 5671 No. 3 Road, at the intersection of No. 3 Road and Lansdowne Road.

In September 2014<sup>2</sup>, Council approved the CPO to continue as an on-going program to be temporarily located at the No. 3 Road location on a month-to-month lease. It was outlined in the September 2014 report that:

*"...should the current site become subject to a redevelopment proposal staff will bring forward a report to Committee with recommendations regarding alternative City Centre Community Police Office locations."*

The building and adjacent properties are now under a rezoning application (RZ 17-779262). The land that the CPO is located on is under contract to be sold. The tenancy of the current CPO at 5671 No. 3 Road will expire in June 2019.

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<sup>1</sup> REDMS 3376028 – Police Presence in the Downtown Core, November 1, 2011

<sup>2</sup> REDMS 4280550 – Police Presence in the Downtown Core, September 25, 2014

## Analysis

### Current Service Level of the City Centre CPO

There are currently, on average, six full-time uniformed General Duty members and seven full-time uniformed Bike Unit (Bike) members assigned to the City Centre area (Zone 3). Their primary role is to conduct active patrols and provide call response. The CPO, at its current location, lacks health and occupational facilities such as lockers, showers, and change rooms due to insufficient space. Office space is also limited thereby minimizing the service hours of General Duty and Bike members within the City Centre area.

Crime prevention programs are managed by a full-time municipal coordinator. Since 2011, the City Centre CPO has attracted 95 active volunteers and provides more than 12 crime prevention programs.<sup>3</sup> In 2017, the City Centre CPO had a total of 5,811 volunteer hours.

### Enhancement of the City Centre CPO

Given that the current City Centre CPO (5671 No. 3 Road) is to be sold; it became necessary to relocate the CPO to continue to provide services in the growing City Centre area. The objective of the City Centre CPO enhancement is to provide expanded police services within the existing complement. An overview of the service enhancements of the City Centre CPO includes:

- providing a convenient City Centre location for the public to access services (e.g. criminal record checks for employment/volunteer applications);
- enabling full-time deployment of the police Bike Unit and General Duty Patrol within the City Centre;
- serving as a secondary policing hub to conduct investigations and interview witnesses; and
- serving as a secondary storage location for police/emergency equipment for rapid response.

Attachment 1 further outlines the Council endorsed service enhancements of the City Centre CPO and the associated outcomes.

To achieve the level of service identified, the total space required is approximately 10,000 square feet (sf). Table 1 below outlines the spatial requirements to deliver the enhanced services.

**Table 1: Spatial Requirements for the enhancements of the City Centre CPO**

	<b>Enhanced CPO Space Features</b>	<b>Estimated Space Requirement</b>
<b>Police Operations Enhancements</b>	<ul style="list-style-type: none"> <li>• Secured secondary entrance</li> <li>• Workstation and offices for Bike Unit and</li> </ul>	

<sup>3</sup> Examples of these programs include Lock Out Auto Crime, Speed Watch, Stolen Auto Recovery, Pedestrian Safety, Volunteer Foot Patrol, Van Patrol, Volunteer Bike Patrol, Business Link, Adopt a Street, Crime Watch, Block Watch, Project Swoop and Distracted Drivers.

	<b>Enhanced CPO Space Features</b>	<b>Estimated Space Requirement</b>
<b>Police Operations Enhancements</b>	<ul style="list-style-type: none"> <li>General Duty Patrol</li> <li>• Meeting/briefing room</li> <li>• Showers and lockers</li> <li>• Interview rooms</li> <li>• Police exhibits and equipment storage</li> </ul>	Approximately 7,500 sf
<b>Public Engagement Enhancements</b>	<ul style="list-style-type: none"> <li>• Improved front counter</li> <li>• Fingerprinting service</li> <li>• Dedicated work space for volunteers</li> <li>• Flex meeting rooms</li> <li>• Storage for crime prevention programs</li> <li>• Crime prevention program office space</li> </ul>	Approximately 2,500 sf

#### Location for the Enhanced City Centre CPO

The size and location of 6931 Granville Avenue (CH West) best meets the criteria for enhanced CPO services and the deployment of police units within the City Centre. The zoning of the parcel permits this use and the building is currently vacant. A feasibility study of CH West confirmed that the building's footprint can accommodate the gradient security zones required for police operations.

The funding of this project was approved by Council to be sourced from the voluntary developer amenity contributions from the rezoning application RZ 15-692485. In order to adopt the rezoning bylaw, the developer must provide the required amenity contribution, which is currently sitting in third reading. The adoption of the rezoning application will likely take place between October and November of 2018. The funds will be received in the spring of 2019.

Due to the timing of the receipt of funds and the need to have CH West operational prior to the expiration of the lease at 5671 No. 3 Road in June 2019, staff seek Council approval in this report to utilize \$5.1 million from the Capital Building and Infrastructure Reserve, as a temporary funding source, for the construction and renovation of the enhanced City Centre CPO at 6931 Granville Avenue.

Currently, space design and general contractor selection are underway. Construction is anticipated to begin in the first quarter of 2019 and the final move-in and occupancy is anticipated by the third quarter of 2019. During the transition period, there will be no disruption of police services at the 5671 No. 3 Road City Centre CPO – volunteers, Bike Unit and General Duty will remain active.

#### **Financial Impact**

The construction and renovation of the Enhanced City Centre Community Police Office project is estimated to have a cost impact of \$5.1 million. Staff recommend that the capital cost of this project be funded temporarily from the Capital Building and Infrastructure Reserve so that tendering of general contractors and construction could proceed.

The future repayment of the \$5.1 million and interest to the Capital Building and Infrastructure Reserve will be funded from the voluntary developer amenity contributions and received from the developer of RZ 15-692485, at 7960 Alderbridge Way and 5333, 5411 No. 3 Road (South Street Development).

The Operating Budget Impact is estimated to be an additional \$89,834.90 for repairs, preventative maintenance, janitorial and utilities. Staff will submit an additional level request for consideration as part of the 2019 budget process.

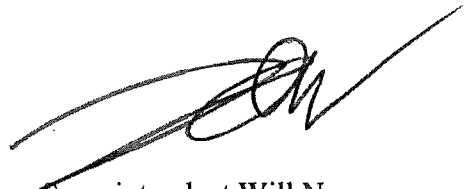
### **Conclusion**

The enhanced CPO services will enable full-time deployment of General Duty Patrol and a Bike Unit in the City Centre (where members would start and end their shifts). The enhanced City Centre CPO will also have the ability to process low risk persons and provide criminal record checks/fingerprinting services for the public as well as secondary storage for emergency police equipment. The benefits of the enhanced City Centre CPO are: faster response times; increased police presence; proactive targeting of crime hot spots; efficient deployment of resources; reduced travel times; increased preparedness for emergencies and increased active duty time for front-line officers.

To avoid potential delays, this report seeks Council approval to utilize \$5.1 million from the Capital Building and Infrastructure Reserve, as a temporary funding source, for the construction and renovation of the CH West at 6931 Granville Avenue.



Douglas Liu  
Manager, Business and Operational Analysis  
Community Safety Division



Superintendent Will Ng  
Officer in Charge  
Richmond RCMP

Att 1: Summary of City Centre CPO Enhancements and Outcomes



## ATTACHMENT 1

### Summary of City Centre CPO Enhancements and Outcomes

<b>Enhancement</b>	<b>Current City Centre CPO</b>	<b>Enhanced City Centre CPO</b>	<b>Outcomes</b>
<b>Citizen fingerprint service and criminal record checks for employment / volunteer applications</b>	<p>Not available.</p> <p>Citizens have to travel to the main detachment on No. 5 Road for fingerprinting service.</p>	<p>Citizens will be able to obtain fingerprint service at City Centre CPO and at the main detachment on No. 5 Road. City Centre CPO is the preferred location because it is convenient for the public due to public transit.</p> <p>This service enhancement is for the residents of Richmond. The City Centre CPO can potentially process 125 to 150 individuals per week for security clearances.</p>	Improved Accessibility and Customer Service
<b>Full-time deployment of the Bike Unit</b>	Bikes Unit members are transported to/from main detachment for deployment daily.	The Bike Unit and General Duty patrol will be stationed and deployed from the City Centre CPO.	Faster response time
<b>Full-time deployment of the City Centre General Duty Patrol</b>	General Duty patrol is deployed from the main detachment.	They will start and end their shift in the City Centre. Daily briefings will be conducted by video conferencing with the main detachment.	Increased police presence
<b>More flexible work space to maximize policing work that can be completed on location</b>	<p>All persons are transported back to the main detachment for processing.</p> <p>These persons are generally processed and then released</p>	<p>The City Centre CPO would have secured zones that allows for processing low risk persons (e.g. shop lifting, vandalism) - fingerprint, interview and paperwork only.</p> <p>The main detachment at No. 5 Road will remain the location for any temporary holdings of detainees.</p>	<p>Proactively target crime hot spots</p> <p>Efficient deployment and utilization of resources</p> <p>Reduced travel times</p> <p>Increased active duty time</p>

<b>Enhancement</b>	<b>Current City Centre CPO</b>	<b>Enhanced City Centre CPO</b>	<b>Outcomes</b>
<b>Serve as a secondary location to conduct witness statements and interviews</b>	All witness interviews are conducted at the main detachment.	The City Centre CPO would be a secondary location to conduct witness statements and interviews.	Improved accessibility  Reduced travel time  Timely investigations
<b>Provide secure storage for police equipment for deployment in the City Centre</b>	All emergency and specialty police equipment are stored at the main detachment.	The City Centre CPO would store emergency police equipment (i.e. rations, blankets) and tactical gear (i.e. shotguns, carbines, hard body armor) for immediate emergency response.	Faster response to emergency incidents throughout the City  Improved public and officer safety  Emergency readiness in the City Centre



# City of Richmond

## Report to Committee

**To:** General Purposes Committee

**Date:** September 11, 2018

**From:** Barbara Sage  
City Solicitor



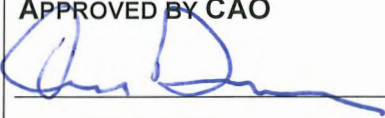
**File:** 12-8060-20-009718

**Re:** Amendment to Bylaw Enforcement Officer Bylaw No. 9742

### Staff Recommendation

1. That Bylaw Enforcement Officer Bylaw No. 9742, Amendment Bylaw No. 9846 be introduced and given first, second and third readings; and
2. That all previous bylaw prosecutions, including the swearing informations, by City staff be authorized by Council.

  
Barbara Sage  
City Solicitor  
(604-247-4693)

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

## Staff Report

### Origin

In recent years, City of Richmond (the “City”) staff have been increasing the bylaw enforcement actions taken throughout the City as a result of community specific issues, reports from the public of bylaw violations, and Council direction. For greater clarity and certainty, staff believe that it would be prudent to, by bylaw, confirm the delegation to appropriate City personnel the authority to commence bylaw prosecutions, including those initiated by the swearing of long form prosecutions. Staff intend to continue to bring forward recommendations for the initiation of injunction actions to Council for review and approval.

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

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

### Analysis

Under the current provincial legislation<sup>1</sup>, bylaws may be enforced by the City in a number of ways. The primary methods are as follows:

#### Municipal Ticket Informations (MTIs)

MTIs (or municipal tickets) for specific bylaw violations are completed and issued pursuant to the *Community Charter* and the City’s *MTI Authorization Bylaw No. 7321* and may be immediately served on the person or left at the person’s residence with someone who appears to be at least 16. MTIs impose fines set out in the City’s bylaw, up to a maximum of \$1,000 per violation, and may be disputed in, and enforced by, BC Provincial Court.

#### Notice of Bylaw Violations (BVNs)

A less formal alternative for bylaw enforcement, mostly used for simple matters like parking violations, are bylaw notices or ‘tickets’ given out under the administrative penalty system created by the City’s *Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122* and the *Local Government Bylaw Notice Enforcement Act*. They may be delivered in person or left on a vehicle. These bylaw notices/tickets can impose fines set out in the City’s bylaw, up to a maximum amount of \$500 per violation, and if disputed are dealt with through a specific dispute process that is much less formal than the courts, and is presided over by a 3<sup>rd</sup> party adjudicator.

#### Injunction

An injunction is a court order directing a person to do, or not to do, a specific act. There are two main types of injunctions, interim/interlocutory and permanent. Interim/interlocutory injunctions can be sought before the final determination by a court as to whether or not there is a bylaw offence. These temporary injunctions stay in place for a specific period of time, after which they expire. Permanent injunctions are made after the court has made their final determination as to the bylaw offence, and are a perpetual court order from the BC Supreme Court. The most recent example, in the City of Richmond context, is the injunction that was sought in order to compel “Weemedical” to cease operating.

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<sup>1</sup> *Community Charter, Local Government Act, Offences Act, and Local Government Bylaw Notice Enforcement Act*

External counsel is required for these types of actions to prove the bylaw violation on the balance of probabilities in BC Supreme Court. Injunctions are used as a remedy where simply issuing tickets and fines will not result in the bylaw compliance, and thus the City wants to compel a person in breach of a bylaw to stop doing something, or to do something, under order of the court. Staff intend to continue to bring forward reports to Council for Council approval to commence such legal actions.

#### Long Form Prosecutions

Long form prosecutions under the *Offences Act* on behalf of the City are commenced in BC Provincial Court by swearing a long form information in front of a BC Provincial Court justice by a bylaw enforcement officer. The court then issues a summons which must be personally served on the alleged bylaw offender. External counsel is often retained for these files to assist staff, take conduct of the files, and make court appearances in BC Provincial Court to prosecute the bylaw offence. Long form prosecutions are used where the City is seeking fines in excess of the amounts permitted for the municipal tickets and bylaw violation notices, up to the maximum allowed, being \$10,000 per offence.<sup>2</sup>

The City's practice, with respect to long form prosecutions of bylaw offences in BC Provincial Court, is that the authority to commence such routine bylaw enforcement actions and to engage external legal counsel is part of the delegation of authority given to bylaw enforcement officers, the Manager of Community Bylaws and the City Solicitor by virtue of their positions at the City.

In consideration of the current extent of, and intention to increase, the number of bylaw prosecutions as a part of the City's on-going bylaw enforcement, for greater clarity and certainty surrounding the authority of bylaw enforcement officers to engage in such routine bylaw enforcement actions, staff recommend that *Bylaw Enforcement Officer Bylaw No. 9742* be amended (attachment 1) to confirm the following delegations of authority:

- i. delegation of Council's authority to pursue bylaw prosecutions in BC Provincial Court, including the swearing of long form informations, to staff; and
- ii. delegation of Council's authority to defend against or commence appeals of the results of bylaw prosecutions to staff.

Should the proposed amendments be approved, the amended bylaw will give greater clarity and certainty that bylaw enforcement officers have the delegated authority to swear long form informations and to engage external legal counsel, with the approval of the City Solicitor, General Manager of Community Safety or Chief Licence Inspector, to:

- a) prosecute a bylaw contravention;
- b) settle legal proceedings related to a bylaw contravention; and
- c) defend or commence appeals of bylaw prosecution proceedings,

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<sup>2</sup> This maximum of \$10,000 per offence is stipulated by the *Offences Act* and incorporated into the City's Bylaws.

all with the approval of the City Solicitor, the Chief Licence Inspector, or the General Manager, Community Safety. In taking a conservative approach and to confirm Council's authorization of all past bylaw enforcement actions taken under the previous City practice, staff also recommend that Council, by resolution, retroactively authorize all bylaw prosecutions commenced by staff.

### **Financial Impact**


None

### **Conclusion**

The amendments in the proposed *Bylaw Enforcement Officer Bylaw No. 9742, Amendment Bylaw No. 9846* will confirm Council's delegation to staff the authority to commence and continue bylaw prosecutions, including the swearing of long form informations, aiding staff in the timely routine enforcement of the City's bylaws.



Jennifer Hayes  
Staff Solicitor  
(604-247-4693)



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



**Bylaw Enforcement Officer Bylaw No. 9742,  
Amendment Bylaw No. 9846**

**WHEREAS** Council has, by bylaw, established the position of Bylaw Enforcement Officer, and assigned certain powers, duties, and functions to that position;

**AND WHEREAS** Council deems it appropriate to confirm that the powers, duties, and functions of a Bylaw Enforcement Officer include the authority to do all things necessary to commence and prosecute long-form bylaw enforcement proceedings;

**NOW THEREFORE**, the Council of the City of Richmond enacts as follows:

1.1 The **Bylaw Enforcement Officer Bylaw No. 9742** is amended as follows:

- (a) by deleting the word “and” from the end of Section 1.2(d);
- (b) by adding a semi-colon to the end of Section 1.2(e);
- (c) by adding new Sections 1.2(f) and (g), as follows:
  - “(f) for certainty, prosecution of bylaw contraventions under the *Community Charter* or the *Offence Act* in the Provincial Court of British Columbia by swearing an information and, with the approval of the City Solicitor, the General Manager of Community Safety, or the Chief License Inspector, retainer of legal counsel to prosecute the bylaw contravention and settlement of the proceedings; and
  - (g) for certainty, with the approval of the City Solicitor, the General Manager of Community Safety, or the Chief License Inspector, defense or commencement and prosecution of an appeal from a decision in a bylaw enforcement proceeding, including the retainer of legal counsel to defend or commence and prosecute the appeal and settlement of the appeal.”

1.2 This Bylaw is cited as “**Bylaw Enforcement Officer Bylaw No. 9742, Amendment Bylaw No. 9846**”.



FIRST READING

SECOND READING

THIRD READING

ADOPTED

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

\_\_\_\_\_  
MAYOR

**GP - 31**

\_\_\_\_\_  
CORPORATE OFFICER