

Planning Committee

Anderson Room, City Hall 6911 No. 3 Road Tuesday, January 19, 2016 4:00 p.m.

Pg. # ITEM

MINUTES

PLN-5 Motion to adopt the minutes of the meeting of the Planning Committee held on December 8, 2015.

NEXT COMMITTEE MEETING DATE

February 2, 2016, (tentative date) at 4:00 p.m. in the Anderson Room

COMMUNITY SERVICES DIVISION

1. HOUSING AGREEMENT BYLAW NO. 9297 TO PERMIT THE CITY OF RICHMOND TO SECURE AFFORDABLE HOUSING UNITS LOCATED AT 5580 NO. 3 ROAD (KEBET HOLDINGS LTD.)

(File Ref. No. 08-4057-01; 12-8060-20-009297) (REDMS No. 4810573 v. 8)

PLN-13 See Page PLN-13 for full report

Designated Speaker: Joyce Rautenberg

Pg. # ITEM

STAFF RECOMMENDATION

That Housing Agreement (5580 No. 3 Road) Bylaw No. 9297 be introduced and given first, second and third readings to permit the City to enter into a Housing Agreement substantially in the form attached hereto, in accordance with the requirements of section 905 of the Local Government Act, to secure the Affordable Housing Units required by the Development Permit Application DP 14-660885.

2. RICHMOND RESPONSE: METRO VANCOUVER REGIONAL AFFORDABLE HOUSING STRATEGY UPDATE

(File Ref. No. 08-4057-05) (REDMS No. 4839104 v. 10)

PLN-36

See Page PLN-36 for full report

Designated Speaker: Dougal Forteath

STAFF RECOMMENDATION

- (1) That the staff report titled "Richmond Response: Metro Vancouver Regional Affordable Housing Strategy Update" dated January 4, 2016, from the General Manager, Community Services, be received for information; and
- (2) That City Council forward the following recommendations to Metro Vancouver with respect to the Regional Affordable Housing Strategy update:
 - (a) Metro Vancouver continue to advocate to both the federal and provincial government to increase their role, presence and funding of existing and new affordable housing initiatives;
 - (b) Metro Vancouver request both the provincial and federal governments to assist in annually collecting and distributing reliable data regarding Metro Vancouver regional and individual municipal housing demand and supply;
 - (c) Metro Vancouver amend the threshold of affordability for homeownership to 32% of a household's gross family income in order to consistently apply the benchmark of homeownership affordability that the housing industry does;
 - (d) the City of Richmond supports Metro Vancouver's initiatives to have member municipalities create policies that encourage the supply of rental housing including new purpose built rental housing;

Pg. # ITEM

- that Metro Vancouver Regional Planning Advisory Committee be directed to create a policy to encourage all affected parties (e.g., senior governments, Metro Vancouver Housing Commission, municipalities, private owners and developers) to support the renewal of expiring non- profit and cooperative housing agreements, the proposed policy be circulated for endorsement by all Metro Vancouver member municipalities and once the policy is endorsed, Metro Vancouver request all parties to follow it including the federal and provincial governments;
- (f) that Metro Vancouver Housing Commission (MVHC) be directed to create a tenancy management policy package by May 1 2016 outlining MVHC's services and fees for the management of affordable housing units which are secured through inclusionary housing policies and distribute it to developers/owners so that they can consider the option having the MVHC manage or assist in managing such affordable housing units; and
- (g) to best protect those who may be at risk of homelessness, Metro Vancouver request the provincial government to review and increase, the shelter component of income assistance on an annual basis to reflect the high cost of living in the region.

3. RCSAC 2015 ANNUAL REPORT AND 2016 WORK PROGRAM

(File Ref. No. 01-0100-30-RCSA1-01) (REDMS No. 4841482)

PLN-93

See Page PLN-93 for full report

Designated Speaker: Lesley Sherlock

STAFF RECOMMENDATION

That the Richmond Community Services Advisory Committee's 2016 Work Program be approved.

	Р	lanning Committee Agenda – Tuesday, January 19, 2016
Pg. #	ITEM	<u> </u>
		PLANNING AND DEVELOPMENT DIVISION
	4.	APPLICATION BY GBL ARCHITECTS INC. FOR A ZONING TEXT AMENDMENT TO THE "HIGH RISE OFFICE COMMERCIAL (ZC33) - (CITY CENTRE)" ZONE FOR THE PROPERTY AT 8477 BRIDGEPORT ROAD (File Ref. No. ZT 15-708370; 12-8060-20-009507) (REDMS No. 4791846 v. 2)
PLN-128		See Page PLN-128 for full report
		Designated Speaker: Wayne Craig
		STAFF RECOMMENDATION
		That Richmond Zoning Bylaw 8500, Amendment Bylaw 9507, for a Zoning Text Amendment to the "High Rise Office Commercial (ZC33) - (City Centre)" zone to allow vehicle sale/rental as a permitted secondary use on the property at 8477 Bridgeport Road, be introduced and given first reading.
	5.	APPLICATION BY CHI KUEN YEUNG AND CARDISON CHUN KIK YEUNG FOR REZONING AT 7400/7420 SCHAEFER AVENUE FROM "TWO-UNIT DWELLINGS (RD1)" TO "SINGLE DETACHED (RS2/K)" (File Ref. No. RZ 15-692244; 12-8060-20-009511) (REDMS No. 4846602)
PLN-137		See Page PLN-137 for full report
		Designated Speaker: Wayne Craig
		STAFF RECOMMENDATION
		That Richmond Zoning Bylaw 8500, Amendment Bylaw 9511, for the rezoning of 7400/7420 Schaefer Avenue from "Two-Unit Dwellings (RD1)" to "Single Detached (RS2/K)", be introduced and given first reading.
	6.	MANAGER'S REPORT
PLN-170		Memorandum – Additional Proposed Requests to the Minister of Agriculture: Agricultural Land Reserve (ALR) Wineries

ADJOURNMENT





Planning Committee

Date:

Tuesday, December 8, 2015

Place:

Anderson Room

Richmond City Hall

Present:

Councillor Linda McPhail, Chair

Councillor Bill McNulty Councillor Chak Au Councillor Carol Day

Absent:

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 Planning Committee held on November 17, 2015, be adopted as circulated.

CARRIED

NEXT COMMITTEE MEETING DATE

The Chair advised that the Planning Committee meeting scheduled for December 15, 2015 will be cancelled and that the next Planning Committee meeting will be scheduled for January 5, 2016 (tentative date) at 4:00 p.m. in the Anderson Room.

The Chair advised that Tree Bylaw Review will be considered as Item No. 4A and that the order of the agenda would be varied to consider Item No. 4 before Item No. 3.

COMMUNITY SERVICES DIVISION

1. AFFORDABLE HOUSING STRATEGY UPDATE AND HOUSING ACTION PLAN

(File Ref. No. 08-4057-01) (REDMS No. 4715093 v. 14)

Dougal Forteath, Affordable Housing Coordinator and Joyce Rautenberg, Planner 1, gave a brief overview of the Affordable Housing Strategy (AHS) and the Housing Action Plan (HAP) phases.

In reply to queries from Committee, Ms. Rautenberg noted that staff will present the draft AHS to Metro Vancouver and will be seeking input on the matter.

Discussion ensued with regard to prioritizing access to affordable housing for Richmond residents.

Discussion then took place with regard to the household annual income thresholds used for affordable housing qualification and the varying housing costs throughout the province.

In reply to queries from Committee, Mr. Forteath noted that household annual income thresholds are established through BC Housing and that it is possible to review the thresholds. Cathryn Volkering Carlile, General Manager, Community Services, added that policy analysis will be done during the first phases of the AHS and HAP and that staff will keep Council updated on the matter.

Discussion ensued with regard to alternative development options that can be utilized for affordable housing.

In reply to queries from Committee, Joe Erceg, General Manager, Planning and Development, noted the City does not direct the type of developments built by developers and that recent examples of developments that provided lock-off suites and single-storey dwelling units within townhouse projects can be circulated to Council.

In reply to queries from Committee, Ms. Rautenberg noted that the City has met or exceeded its annual affordable housing targets with the exception of the Affordable Entry Level Ownership type.

As a result of the discussion, staff were directed to provide Council with an updated list of the affordable housing inventory and achievements.

In reply to queries from Committee, Mr. Erceg commented on the City's AHS and noted that over 1000 units have been secured for affordable housing through the development process and that staff can examine affordable housing models for new developments.

Deirdre Whalen, representing the Richmond Poverty Response Committee, spoke on the proposed Affordable Housing Strategy and Housing Action Plan, and read from her submission (attached to and forming part of these minutes as Schedule 1).

In reply to queries from Committee, Mr. Erceg noted that (i) a housing agreement is registered on title of the property when the City secures affordable housing units, (ii) secondary suites are not required to register a housing agreement, (iii) secondary suites are a permitted use in residential zones, and (iv) some suites may need to be upgraded to meet the current building code.

As a result of the discussion, staff were directed to examine options to register housing agreements for secondary suites in phase two of the AHS update.

Discussion ensued with regard to (i) discussing with the Province to increase rental subsidies and income ceilings to qualify for assistance, (ii) the number of demolished single-family homes that could have been used for temporary housing, and (iii) the process to legitimize secondary suites in the city.

In reply to queries from Committee, Mr. Erceg noted that the City has simplified the process to legitimize secondary suites. He added that secondary suite applicants that may not meet current building codes are allowed to pursue BC Building Code equivalency options.

Discussion then ensued with respect to examining options to establish a local housing authority to oversee affordable housing in the city.

It was moved and seconded

That the staff report titled "Affordable Housing Strategy Update and Housing Action Plan" dated November 2, 2015, from the General Manager, Community Services, be received for information.

CARRIED

ENGINEERING AND PUBLIC WORKS DIVISION

2. ALEXANDRA ROAD UNDERGROUNDING WORKS AGREEMENT (File Ref. No. 10-6060-01) (REDMS No. 4815044 v. 3)

It was moved and seconded

That the Chief Administrative Officer and General Manager, Engineering and Public Works, be authorized on behalf of the City to enter into one or more agreements with each of Polygon Jayden Mews Homes Ltd. (or a related company), Am-Pri Developments (2012) Ltd., 0846930 BC Ltd., British Columbia Hydro and Power Authority, Telus Communications Inc. and Shaw Cablesystems Limited, as required to facilitate the undergrounding of BC Hydro, Telus and Shaw infrastructure on Alexandra Road as described in the report from the Director, Engineering, dated November 19, 2015.

CARRIED

PLANNING AND DEVELOPMENT DIVISION

KENNETH 4. APPLICATION \mathbf{BY} KEVIN **MCWILLIAM** FOR WILLIAMS ROAD FROM SINGLE REZONING ΑT 10631 DETACHED (RS1/E) TO COMPACT SINGLE DETACHED (RC2) (File Ref. No. 12-8060-20-009508; RZ 15-690379) (REDMS No. 4825043)

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9508, for the rezoning of 10631 Williams Road from "Single Detached (RS1/E)" to "Compact Single Detached (RC2)," be introduced and given first reading.

CARRIED

3. AGRICULTURAL LAND RESERVE APPEAL APPLICATION BY ARUL MIGU THURKADEVI HINDU SOCIETY OF BC FOR NON-FARM USE AT 8100 NO. 5 ROAD

(File Ref. No. 12-8060-20-009506; AG14-657892) (REDMS No. 4823402)

Wayne Craig, Director, Development, provided an overview of the staff response to the Committee referral made on the April 29, 2015 Planning Committee meeting regarding the No. 5 Road Backlands, and briefed Committee on the proposed application at 8100 No. 5 Road, noting that:

• the No. 5 Road Backlands Policy would allow for institutional uses on the front 110 metres, provided the remainder of the parcel is used for agricultural purposes;

- staff are recommending that (i) the No. 5 Road Backlands Policy be incorporated in the 2041 Official Community Plan (OCP), (ii) applicants for institutional use in Backland properties register a statutory right-of-way (SRW) in favour of the City for future farm road access, and (iii) should a property owner choose to not farm the Backlands, provisions have been added to the Policy which would allow the City to gain ownership of the land or enter into appropriate legal agreements to farm the Backlands;
- staff are recommending to secure land along the east portion of the Backlands for the future farm access road;
- all properties that have a requirement to farm the Backlands are actively farming;
- in-stream applicants have indicated to staff that they want to retain and actively farm the Backlands; and
- staff are recommending that property owners be given the option to dedicate the Backlands to the City once they have made improvements to agricultural production, or in cases where there is an inability to create a parcel, enter into a legal agreement to secure City access to the Backlands.

Mr. Craig then commented on the proposed application at 8100 No. 5 Road, advising that the applicant has provided (i) a farm plan, (ii) a monetary security as a condition of the rezoning, and (iii) a SRW for future farm road access. He added that staff are recommending that the application be endorsed by Council and be forwarded to the Agricultural Land Commission (ALC).

In reply to queries from Committee regarding the future expansion of Highway 99, Mr. Craig noted that (i) preliminary designs of the highway expansion indicate that widening would occur along the west side of the highway, (ii) the City is working with the ALC and the Ministry of Transportation and Infrastructure on the future highway expansion, and (iii) the City will work with applicants to ensure that the future farm access road remains on private property and will not be affected by the future highway expansion.

In reply to queries regarding permissive tax e xemption, Ivy Wong, Manager, Revenue, noted that the City annually sends out a request for tax exemption applications and that inspectors are periodically dispatched to Backland properties to ensure farming compliance.

Discussion ensued with regard to the benefit of a farm road along the Backlands.

In reply to queries from Committee, Mr. Craig noted that as an alternative to a strict property transfer to the City, property owners may enter into in a legal agreement to secure City access to farm the Backlands.

In reply to queries from Committee, Terry Crowe, Manager, Policy Planning, advised that should the proposed OCP amendments proceed to Public Hearing, the public information meeting for the No. 5 Road Backlands Policy would be tentatively scheduled late in January 2016.

Anton Taddei, property owner of 8100 No. 5 Road, wished to indicate that the subject site is not directly adjacent to the area that will be affected by the future highway widening.

It was moved and seconded

- (1) That the application by Arul Migu Thurkadevi Hindu Society of BC for a non-farm use at 8100 No. 5 Road to develop a Hindu temple and off-street parking on the westerly 110 metres of the site be endorsed as presented to the Planning Committee on May 20, 2015 and forwarded to the Agricultural Land Commission;
- (2) That Richmond 2041 Official Community Plan (OCP) Bylaw 9000, Amendment Bylaw 9506 that adds No. 5 Road Backlands Policies in Section 7.0 of the OCP be introduced and given first reading and forwarded to the February 2016 Public Hearing meeting;
- (3) That Richmond 2041 Official Community Plan Bylaw 9000, Amendment Bylaw 9506, having been considered in conjunction with:
 - (a) the City's Financial Plan and Capital Program; and
 - (b) the Greater Vancouver Regional District Solid Waste and Liquid Waste Management Plans;
 - is hereby found to be consistent with said program and plans, in accordance with Section 882(3) (a) of the Local Government Act;
- (4) That Richmond 2041 Official Community Plan Bylaw 9000, Amendment Bylaw 9506, having been considered in accordance with OCP Bylaw Preparation Consultation Policy 5043 and Section 882(3)(c) of the Local Government Act, will be forwarded to the Agricultural Land Commission for comment in advance of the Public Hearing;
- (5) That this report and Bylaw 9506, be forwarded to the Richmond Agricultural Advisory Committee for comments in advance of the Public Hearing;
- (6) That staff be directed to host a public information meeting with all affected property owners along the No. 5 Road corridor to explain the proposed OCP amendment (i.e., changes to the No. 5 Road Backlands Policy) in advance of the Public Hearing;

- (7) That Policy 5037 "No. 5 Road Backlands Policy" be rescinded once Richmond Official Community Plan Bylaw 9000, Amendment Bylaw 9506 is adopted; and
- (8) That staff be directed to continue to monitor the progress of the George Massey Tunnel Replacement project and report back when the impacts on the Backlands are better known.

CARRIED

4A. TREE BYLAW REVIEW

(File Ref. No.)

Discussion ensued with regard to aspects of the City's Tree Protection Bylaw No. 8057, and as a result the following **referral** was introduced:

It was moved and seconded

That staff review the Tree Protection Bylaw No. 8057, as it relates to replacement planting requirements and report back.

CARRIED

5. MANAGER'S REPORT

None.

ADJOURNMENT

It was moved and seconded That the meeting adjourn (4:56 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the Planning Committee of the Council of the City of Richmond held on Tuesday, December 8, 2015.

Councillor Linda McPhail	Evangel Biason
Chair	Legislative Services Coordinator

Schedule 1 to the Minutes of the Planning Committee meeting of Richmond City Council held on Tuesday, December 8, 2015.

December 8, 2015 Planning Committee, City of Richmond

My name is Deirdre Whalen and my address is 13631 Blundell Road Richmond.

I am here to speak on behalf of the **Richmond Poverty Response Committee**. The Richmond PRC is "a coalition of Richmond residents and agencies working together to reduce poverty and the impacts of poverty with research, projects and public education."

In reading the Affordable Housing Strategy and the Staff Report it was a walk down memory lane. For those who may not know, Richmond PRC has seen affordable housing as one of our key aims since our inception in the year 2000. One of the first advocacy actions of the Richmond PRC was to urge City Council to develop a **Standards of Maintenance** bylaw for Richmond rental properties.

Then in 2008-2009, the PRC developed and monitored the **Homes For All - Study Circles** project with the Richmond Civic Engagement Network and the City of Richmond.

In 2009 the Richmond PRC started the **Richmond Homeless Connect** event with their Faith Housing Group task force. It is now organized and carried out by the Richmond Homelessness Coalition and we had our 7th successful event in October 2015.

In 2010 we organized the "Building Hope" Housing Forum, inviting 15 housing specialists from Metro and beyond to speak about their challenges and successes and new ideas for housing. Actions arising from the Forum included the creation of a Drop In Centre and the Richmond Homelessness Coalition – Homes For All. As founding members of both of these initiatives, the Richmond PRC remains active at these planning tables.

In viewing the stakeholder groups in the AHS update staff report I note that the Richmond PRC is not specifically mentioned. But in understanding our commitment to affordable housing, I hope you will include us!

Although the AHS has met many milestones, it is now evident that it needs an update. The Richmond PRC would recommend the Housing Action Plan consider the following:

1. Join BC municipalities in urging the provincial government to increase rent supplements for low-income individuals and families as well as increase the income ceilings for these supplements.

The current affordability gap is getting bigger and people have to use money earmarked for food, transportation, childcare and utilities to fill that gap every month.

2. Work with developers to prioritize the building of **purpose-built affordable rental** properties that will stay rentals in perpetuity.

The current 5% AH units in new developments is not keeping up with the need for affordable rental units. In addition, demolition of older, but perfectly sound single family homes housing two families is creating a dearth of affordable options for low-income families. Finally, encouraging the building of secondary suites does not necessarily translate into rented-out affordable housing units. The Richmond PRC's Rental Connect project found only 70 landlords out of the thousands of secondary suites that were willing to rent at below market.

3. Investigate the feasibility of establishing a local Housing Authority or similar entity.

The purpose of authority would include coordinating activities such as: ease of administering affordable rental units in new developments; providing a snapshot of vacant rentals with private providers (eg. Caprent); creating a one-stop shop for renters seeking accommodation; establishing uniformity in eligibility criteria for renters.



Report to Committee

To:

Planning Committee

Date:

January 4, 2016

From:

Cathryn Volkering Carlile

File:

08-4057-01/2015-Vol

Re:

General Manager, Community Services

Housing Agreement Bylaw No. 9297 to Permit the City of Richmond to Secure Affordable Housing Units located at 5580 No. 3 Road (Kebet Holdings Ltd.)

Staff Recommendation

That Housing Agreement (5580 No. 3 Road) Bylaw No. 9297 be introduced and given first, second and third readings to permit the City to enter into a Housing Agreement substantially in the form attached hereto, in accordance with the requirements of section 905 of the Local Government Act, to secure the Affordable Housing Units required by the Development Permit Application DP 14-660885.

Cathryn Volkering Carlile

General Manager, Community Services

lelearlie

(604-276-4068)

Att. 2

REPORT CONCURRENCE						
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER				
Law Development Applications	U	felevelle				
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: (APPROVED BY CAO				

Staff Report

Origin

The purpose of this report is to recommend that Council adopt Housing Agreement Bylaw No. 9297 (Attachment 1) to secure 541 m² (5,819ft²) or nine (9) affordable housing units in the proposed development located at 5580 No. 3 Road (Attachment 2).

This report and bylaw 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 and bylaw 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 and bylaw are also consistent with the Richmond Affordable Housing Strategy, adopted on May 28, 2007, which specifies the creation of affordable low end market rental units as a key housing priority for the City.

Rafii Architects Inc. and DYS Architecture have applied on behalf of Kebet Holdings Ltd., Inc. No. BC0712200 to the City of Richmond for permission to develop a mixed use tower, two-storey townhouse units above the proposed parking podium, and approximately 529 m² (5,703 ft²) of commercial space along the No. 3 Road frontage. The proposed development will introduce approximately 132 residential units, of which nine (9) units will be secured as affordable housing units in accordance with the City's Affordable Housing Strategy. The development is proposed at 5580 No. 3 Road on a site zoned "Downtown Commercial (CDT1)". There is no rezoning associated with this project, therefore a Public Hearing was not required.

The Development Permit was endorsed by the Development Permit Panel on January 13, 2016, subject to a Housing Agreement being registered on title to secure nine affordable housing units with maximum rental rates and tenant income as established by the City's Affordable Housing Strategy. The proposed Housing Agreement Bylaw for the subject development (Bylaw No. 9297) is presented as attached. It is recommended that the Bylaw be introduced and given first, second and third readings. Following adoption of the Bylaw, the City will be able to execute the Housing Agreement and arrange for notice of the agreement to be filed in the Land Title Office.

4810573 PLN - 14

Analysis

The subject development application involves a development consisting of approximately 132 residential units, including nine (9) affordable rental housing units. The affordable housing units are anticipated to deliver as follows:

Unit Type	Number of Units	Maximum Monthly Rent	Total Household Annual Income
Bachelor	2	\$850	\$34,000 or less
1 bedroom	4	\$950	\$38,000 or less
2 bedroom	3	\$1,162	\$46,500 or less
	9 units		

The Housing Agreement restricts the annual household incomes for eligible occupants and specifies that the units must be made available at low end market rent rates in perpetuity. The Agreement includes provisions for annual adjustment of the maximum annual housing incomes and rental rates in accordance with City requirements. The Agreement also specifies that occupants of the affordable housing units shall enjoy full and unlimited access to and use of all on-site indoor and outdoor amenity spaces. The applicant has agreed to the terms and conditions of the attached Housing Agreement, and to register notice of the Housing Agreement on title to secure the nine affordable rental housing units.

Financial Impact

None.

Conclusion

In accordance with the *Local Government Act* (Section 905), adoption of Bylaw No. 9297 is required to permit the City to enter into a Housing Agreement which together with the housing covenant will act to secure nine (9) affordable rental units that are proposed in association with Development Permit Application 14-660885.

Joyce Rautenberg

Affordable Housing Planner

(604-247-4916)

Att. 1: Bylaw No. 9297, Schedule A

Att. 2: Map of Subject Property



Bylaw 9297

Housing Agreement (5580 No. 3 Road) Bylaw No. 9297

The Council of the City of Richmond enacts as follows:

1.	The Mayor and Corporate Officer for the City of Richmond are authorized to execute and
	deliver a housing agreement, substantially in the form set out in Schedule A to this Bylaw
	with the owner of the lands legally described as:

PID: 004-885-473

Lot 62 Except: Part Subdivided By Plan 53415; Section 4 Block 4 North Range 6West New Westminster District Plan 40661

2. This Bylaw is cited as "Housing Agreement (5580 No. 3 Road) Bylaw No. 9297".

FIRST READING	CITY OF RICHMOND
SECOND READING	APPROVED for content by originating dept.
THIRD READING	APPROVED for legality
ADOPTED	by Solicitor
MAYOR	CORPORATE OFFICER

Schedule A

To Housing Agreement (5580 No. 3 Road) Bylaw No. 9297

HOUSING AGREEMENT BETWEEN THE CITY OF RICHMOND AND KEBET HOLDINGS LTD.

HOUSING AGREEMENT (Section 905 Local Government Act)

THIS AGREEMENT is dated for reference the day of, 2016.					
BETWEEN:					
	KEBET HOLDINGS LTD., (Inc. No. BC0712200), a company duly incorporated under the laws of the Province of British Columbia and having its office at 3030 Gilmore Diversion, Burnaby, British Columbia, V5G 3B4 (the "Owner" as more fully defined in section 1.1 of this Agreement)				
AND:					
	CITY OF RICHMOND, a municipal corporation pursuant to the <i>Local Government Act</i> and having its offices at 6911 No. 3 Road, Richmond, British Columbia, V6Y 2C1				

WHEREAS:

A. Section 905 of the *Local Government Act* permits the City to enter into and, by legal notation on title, note on title to lands, housing agreements which may include, without limitation, conditions in respect to the form of tenure of housing units, availability of housing units to classes of persons, administration of housing units and rent which may be charged for housing units;

(the "City" as more fully defined in section 1.1 of this Agreement)

- B. The Owner is the owner of the Lands (as hereinafter defined); and
- C. The Owner and the City wish to enter into this Agreement (as herein defined) to provide for affordable housing on the terms and conditions set out in this Agreement,

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In consideration of \$10.00 and other good and valuable consideration (the receipt and sufficiency of which is acknowledged by both parties), and in consideration of the promises exchanged below, the Owner and the City covenant and agree as follows:

ARTICLE 1 DEFINITIONS AND INTERPRETATION

- 1.1 In this Agreement the following words have the following meanings:
 - (a) "Affordable Housing Unit" means a Dwelling Unit or Dwelling Units designated as such in accordance with a building permit and/or development permit issued by the City and/or, if applicable, in accordance with any rezoning consideration applicable to the development on the Lands and includes, without limiting the generality of the foregoing, the Dwelling Unit charged by this Agreement;
 - (b) "Agreement" means this agreement together with all schedules, attachments and priority agreements attached hereto;
 - (c) "City" means the City of Richmond;
 - (d) "City Personnel" means the City's elected officials, officers, employees, agents, and each of their heirs, executors, administrators, personal representatives, successors and assigns;
 - (e) "CPI" means the All-Items Consumer Price Index for Vancouver, B.C. published from time to time by Statistics Canada, or its successor in function;
 - (f) "Daily Amount" means \$100.00 per day as of January 1, 2009 adjusted annually thereafter by adding thereto an amount calculated by multiplying \$100.00 by the percentage change in the CPI since January 1, 2009, to January 1 of the year that a written notice is delivered to the Owner by the City pursuant to section 6.1 of this Agreement. In the absence of obvious error or mistake, any calculation by the City of the Daily Amount in any particular year shall be final and conclusive;
 - (g) "Dwelling Unit" means a residential dwelling unit or units located or to be located on the Lands whether those dwelling units are lots, strata lots or parcels, or parts or portions thereof, and includes single family detached dwellings, duplexes, townhouses, auxiliary residential dwelling units, rental apartments and strata lots in a building strata plan and includes, where the context permits, an Affordable Housing Unit;
 - (h) "Eligible Tenant" means a Family having a cumulative annual income of:
 - (i) in respect to a bachelor unit, \$34,000 or less;
 - (ii) in respect to a one bedroom unit, \$38,000 or less;

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- (iii) in respect to a two bedroom unit, \$46,500 or less; or
- (iv) in respect to a three or more bedroom unit, \$57,500 or less

provided that, commencing July 1, 2013, the annual incomes set-out above shall, in each year thereafter, be adjusted, plus or minus, by adding or subtracting therefrom, as the case may be, an amount calculated that is equal to the Core Need Income Threshold data and/or other applicable data produced by Canada Mortgage Housing Corporation in the years when such data is released. In the absence of obvious error or mistake, any calculation by the City of an Eligible Tenant's permitted income in any particular year shall be final and conclusive;

(1) Family means	(i)	"Family"	means
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- (i) a person;
- (ii) two or more persons related by blood, marriage or adoption; or
- (iii) a group of not more than 6 persons who are not related by blood, marriage or adoption
- (j) "Housing Covenant" means the agreements, covenants and charges granted by the Owner to the City (which includes covenants pursuant to section 219 of the Land Title Act) charging the Lands registered on ____ day of _______, 20_, under number ______, as it may be amended or replaced from time to time;
- (k) "Interpretation Act" means the Interpretation Act, R.S.B.C. 1996, Chapter 238, together with all amendments thereto and replacements thereof;
- (l) "Land Title Act" means the Land Title Act, R.S.B.C. 1996, Chapter 250, together with all amendments thereto and replacements thereof;
- (m) "Lands" means the following lands and premises situate in the City of Richmond and, including a building or a portion of a building, into which said land is Subdivided:

PID: 004-885-473

Lot 62 Except: Part Subdivided by Plan 53415; Section 4 Block 4 North Range 6 West NWD Plan 40661;

(n) "Local Government Act" means the Local Government Act, R.S.B.C. 1996, Chapter 323, together with all amendments thereto and replacements thereof;

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- (o) "LTO" means the New Westminster Land Title Office or its successor;
- (p) "Owner" means the party described on page 1 of this Agreement as the Owner and any subsequent owner of the Lands or of any part into which the Lands are Subdivided, and includes any person who is a registered owner in fee simple of an Affordable Housing Unit from time to time;
- (q) "Permitted Rent" means no greater than:
 - (i) \$850.00 a month for a bachelor unit;
 - (ii) \$950.00 a month for a one bedroom unit;
 - (iii) \$1,162.00 a month for a two bedroom unit; and
 - (iv) \$1,437.00 a month for a three (or more) bedroom unit,

provided that, commencing July 1, 2013, the rents set-out above shall, in each year thereafter, be adjusted, plus or minus, by adding or subtracting therefrom, as the case may be, an amount calculated that is equal to the Core Need Income Threshold data and/or other applicable data produced by Canada Mortgage Housing Corporation in the years when such data is released. In the event that, in applying the values set-out above, the rental increase is at any time greater than the rental increase permitted by the *Residential Tenancy Act*, then the increase will be reduced to the maximum amount permitted by the *Residential Tenancy Act*. In the absence of obvious error or mistake, any calculation by the City of the Permitted Rent in any particular year shall be final and conclusive;

- (r) "Real Estate Development Marketing Act" means the Real Estate Development Marketing Act, S.B.C. 2004, Chapter 41, together with all amendments thereto and replacements thereof;
- (s) "Residential Tenancy Act" means the Residential Tenancy Act, S.B.C. 2002, Chapter 78, together with all amendments thereto and replacements thereof;
- (t) "Strata Property Act" means the Strata Property Act S.B.C. 1998, Chapter 43, together with all amendments thereto and replacements thereof;
- (u) "Subdivide" means to divide, apportion, consolidate or subdivide the Lands, or the ownership or right to possession or occupation of the Lands into two or more lots, strata lots, parcels, parts, portions or shares, whether by plan, descriptive words or otherwise, under the Land Title Act, the Strata Property Act, or otherwise, and includes the creation, conversion, organization or development of "cooperative interests" or "shared interest in land" as defined in the Real Estate Development Marketing Act;

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- (v) "Tenancy Agreement" means a tenancy agreement, lease, license or other agreement granting rights to occupy an Affordable Housing Unit; and
- (w) "Tenant" means an occupant of an Affordable Housing Unit by way of a Tenancy Agreement.

1.2 In this Agreement:

- (a) reference to the singular includes a reference to the plural, and *vice versa*, unless the context requires otherwise;
- (b) article and section headings have been inserted for ease of reference only and are not to be used in interpreting this Agreement;
- (c) if a word or expression is defined in this Agreement, other parts of speech and grammatical forms of the same word or expression have corresponding meanings;
- (d) reference to any enactment includes any regulations, orders or directives made under the authority of that enactment;
- (e) reference to any enactment is a reference to that enactment as consolidated, revised, amended, re-enacted or replaced, unless otherwise expressly provided;
- (f) the provisions of section 25 of the *Interpretation Act* with respect to the calculation of time apply;
- (g) time is of the essence;
- (h) all provisions are to be interpreted as always speaking;
- (i) reference to a "party" is a reference to a party to this Agreement and to that party's respective successors, assigns, trustees, administrators and receivers. Wherever the context so requires, reference to a "party" also includes an Eligible Tenant, agent, officer and invitee of the party;
- (j) reference to a "day", "month", "quarter" or "year" is a reference to a calendar day, calendar month, calendar quarter or calendar year, as the case may be, unless otherwise expressly provided; and
- (k) where the word "including" is followed by a list, the contents of the list are not intended to circumscribe the generality of the expression preceding the word "including".

ARTICLE 2 USE AND OCCUPANCY OF AFFORDABLE HOUSING UNITS

2.1 The Owner agrees that each Affordable Housing Unit may only be used as a permanent residence occupied by one Eligible Tenant. An Affordable Housing Unit must not be

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- occupied by the Owner, the Owner's family members (unless the Owner's family members qualify as Eligible Tenants), or any tenant or guest of the Owner, other than an Eligible Tenant.
- 2.2 Within 30 days after receiving notice from the City, the Owner must, in respect of each Affordable Housing Unit, provide to the City a statutory declaration, substantially in the form (with, in the City Solicitor's discretion, such further amendments or additions as deemed necessary) attached as Appendix A, sworn by the Owner, containing all of the information required to complete the statutory declaration. The City may request such statutory declaration in respect to each Affordable Housing Unit no more than once in any calendar year; provided, however, notwithstanding that the Owner may have already provided such statutory declaration in the particular calendar year, the City may request and the Owner shall provide to the City such further statutory declarations as requested by the City in respect to an Affordable Housing Unit if, in the City's absolute determination, the City believes that the Owner is in breach of any of its obligations under this Agreement.
- 2.3 The Owner hereby irrevocably authorizes the City to make such inquiries as it considers necessary in order to confirm that the Owner is complying with this Agreement.

ARTICLE 3 DISPOSITION AND ACQUISITION OF AFFORDABLE HOUSING UNITS

- 3.1 The Owner will not permit an Affordable Housing Unit Tenancy Agreement to be subleased or assigned.
- 3.2 If this Housing Agreement encumbers more than one Affordable Housing Unit, then the Owner may not, without the prior written consent of the City Solicitor, sell or transfer less than five (5) Affordable Housing Units in a single or related series of transactions with the result that when the purchaser or transferee of the Affordable Housing Units becomes the owner, the purchaser or transferee will be the legal and beneficial owner of not less than five (5) Affordable Housing Units.
- 3.3 The Owner must not rent, lease, license or otherwise permit occupancy of any Affordable Housing Unit except to an Eligible Tenant and except in accordance with the following additional conditions:
 - (a) the Affordable Housing Unit will be used or occupied only pursuant to a Tenancy Agreement;
 - (b) the monthly rent payable for the Affordable Housing Unit will not exceed the Permitted Rent applicable to that class of Affordable Housing Unit;
 - (c) the Owner will not require the Tenant or any permitted occupant to pay any strata fees, strata property contingency reserve fees or any extra charges or fees for use of any common property, limited common property, or other common areas, facilities or amenities, or for sanitary sewer, storm sewer, water, other utilities, property or similar tax; provided, however, if the Affordable Housing Unit is a

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strata unit and the following costs are not part of strata or similar fees, an Owner may charge the Tenant the Owner's cost, if any, of providing cablevision, telephone, other telecommunications, gas, or electricity fees, charges or rates;

- (d) the Owner will attach a copy of this Agreement to every Tenancy Agreement;
- (e) the Owner will include in the Tenancy Agreement a clause requiring the Tenant and each permitted occupant of the Affordable Housing Unit to comply with this Agreement;
- (f) the Owner will include in the Tenancy Agreement a clause entitling the Owner to terminate the Tenancy Agreement if:
 - (i) an Affordable Housing Unit is occupied by a person or persons other than an Eligible Tenant;
 - (ii) the annual income of an Eligible Tenant rises above the applicable maximum amount specified in section 1.1(g) of this Agreement;
 - (iii) the Affordable Housing Unit is occupied by more than the number of people the City's building inspector determines can reside in the Affordable Housing Unit given the number and size of bedrooms in the Affordable Housing Unit and in light of any relevant standards set by the City in any bylaws of the City;
 - (iv) the Affordable Housing Unit remains vacant for three consecutive months or longer, notwithstanding the timely payment of rent; and/or
 - (v) the Tenant subleases the Affordable Housing Unit or assigns the Tenancy Agreement in whole or in part,

and in the case of each breach, the Owner hereby agrees with the City to forthwith provide to the Tenant a notice of termination. Except for section 3.3(f)(ii) of this Agreement [Termination of Tenancy Agreement if Annual Income of Tenant rises above amount prescribed in section 1.1(g) of this Agreement], the notice of termination shall provide that the termination of the tenancy shall be effective 30 days following the date of the notice of termination. In respect to section 3.3(f)(ii) of this Agreement, termination shall be effective on the day that is six (6) months following the date that the Owner provided the notice of termination to the Tenant;

- (g) the Tenancy Agreement will identify all occupants of the Affordable Housing Unit and will stipulate that anyone not identified in the Tenancy Agreement will be prohibited from residing at the Affordable Housing Unit for more than 30 consecutive days or more than 45 days total in any calendar year; and
- (h) the Owner will forthwith deliver a certified true copy of the Tenancy Agreement to the City upon demand.

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3.4 If the Owner has terminated the Tenancy Agreement, then the Owner shall use best efforts to cause the Tenant and all other persons that may be in occupation of the Affordable Housing Unit to vacate the Affordable Housing Unit on or before the effective date of termination.

ARTICLE 4 DEMOLITION OF AFFORDABLE HOUSING UNIT

- 4.1 The Owner will not demolish an Affordable Housing Unit unless;
 - (a) the Owner has obtained the written opinion of a professional engineer or architect who is at arm's length to the Owner that it is no longer reasonable or practical to repair or replace any structural component of the Affordable Housing Unit, and the Owner has delivered to the City a copy of the engineer's or architect's report; or
 - (b) the Affordable Housing Unit is damaged or destroyed, to the extent of 40% or more of its value above its foundations, as determined by the City in its sole discretion,

and, in each case, a demolition permit for the Affordable Housing Unit has been issued by the City and the Affordable Housing Unit has been demolished under that permit.

Following demolition, the Owner will use and occupy any replacement Dwelling Unit in compliance with this Agreement and the Housing Covenant both of which will apply to any replacement Dwelling Unit to the same extent and in the same manner as those agreements apply to the original Dwelling Unit, and the Dwelling Unit must be approved by the City as an Affordable Housing Unit in accordance with this Agreement.

ARTICLE 5 STRATA CORPORATION BYLAWS

- 5.1 This Agreement will be binding upon all strata corporations created upon the strata title Subdivision of the Lands or any Subdivided parcel of the Lands.
- Any strata corporation bylaw which prevents, restricts or abridges the right to use the Affordable Housing Units as rental accommodation will have no force and effect.
- 5.3 No strata corporation shall pass any bylaws preventing, restricting or abridging the use of the Affordable Housing Units as rental accommodation.
- 5.4 No strata corporation shall pass any bylaw or approve any levies which would result in only the Owner or the Tenant or any other permitted occupant of an Affordable Housing Unit (and not include all the owners, tenants, or any other permitted occupants of all the strata lots in the applicable strata plan which are not Affordable Housing Units) paying any extra charges or fees for the use of any common property, limited common property or other common areas, facilities, or amenities of the strata corporation.

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5.5 The strata corporation shall not pass any bylaw or make any rule which would restrict the Owner or the Tenant or any other permitted occupant of an Affordable Housing Unit from using and enjoying any common property, limited common property or other common areas, facilities or amenities of the strata corporation except on the same basis that governs the use and enjoyment of any common property, limited common property or other common areas, facilities or amenities of the strata corporation by all the owners, tenants, or any other permitted occupants of all the strata lots in the applicable strata plan which are not Affordable Housing Units.

ARTICLE 6 DEFAULT AND REMEDIES

- 6.1 The Owner agrees that, in addition to any other remedies available to the City under this Agreement or the Housing Covenant or at law or in equity, if an Affordable Housing Unit is used or occupied in breach of this Agreement or rented at a rate in excess of the Permitted Rent or the Owner is otherwise in breach of any of its obligations under this Agreement or the Housing Covenant, the Owner will pay the Daily Amount to the City for every day that the breach continues after forty-five (45) days written notice from the City to the Owner stating the particulars of the breach. For greater certainty, the City is not entitled to give written notice with respect to any breach of the Agreement until any applicable cure period, if any, has expired. The Daily Amount is due and payable thirty (30) business days following receipt by the Owner of an invoice from the City for the same.
- 6.2 The Owner acknowledges and agrees that a default by the Owner of any of its promises, covenants, representations or warranties set-out in the Housing Covenant shall also constitute a default under this Agreement.

ARTICLE 7 MISCELLANEOUS

7.1 Housing Agreement

The Owner acknowledges and agrees that:

- (a) this Agreement includes a housing agreement entered into under section 905 of the Local Government Act;
- (b) where an Affordable Housing Unit is a separate legal parcel the City may file notice of this Agreement in the LTO against the title to the Affordable Housing Unit and, in the case of a strata corporation, may note this Agreement on the common property sheet; and
- (c) where the Lands have not yet been Subdivided to create the separate parcels to be charged by this Agreement, the City may file a notice of this Agreement in the LTO against the title to the Lands. If this Agreement is filed in the LTO as a notice under section 905 of the Local Government Act prior to the Lands having

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been Subdivided, and it is the intention that this Agreement is, once separate legal parcels are created and/or the Lands are subdivided, to charge and secure only the legal parcels or Subdivided Lands which contain the Affordable Housing Units, then the City Solicitor shall be entitled, without further City Council approval, authorization or bylaw, to partially discharge this Agreement accordingly. The Owner acknowledges and agrees that notwithstanding a partial discharge of this Agreement, this Agreement shall be and remain in full force and effect and, but for the partial discharge, otherwise unamended. Further, the Owner acknowledges and agrees that in the event that the Affordable Housing Unit is in a strata corporation, this Agreement shall remain noted on the strata corporation's common property sheet.

7.2 Modification

Subject to section 7.1 of this Agreement, this Agreement may be modified or amended from time to time, by consent of the Owner and a bylaw duly passed by the Council of the City and thereafter if it is signed by the City and the Owner.

7.3 Management

The Owner covenants and agrees that it will furnish good and efficient management of the Affordable Housing Units and will permit representatives of the City to inspect the Affordable Housing Units at any reasonable time, subject to the notice provisions in the Residential Tenancy Act. The Owner further covenants and agrees that it will maintain the Affordable Housing Units in a good state of repair and fit for habitation and will comply with all laws, including health and safety standards applicable to the Lands. Notwithstanding the foregoing, the Owner acknowledges and agrees that the City, in its absolute discretion, may require the Owner, at the Owner's expense, to hire a person or company with the skill and expertise to manage the Affordable Housing Units.

7.4 Indemnity

Except to the extent that any liability under this section arises from the negligence and/or willful misconduct of the City and/or City Personnel, the Owner will indemnify and save harmless the City and City Personnel from and against all claims, demands, actions, loss, damage, costs and liabilities, which all or any of them will or may be liable for or suffer or incur or be put to by reason of or arising out of:

- any negligent act or omission of the Owner, or its officers, directors, agents, contractors or other persons for whom at law the Owner is responsible relating to this Agreement;
- (b) the construction, maintenance, repair, ownership, lease, license, operation, management or financing of the Lands or any Affordable Housing Unit or the enforcement of any Tenancy Agreement; and/or
- (c) without limitation, any legal or equitable wrong on the part of the Owner or any breach of this Agreement by the Owner.

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7.5 Release

Except to the extent that any liability under this section arises from the negligence and/or willful misconduct of the City and/or City Personnel, the Owner hereby releases and forever discharges the City and City Personnel from and against all claims, demands, damages, actions, or causes of action by reason of or arising out of or which would or could not occur but for the:

- (a) construction, maintenance, repair, ownership, lease, license, operation or management of the Lands or any Affordable Housing Unit under this Agreement; and/or
- (b) the exercise by the City of any of its rights under this Agreement or an enactment.

7.6 Survival

The obligations of the Owner set out in this Agreement will survive termination or discharge of this Agreement.

7.7 Priority

The Owner will do everything necessary, at the Owner's expense, to ensure that this Agreement, if required by the City Solicitor, will be noted against title to the Lands in priority to all financial charges and encumbrances which may have been registered or are pending registration against title to the Lands save and except those specifically approved in advance in writing by the City Solicitor or in favour of the City, and that a notice under section 905(5) of the *Local Government Act* will be filed on the title to the Lands.

7.8 City's Powers Unaffected

This Agreement does not:

- (a) affect or limit the discretion, rights, duties or powers of the City under any enactment or at common law, including in relation to the use or subdivision of the Lands;
- (b) impose on the City any legal duty or obligation, including any duty of care or contractual or other legal duty or obligation, to enforce this Agreement;
- (c) affect or limit any enactment relating to the use or subdivision of the Lands; or
- (d) relieve the Owner from complying with any enactment, including in relation to the use or subdivision of the Lands.

7.9 Agreement for Benefit of City Only

The Owner and the City agree that:

(a) this Agreement is entered into only for the benefit of the City;

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- (b) this Agreement is not intended to protect the interests of the Owner, any Tenant, or any future owner, lessee, occupier or user of the Lands or the building or any portion thereof, including any Affordable Housing Unit; and
- (c) the City may at any time execute a release and discharge of this Agreement, without liability to anyone for doing so, and without obtaining the consent of the Owner.

7.10 No Public Law Duty

Where the City is required or permitted by this Agreement to form an opinion, exercise a discretion, express satisfaction, make a determination or give its consent, the Owner agrees that the City is under no public law duty of fairness or natural justice in that regard and agrees that the City may do any of those things in the same manner as if it were a private party and not a public body.

7.11 Notice

Any notice required to be served or given to a party herein pursuant to this Agreement will be sufficiently served or given if delivered, to the postal address of the Owner set out in the records at the LTO, and in the case of the City addressed:

To:

Clerk, City of Richmond

6911 No. 3 Road

Richmond, BC V6Y 2C1

And to:

City Solicitor City of Richmond 6911 No. 3 Road

Richmond, BC V6Y 2C1

or to the most recent postal address provided in a written notice given by each of the parties to the other. Any notice which is delivered is to be considered to have been given on the first day after it is dispatched for delivery.

7.12 Enuring Effect

This Agreement will extend to and be binding upon and enure to the benefit of the parties hereto and their respective successors and permitted assigns.

7.13 Severability

If any provision of this Agreement is found to be invalid or unenforceable, such provision or any part thereof will be severed from this Agreement and the resultant remainder of this Agreement will remain in full force and effect.

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7.14 Waiver

All remedies of the City will be cumulative and may be exercised by the City in any order or concurrently in case of any breach and each remedy may be exercised any number of times with respect to each breach. Waiver of or delay in the City exercising any or all remedies will not prevent the later exercise of any remedy for the same breach or any similar or different breach.

7.15 Sole Agreement

This Agreement, and any documents signed by the Owners contemplated by this Agreement (including, without limitation, the Housing Covenant), represent the whole agreement between the City and the Owner respecting the use and occupation of the Affordable Housing Units, and there are no warranties, representations, conditions or collateral agreements made by the City except as set forth in this Agreement. In the event of any conflict between this Agreement and the Housing Covenant, this Agreement shall, to the extent necessary to resolve such conflict, prevail.

7.16 Further Assurance

Upon request by the City the Owner will forthwith do such acts and execute such documents as may be reasonably necessary in the opinion of the City to give effect to this Agreement.

7.17 Covenant Runs with the Lands

This Agreement burdens and runs with the Lands and every parcel into which it is Subdivided in perpetuity. All of the covenants and agreements contained in this Agreement are made by the Owner for itself, its personal administrators, successors and assigns, and all persons who after the date of this Agreement, acquire an interest in the Lands.

7.18 Equitable Remedies

The Owner acknowledges and agrees that damages would be an inadequate remedy for the City for any breach of this Agreement and that the public interest strongly favours specific performance, injunctive relief (mandatory or otherwise), or other equitable relief, as the only adequate remedy for a default under this Agreement.

7.19 No Joint Venture

Nothing in this Agreement will constitute the Owner as the agent, joint venturer, or partner of the City or give the Owner any authority to bind the City in any way.

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7.20 Applicable Law

Unless the context otherwise requires, the laws of British Columbia (including, without limitation, the *Residential Tenancy Act*) will apply to this Agreement and all statutes referred to herein are enactments of the Province of British Columbia.

7.21 Deed and Contract

By executing and delivering this Agreement the Owner intends to create both a contract and a deed executed and delivered under seal.

7.22 Joint and Several

If the Owner is comprised of more than one person, firm or body corporate, then the covenants, agreements and obligations of the Owner shall be joint and several.

7.23 Limitation on Owner's Obligations

The Owner is only liable for breaches of this Agreement that occur while the Owner is the registered owner of the Lands provided however that notwithstanding that the Owner is no longer the registered owner of the Lands, the Owner will remain liable for breaches of this Agreement that occurred while the Owner was the registered owner of the Lands.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the day and year first above written.

KEBET HOLDINGS LTD.,

by its authorized signatory(ies):

Per:		
	Name: Ryan K. Beedle	
Per:	None	······································

CITY OF
RICHMOND
APPROVED
for content by
originating
dept.

APPROVED
for legality
by Solicitor

DATE OF
COUNCIL
APPROVAL

	authorized signatory(ies):
Per:	Malcolm D. Brodie, Mayor
Per:	David Weber, Corporate Officer

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Appendix A to Housing Agreement

STATUTORY DECLARATION

CANADA PROVINCE OF BRITISH COLUMBIA)))	IN THE MATTER OF A HOUSING AGREEMENT WITH THE CITY OF RICHMOND ("Housing Agreement")
TO W				
I, solem	nly decl	lare that:		British Columbia, do
1.	I am t "Affor knowl	he owner or authorized signatory or rdable Housing Unit"), and make ledge.	f the ow this de	ner of (the eclaration to the best of my personal
2.		declaration is made pursuant to the ling Unit.	Housing	Agreement in respect of the Affordable
3.	Housi			to the the Eligible Tenants (as defined in the addresses and whose employer's names
	[Name	es, addresses and phone numbers of I	Eligible T	Tenants and their employer(s)]
4.	The re	ent charged each month for the Affo	ordable H	lousing Unit is as follows:
	(a)	the monthly rent on the date 365 of \$ per month;	days befo	ore this date of this statutory declaration:
	(b)	the rent on the date of this statutory	declarat	ion: \$; and
	(c)	the proposed or actual rent that wi date of this statutory declaration: \$		vable on the date that is 90 days after the
5.	Agree Office	ment, and other charges in favour e against the land on which the Affo	of the Cordable H	Owner's obligations under the Housing ity noted or registered in the Land Title lousing Unit is situated and confirm that ions under the Housing Agreement.

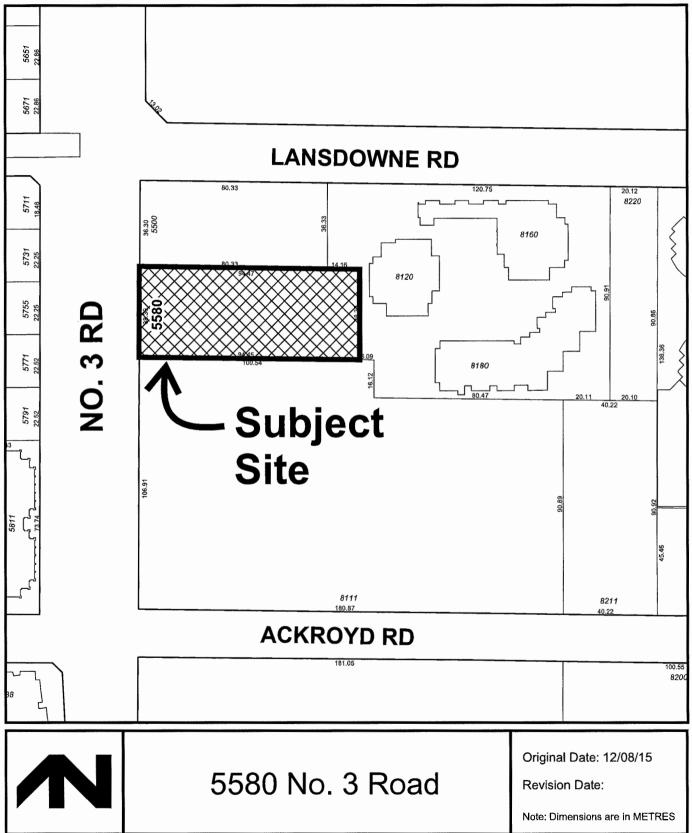
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is of the same force and effect as Evidence Act.	if made	under	oath	and	pursuant	to	the	Canada
DECLARED BEFORE ME at the City of)							
, in the Province of British)							
Columbia, this day of)							
, 20)							
)							
)	\		DI	ECLARA	VТ		
A Commissioner for Taking Affidavits in the Province of British Columbia)			וע	ECLARA	N I		

I make this solemn declaration, conscientiously believing it to be true and knowing that it

6.







Report to Committee

To:

Planning Committee

Date:

January 4, 2016

From:

Cathryn Volkering Carlile

File:

08-4057-05/2015-Vol

Re:

General Manager, Community Services

0.

Richmond Response: Metro Vancouver Regional Affordable Housing Strategy

Update

Staff Recommendation

That:

- 1. The staff report titled "Richmond Response: Metro Vancouver Regional Affordable Housing Strategy Update" dated January 4, 2016, from the General Manager, Community Services, be received for information; and
- 2. That City Council forward the following recommendations to Metro Vancouver with respect to the Regional Affordable Housing Strategy update:
 - a. Metro Vancouver continue to advocate to both the federal and provincial government to increase their role, presence and funding of existing and new affordable housing initiatives;
 - b. Metro Vancouver request both the provincial and federal governments to assist in annually collecting and distributing reliable data regarding Metro Vancouver regional and individual municipal housing demand and supply;
 - c. Metro Vancouver amend the threshold of affordability for homeownership to 32% of a household's gross family income in order to consistently apply the benchmark of homeownership affordability that the housing industry does;
 - d. The City of Richmond supports Metro Vancouver's initiatives to have member municipalities create policies that encourage the supply of rental housing including new purpose built rental housing;
 - e. That Metro Vancouver Regional Planning Advisory Committee be directed to create a policy to encourage all affected parties (e.g., senior governments, Metro Vancouver Housing Commission, municipalities, private owners and developers) to support the renewal of expiring non- profit and cooperative housing agreements, the proposed policy be circulated for endorsement by all Metro Vancouver member municipalities and once the policy is endorsed, Metro Vancouver request all parties to follow it including the federal and provincial governments;
 - f. That Metro Vancouver Housing Commission (MVHC) be directed to create a tenancy management policy package by May 1 2016 outlining MVHC's services and fees for the management of affordable housing units which are secured through inclusionary housing policies and distribute it to developers/owners so that they can consider the option having the MVHC manage or assist in managing such affordable housing units; and

g. To best protect those who may be at risk of homelessness, Metro Vancouver request the provincial government to review and increase, the shelter component of income assistance on an annual basis to reflect the high cost of living in the region.

leleaeli

Cathryn Volkering Carlile,

General Manager, Community Services

Att. 2

R	EPORT CONCURRE	ENCE
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Policy Planning Intergovernmental Relations Transportation		lelearl. 6
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	Initials:	APPROVED BY CAO

Staff Report

Origin

The purpose of this report is to provide Council with staff's comments with respect to Metro Vancouver's draft 2015 Regional Affordable Housing Strategy (RAHS) update (Attachment 1).

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

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

2.2. Effective social service networks.

This report 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.

3.4. Diversity of housing stock.

Background

Metro Vancouver's RAHS, first adopted in 2007, has been updated and is intended to provide leadership on regional housing needs from 2016-2026 while also supporting the community goals identified in *Metro 2040*, the Regional Growth Strategy adopted in 2011. Specific to regional housing, Richmond City Council participate on the Greater Vancouver Regional District Housing Committee and staff participate on both the Regional Planning Advisory Committee (RPAC) and the RPAC Housing Sub-Committee.

At its October 9, 2015 regular meeting, the Greater Vancouver Regional District Board of Directors adopted the following resolution:

That the GVRD Board approve the release of the Draft Regional Affordable Housing Strategy attached to the report dated August 18, 2015 titled "Draft Regional Affordable Housing Strategy", distribute the draft Strategy to member municipalities for review and comment, and direct staff to initiate stakeholder consultation on the Strategy.

The most recent stakeholder consultation with respect to the RAHS occurred in November 2015, comments from member municipalities specific to the RAHS draft will be accepted up to January 29, 2016.

Regional Affordable Housing Strategy Process

Metro Vancouver staff began working with member municipalities through RPAC and the RPAC housing sub-committee in late 2013, this process was broken out into two main phases:

Phase 1 Issues and Options

This phase involved: setting the scope of the update and developing a workplan; articulating the principles underlying the update; and examining current and evolving regional and local housing challenges and opportunities. Metro Vancouver then distributed a discussion paper in March 2014, which summarized the challenges, opportunities and proposed goals and directions, subsequently they also held a series of stakeholder engagement sessions.

Phase 2 Developing the Strategy

This phase consisted of: developing the draft strategy with RPAC and the RPAC housing subcommittee; further stakeholder engagement; and now distribution of the final draft strategy for comment from the member municipalities.

Staff participated in workshops in both phases of the process. In addition to the internal and external stakeholder engagement, Metro Vancouver also held a roundtable of housing and transportation experts who were asked to provide advice on the challenge of achieving housing affordable to a mix of income levels in transit oriented locations.

Analysis

A staff team from Community Social Development, Policy Planning and Transportation have reviewed the updated RAHS from an affordable housing, land use planning and transportation perspective.

The RAHS focuses on the housing needs of low and low to moderate income households. In terms of classification Metro Vancouver deems that: low income households are those who are earning 50% or less of the regional median household income (RMHI) (2011:\$63,000) or below \$30,000; and low to moderate income households earn between 50-80% of the RMHI or \$30,000-\$50,000 per annum.

The RAHS recognizes that an effective regional and municipal affordable and diverse housing supply is essential to meet the housing needs of a growing population. The best way to achieve this objective is for those involved in providing affordable and market rental housing to continue to assist in providing and increase the range of choices across the housing continuum by ensuring housing diversity and a healthy housing mix is available to support residents and a local workforce, each an essential component to an economically competitive and socially thriving region.

It is to be noted that when people are constantly looking for adequate, secure and affordable housing, they are not their most productive, as their energies are necessarily spent looking for housing, instead of working, or possibly completing their education so that they can work and

provide for their families. Once their housing needs are met, they are able to get on with their lives and raise their families.

A summary of the updated Strategy's goals and objectives, and staff comments are listed below.

Goal 1: Expand the supply and diversity of housing to meet a variety of needs

Strategy 1.1	Diversify the housing supply in terms of unit and lot size, number of bedrooms,
	built form and tenure
Strategy 1.2	Address community opposition to new residential development
Strategy 1.3	Plan for the special housing needs of specific populations
Strategy 1.4	Enhance understanding of the housing market to improve housing policy

Staff Comments

The purpose of this goal is to encourage the market to produce a wider variety of housing forms and tenures (rental/homeownership) at a variety of price points.

Staff recommend that the City continue to support: (1) the expansion and diversification of City and regional market and affordable housing stock in order to meet a variety of community housing needs and (2) Metro Vancouver requesting both the provincial and federal governments to assist in increasing the supply and diversity of housing, and annually assist in collecting and distributing reliable data regarding Metro Vancouver regional and individual municipal housing demand and supply.

Consistent with the RAHS recommendations, through 2016 the City of Richmond will be proceeding with an update to its Affordable Housing Strategy (AHS) and the creation of a Housing Action Plan (HAP) as required by *Metro 2040*.

Specific to housing tenure, the RAHS takes an all-inclusive approach when it comes to defining affordability. Housing affordability is deemed to be when monthly housing costs do not exceed 30% of a household's gross income, regardless of whether the tenure is rental or homeownership. The challenge with this position is that the criteria that the RAHS takes into consideration to determine monthly housing costs (rent or mortgage payments including property tax, strata fees, and heating costs) is the same criteria that lenders use to calculate an applicant's gross debt service (GDS) threshold when applying for a mortgage, yet that threshold is 32% of an applicant's gross household income. Although having an all-inclusive standard of affordability for both rental and homeownership simplifies matters, its application is not consistent with industry best practices.

Recommendation 1: Metro Vancouver continue to advocate to both the federal and provincial government to increase their role, presence and funding of existing and new affordable housing initiatives.

Recommendation 2: Metro Vancouver request both the provincial and federal governments to assist in annually collecting and distributing reliable data regarding Metro Vancouver regional and individual municipal housing demand and supply.

Recommendation 3: Metro Vancouver amends the threshold of affordability for homeownership to 32% of a household's gross family income in order to consistently apply the benchmark of homeownership affordability that the housing industry does.

Goal 2: Preserve and expand the rental housing supply

Strategy 2.1	Expand the supply of rental housing, including new purpose built market rental
	housing
Strategy 2.2	Make retention and maintenance of existing purpose built market rental housing
	more attractive
Strategy 2.3	Ensure that tenant relocations are responsive to tenant needs

Staff Comments

The purpose of this goal is to ensure that the supply of purpose built rental units and secondary forms of rental housing such as accessory dwellings continue to grow within the region.

Staff advise that this goal is consistent with the joint Policy Planning and Affordable Housing initiative to prepare a new purpose built rental policy which is anticipated to be completed in 2016, and with the City of Richmond's current Official Community Plan (OCP) Policy 3.3.f requiring a "no net loss rental policy and encourage a 1:1 replacement if a conversion of existing rental housing units in multiple family and mixed use developments is approved, with the 1:1 replacement being secured as affordable housing by a housing agreement in appropriate circumstances" when existing rental supply is being redeveloped. In preparing this policy, Policy Planning and Transportation staff will address planning issues including parking, density, possible bonusing and incentives for secured rental in perpetuity, locational criteria, and application processing requirements. Affordable Housing staff will address what, if any, affordable housing requirements apply to market rental housing and how to address the redevelopment of existing rental housing sites/buildings.

The City of Richmond's current requirement that developers provide cash-in-lieu (CIL) of housing or low-end market rental (LEMR) units when density bonusing is proposed is consistent with the RAHS's recommendation that municipalities support the creation of new purpose built rental housing. Most recently, the City has also supported two significant developments (Kiwanis Towers, Storeys) with funding towards capital construction costs and to offset municipal permit and development cost charges associated with their development of new affordable rental housing.

Recommendation 4: The City of Richmond supports Metro Vancouver's initiatives to have member municipalities create policies that encourage the supply of rental housing including new purpose built rental housing.

Goal 3: Meet housing demand estimates for low to moderate income earners

Strategy 3.1	Facilitate new rental housing supply that is affordable for low to moderate	
	income households	
Strategy 3.2	Support non-profit and cooperative housing providers to continue to operate	
	mixed income housing after operating agreements expire	
Strategy 3.3	Facilitate non-profit and cooperative housing providers to create new mixed	
	income housing through redevelopment or other means	
Strategy 3.4	Advocate to provincial and federal governments for housing and income support	
	programs to meet housing needs	

Staff Comments

The purpose of this goal is to create strategies and actions to address the gap in the supply of low to moderate income housing. It recognizes that market housing can only be part of the solution and looks to build on the assets and resources of non-profits and cooperative housing providers to continue to provide and increase the supply of housing for low to moderate income households.

The City of Richmond's AHS is consistent with this goal as it currently ensures that either CIL for housing or LEMR units are provided by developers where density bonusing is applied for. This requirement ensures a new supply of affordable purpose built rental housing is available to low and low to moderate income households as is recommended by the RAHS.

The RAHS also makes reference to Metro Vancouver Housing Corporation (MVHC) considering the management of affordable housing units obtained by municipalities through inclusionary housing policies/initiatives. Staff recommend that the City support this initiative conceptually but notes that MVHC should create a tenancy management package outlining its services and fees for such that can be distributed to developers/owners so that they can consider this option.

The RAHS recommends municipalities work with non-profit and cooperative housing providers to address issues related to expiring operating agreements however said agreements are not held directly with municipalities therefore the amount of influence a single municipality would have in this regard is minimal. A stronger approach would be to create a policy statement to be circulated and endorsed by all Metro Vancouver member municipalities and then advocate collectively to the appropriate levels of government.

Recommendation 5: That Metro Vancouver Regional Planning Advisory Committee be directed to create a policy to encourage all affected parties (e.g., senior governments, Metro Vancouver Housing Commission, municipalities, private owners and developers) to support the renewal of expiring non- profit and cooperative housing agreements and that the proposed policy be circulated for endorsement by all Metro Vancouver member municipalities. Once the policy is endorsed, Metro Vancouver is to request all parties to follow it including the federal and provincial governments;

Recommendation 6: That Metro Vancouver Housing Commission (MVHC) be directed to create a tenancy management policy package by May 1 2016 outlining MVHC's services and fees for the management of affordable housing units which are secured through inclusionary housing policies and distribute it to developers/owners so that they can consider this option.

Goal 4:Increase the rental housing supply along the frequent transit network

Strategy 4.1	Expand awareness of the affordable housing and transit connection
Strategy 4.2	Plan for transit station areas, stop areas and corridors to include rental housing
	affordable for a range of income levels
Strategy 4.3	Implement incentives to encourage new purpose built rental housing near transit

Staff Comments

The purpose of this goal is to support residential development along the frequent transit network. It recognizes that although there are higher land costs and by extension higher development costs in these areas, their proximity to transit stops, corridors and new transit stations provide an opportunity to meet the transportation needs of renters and help keep their transportation costs down.

The OCP identifies the City's desired long-term transit network, which features a hierarchy of transit services including a Frequent Transit Network (FTN). This long-term transit network was developed in the absence of an update to TransLink's Richmond Area Transit Plan (completed in 2000), which was subject to repeated delays by TransLink. Since then, TransLink has initiated (in February 2015) the development of the Southwest Area Transport Plan (SWATP), which includes Richmond, South Delta and Tsawwassen First Nation. The FTN identified in the OCP will therefore serve as a strategic baseline for guiding the siting of future affordable housing developments. Further refinement and/or expansion of Richmond's FTN is expected upon the completion of the SWATP process which is currently anticipated to be near the end of 2016.

In addition, the OCP also seeks to enable a range of housing types (e.g. secondary suites, coach houses, granny flats, live-work, work-live, row housing) and affordable housing in City Centre High Density Urban Villages around the Canada Line Stations and Oval; as shopping centres densify and transition to Neighbourhood Centres; along certain arterial roads; and in many residential neighbourhoods (see Regional Context Statement – p. 15-15 of OCP).

The OCP does encourage a mix of housing types and tenures to support the diverse needs of the community¹ and this same policy objective carries through to the City's Area and Sub-Area plans in Hamilton, which encourages a mix of market and non-profit affordable housing for families and seniors², and the Broadmoor Neighbourhood Centre policy which provides for density bonusing when the affordable housing strategy requirements are met³. In addition to this,

¹ OCP policy 3.3 a- Encourage a mix of housing types and tenures to support diverse needs (e.g. income and abilities), lifestyles (ages and values) and preferences (e.g. housing for older residents, persons with disabilities, rental and ownership housing, new homeowners and empty nesters, young workers and families)

² Hamilton policy 3.2.1b - encourage a mix of market and non-profit affordable housing for families and seniors within all multi- family land use designations

³ OCP policy 3.6.2m - financing of community amenities, including affordable housing, is to be primarily by developers through density bonusing phased development agreements and other means

the West Cambie Area Plan innovatively requires that in the north west portion of the Alexandra quarter section when density bonusing is applied for the developer must provide: a minimum of 5% of Floor Area Ratio (FAR) in the form of built Affordable Housing; a minimum of 7.5 % of FAR in the form of purpose built, modest rent controlled rental units; and a minimum of 2.5 % of FAR in the form of built market rental units.

Most recently, the City has partnered with Kiwanis and Polygon by providing approximately 24.1 million dollars in funding to create 296 affordable seniors housing rental units, a further 19.8 million dollars in funding to a consortium of 5 non—profit organizations for the Storeys development will create an additional 129 units of affordable rental housing for individuals who are at risk of homelessness in 2017. Since 2007, through the Council approved Affordable Housing Strategy, the City has secured 311 Low End Market Rental (LEMR) units and 153 secondary suites and/or coach houses, through the development application process. In addition to this 411 market rental units have been secured through Housing Agreements (negotiated prior to the adoption of the 2007 Affordable Housing Strategy).

Goal 5:End homelessness in the region

Strategy 5.1	Expand housing options to meet the needs of homeless people in the region
Strategy 5.2	Promote measures that prevent at risk individuals from becoming homeless
Strategy 5.3	Advocate to the provincial and federal government for support to meet the
	housing and support needs of the homeless

Staff Comments

The purpose of this goal, recognizing that the primary responsibility for aiding the homeless rests with the federal and provincial governments, along with local health authorities, is to identify where and how municipalities can play a role and assist in providing facilities and services for homeless, including through housing and social policies.

The City of Richmond currently supports agencies who serve the needs of the homeless in the community (Richmond Homelessness Committee, Outreach Working Group, and various non-profit agencies). The City will also be creating a Housing Action Plan (HAP) in 2016 which will identify what actions will be taken and by whom to help facilitate partnerships to address homelessness. At present, the City of Richmond does provide grant funding to support an emergency weather shelter and an administrative support position for the Richmond Homelessness committee. Staff recognize the importance of the regional homeless count however are also encouraging local service providers to track and report more specific data on the needs of homeless individuals in Richmond (i.e. interactions with homeless individuals)

Staff strongly support continued advocacy efforts to provincial & federal governments to provide capital and/or operating funding for transitional and supportive housing for individuals who are homeless or who are at risk of homelessness.

Recommendation 7: To best protect those who may be at risk of homelessness, Metro Vancouver request the provincial government to review and increase, the shelter component of income assistance on an annual basis to reflect the high cost of living in the region.

Recommendations

The following options are presented for consideration:

• Option 1 (Recommended): Council support the adoption of the RAHS and provide Metro Vancouver with the following input:

That City Council forward the following recommendations to Metro Vancouver with respect to the Regional Affordable Housing Strategy update:

- Metro Vancouver continue to advocate to both the federal and provincial government to increase their role, presence and funding of existing and new affordable housing initiatives.
- 2. Metro Vancouver request both the provincial and federal governments to assist in annually collecting and distributing reliable data regarding Metro Vancouver regional and individual municipal housing demand and supply;
- 3. Metro Vancouver amend the threshold of affordability for homeownership to 32% of a household's gross family income in order to consistently apply the benchmark of homeownership affordability that the housing industry does;
- 4. The City of Richmond supports Metro Vancouver's initiatives to have member municipalities create policies that encourage the supply of rental housing including new purpose built rental housing.
- 5. That Metro Vancouver Regional Planning Advisory Committee be directed to create a policy to encourage all affected parties (e.g., senior governments, Metro Vancouver Housing Commission, municipalities, private owners and developers) to support the renewal of expiring non- profit and cooperative housing agreements, the proposed policy be circulated for endorsement by all Metro Vancouver member municipalities and once the policy is endorsed, Metro Vancouver request all parties to follow it including the federal and provincial governments;
- 6. That Metro Vancouver Housing Commission (MVHC) be directed to create a tenancy management policy package by May 1 2016 outlining MVHC's services and fees for the management of affordable housing units which are secured through inclusionary housing policies and distribute it to developers/owners so that they can consider the option having the MVHC manage or assist in managing such affordable housing units;
- 7. To best protect those who may be at risk of homelessness, Metro Vancouver request the provincial government to review and increase, the shelter component of income assistance on an annual basis to reflect the high cost of living in the region.
- Option 2: Council advise Metro Vancouver that it supports the RAHS as proposed

Financial Impact

Once the RAHS has been approved by Metro Vancouver the possibility exists that the City of Richmond may incur some financial costs in order to meet its municipal requirements, any approved recommendation(s) whose implementation could have added cost to the City of Richmond will be brought back to Council for consideration in advance.

Conclusion

That the City of Richmond strongly supports the adoption of the RAHS subject to the input identified above and any such amendments as directed by Council.

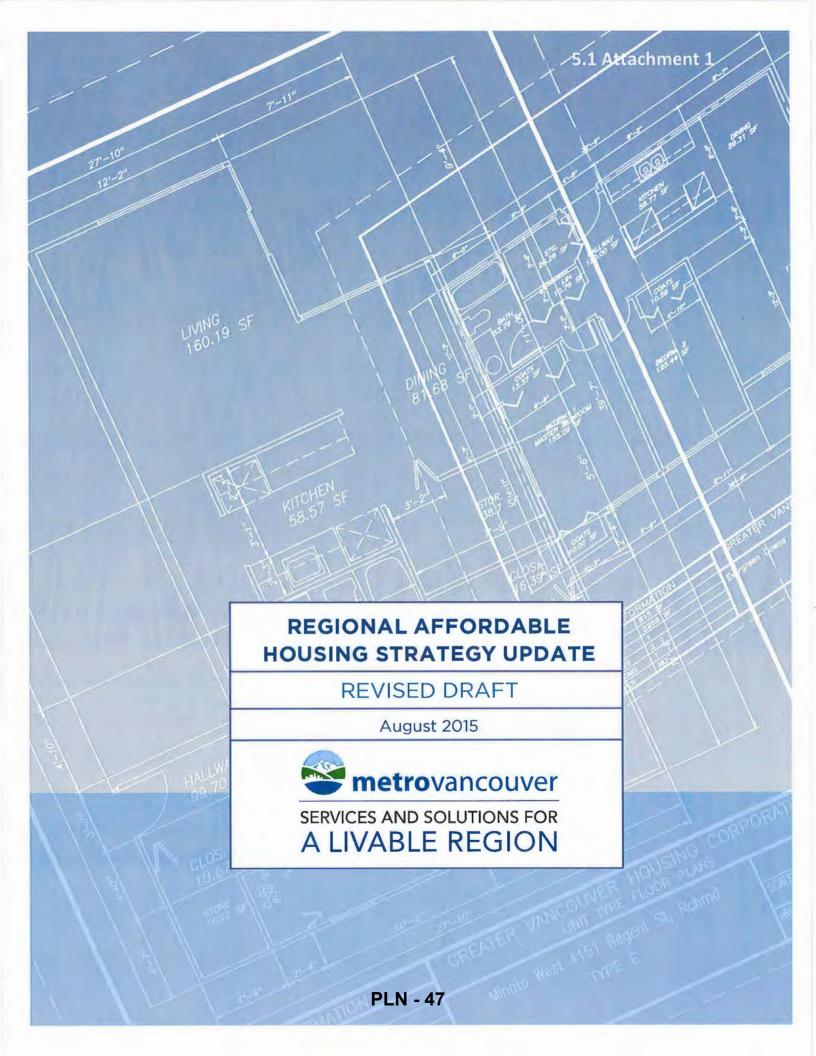
Dougal Forteath

Affordable Housing Coordinator

(604-247-4946)

Att. 1: Regional Affordable Housing Strategy Update

2: Transit Network Map





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PART ONE: INTRODUCTION

1.1. WHY A REGIONAL AFFORDABLE HOUSING STRATEGY?

An affordable and diverse housing supply is an important foundation for meeting the needs of a growing population. In a region with rising housing costs like Metro Vancouver, an affordable and diverse housing supply is critical to the region's economic fortunes. Housing choices that include a mix of homeownership and rental opportunities across housing types, sizes and price points are essential to provide housing for a diverse workforce and for diverse and complete communities. The Metro Vancouver Board has developed the updated Regional Affordable Housing Strategy (RAHS) to provide leadership on regional housing needs, and to advance the complete community goals of Metro 2040, the regional growth strategy adopted in 2011. This is the second iteration of the Regional Affordable Housing Strategy; the first was adopted in 2007.

This *Regional Affordable Housing Strategy* provides a renewed vision, and shared goals, strategies and actions for tackling the housing affordability challenge. As a federation of twenty one municipalities, a treaty First Nation and an electoral area, the region shares an economy and housing market.

While the market does a good job of housing most residents, it is not able to do so at a price everyone can afford. This fact is particularly true for low and low-to-moderate income renters earning under \$50,000 per year. Past experience shows that senior levels of government must play a role if there is to be a greater supply of housing that is within the means of this population group. Now the problem of affordability has spilled over to residents with higher income levels and to those seeking homeownership.

Experience has also shown that while housing affordability is not a primary responsibility of municipalities nor regional government,

municipalities alone and together can use a variety of tools and measures to achieve greater housing diversity and affordability.

Metro Vancouver has the following roles in housing delivery and housing policy. These roles are employed throughout the strategy to advance regional goals and strategies.

- Provide mixed income housing through Metro Vancouver Housing Corporation (MVHC), a separate wholly owned non-profit housing organization.
- Set policy direction through the regional growth strategy Metro 2040 and the Regional Affordable Housing Strategy.
- Research, collect and analyse data to support regional and municipal housing policy goals and promote best practices.
- Convene municipal politicians and staff on housing issues of regional and local concern.
- Advocate to senior governments for tools, policies and resources to support regional housing needs.
- Use fiscal measures such as the waiver of GVS&DD
 Development Cost Charges for affordable rental
 housing.

This strategy recognizes that increasingly complex housing issues demand more innovative strategies and greater collaboration. With both statutory responsibilities and local opportunities, local governments play a key role in translating regional policy and priorities into effective implementation within local housing markets. Their chief role lies in ensuring adequate supply of residential land to meet housing demand through the land use planning and regulatory process, although there are other opportunities for municipal action to address housing affordability, such as through advocacy, and incentives

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to the private market. And, it is recognized that local conditions vary from one municipality to another in the region and that the strategy has to account for this reality.

Beyond local government, the strategy provides recommended actions for other key actors, specifically the provincial and federal governments, the private and non-profit development sector, TransLink and health authorities.

1.2. THE UPDATE PROCESS

It has now been over seven years since the Regional Affordable Housing Strategy was adopted. Metro Vancouver staff began working with member municipalities through the Regional Planning Advisory Committee, Housing Subcommittee on a process to update the Regional Affordable Housing Strategy in late 2013. The process involved two main phases:

Phase 1: Issues and Options; and Phase 2: Developing the Strategy



Phase 1 consisted of setting the scope of the update and developing a workplan, articulating the principles underlying the update, and examining current and evolving regional and local housing challenges and opportunities. A March 2014 Discussion Paper summarized these challenges and opportunities and proposed goals and directions for consideration. Phase 2 consisted of the process of developing the draft strategy with RPAC's Housing Subcommittee and with the Metro Vancouver Housing Committee.

Consultation with internal and external housing stakeholders has been an important aspect of the strategy update process, and has occurred at two key points: to respond to the goals and directions proposed in the 2014 Discussion Paper in September 2014 and to provide feedback on the Draft Strategy planned for November 2015. In addition, a roundtable of housing and transportation experts was asked to provide advice on the challenge of achieving housing affordable to a mix of income levels in transit-oriented locations. External stakeholders representing the private and non-profit housing sector, business and community groups, and all levels of government have been involved through stakeholder workshops and/or written feedback. Municipal members will be asked to indicate their support for the Strategy prior to its endorsement by the GVRD Board of Directors.

1.3. WHAT HAS BEEN ACCOMPLISHED?

Since the original *Regional Affordable Housing Strategy* was adopted in 2007, significant progress has been made. There is an enhanced collective awareness of the affordability issue, and regional and local governments have taken some important actions to address it. For example, Metro Vancouver has:

- Advanced awareness of the importance of rental housing through the Rental Housing Supply Coalition.
- Prepared regional and municipal housing demand estimates through Metro 2040.
- Completed foundational research on rental housing to ensure there is a good understanding of the purpose built rental housing inventory, and the risk of redevelopment.
- Completed Metro 2040 Implementation Guideline #3:
 What Works: Affordable Housing Initiatives in Metro
 Vancouver Municipalities, providing guidance on the
 use and effectiveness of municipal measures for
 affordable housing.
- Created provisions to waive GVS&DD
 Development Cost Charges for affordable rental housing developments.
- Metro Vancouver Housing Corporation has received rezoning approval to redevelop Heather Place, an existing MVHC housing site in Vancouver. It will create an additional 150 units of mixed-income housing.

Municipalities have:

- Adopted Housing Action Plans that demonstrate how they plan to achieve the estimated local housing demand, including that for low and moderate income households.
- Implemented zoning measures in support of housing diversity and affordability, such as permitting secondary suites and/or laneway houses in single-family zoned areas subject to certain conditions, allowing accessory dwelling units in duplexes, reducing parking requirements in areas close to transit, and providing small lot zones, etc. (City of North Vancouver)
- Facilitated new supportive and transitional housing for vulnerable populations by providing municipal land at low or no cost through Memorandums of Understanding with the province (Cities of Surrey and Vancouver).
- Used housing reserve funds to lever the development of new non-profit housing by providing grants, purchasing land for non-profit use, and reducing or waiving permit fees.
- Granted additional density to residential developers in exchange for either on-site affordable housing units or fees in lieu of these units (City of Richmond, Affordable Housing Strategy).
- Set targets for market rental housing and affordable housing, including preservation of existing affordable housing, in transit corridors (City of Vancouver, Cambie Corridor Plan and Marpole Community Plan).

- Set strategic expectations for transit station areas to accommodate a mix of land uses and housing types, and, on larger sites, new on-site purpose built rental housing units (City of Coquitlam, Transit-Oriented Development Strategy).
- Offered incentives to owners and developers to retain, renew, and enhance the purpose built market rental housing supply (City of New Westminster, Secured Market Rental Policy).

These actions have contributed to some positive outcomes:

- The number of new rental housing completions each year in the region has increased from about 560 units in 2008 to approximately 3,000 units in 2013 and 2014, a marked increase composed of both non-market and market units. This is attributed to changing market conditions for condominium apartments, to municipal incentives for secure rental housing, and to better CMHC data on secondary suite completions.
- The number of people on the BC Housing Registry waitlist for social housing in Metro Vancouver in June 2014 was 9,490 people, down from the 2007 figure of 10,580 persons. This improvement is partly attributable to the introduction by BC Housing of the Rental Assistance Program in 2006.
- The number of families receiving a rent supplement through the Rental Assistance Program in Metro Vancouver rose from 2,546 families in 2007/2008 to 6,068 families in 2013/2014. This increase reflects changes in program eligibility as well as demand.
- An additional 3,700 units for homeless persons (primarily supportive housing) have been completed since 2007, three quarters of the way to the goal of 5,000 units in 10 years set out in the RAHS.¹
- Source: BC Housing Annual Reports and Central Property System.
 Prepared by BC Housing's Research and Corporate Planning
 Department, June 2012 and net new Homeless Housed Units Mar 31,
 2012-Mar 31, 2013. Prepared by BC Housing's Research and Corporate
 Planning Dept 2014.

1.4. LINKS TO REGIONAL AND LOCAL PLANS

Metro 2040 provides the overall growth management framework for the region, it coordinates and aligns regional land use and transportation planning, and directs growth to Urban Centres and in Frequent Transit Development Areas (FTDAs). The plan calls for over two thirds of residential and employment growth to occur in these transit-oriented locations.

The RAHS is a strategy focused on a single component of growth – housing. RAHS relies on the regulatory function of Metro 2040 and the associated Regional Context Statements as a primary means of implementation. For example, Goal 4 of Metro 2040 aims to create complete communities, and one of the strategies for doing this is through policy support for an affordable and diverse housing supply. Metro 2040 presents housing demand estimates for the region and for individual municipalities by tenure and income level. Regional Context Statements, prepared and adopted as part of Official Community Plans and approved by Metro Vancouver, are expected to demonstrate how local policies or strategies to address housing needs in a municipality align with and support the regional growth strategy. Many municipalities have also adopted Housing Action Plans or are in the process of doing so, and some have implemented innovative and successful strategies and programs to implement them.

The Mayors' Council Transportation and Transit Plan for Metro Vancouver and TransLink's Regional Transportation Strategy guide future transport investments in the region, complementing Metro 2040. The Regional Transportation Strategy includes a commitment for TransLink to encourage affordable and rental housing along the Frequent Transit Network.

7'-9" 27'-10" 12'-2"

1.5. THE HOUSING CONTINUUM AND REGIONAL AFFORDABLE HOUSING STRATEGY - A RENTAL HOUSING FOCUS

The housing continuum depicts the main elements of the housing supply, including different housing types, tenures and presence of support services (if any) (Figure 2). It also reflects a range of incomes or affordability levels. The main focus of the RAHS is on rental housing—affordable rental and market rental housing—the central part of the housing continuum. The RAHS is intended to complement the *Draft Regional Homelessness Plan*², adopted by the Regional Steering Committee on Homelessness (RSCH) in September 2014. That Plan focuses on emergency shelter and transitional and supportive housing for homeless or formerly homeless persons. The *RAHS* also addresses the homeownership part of the continuum where there are significant affordability concerns. The *Regional Affordable Housing Strategy*'s strategic focus for homeownership is to facilitate housing diversity and choice, particularly in the entry level homeownership category.

FIGURE 2 - HOUSING CONTINUUM AND RENTAL HOUSING FOCUS

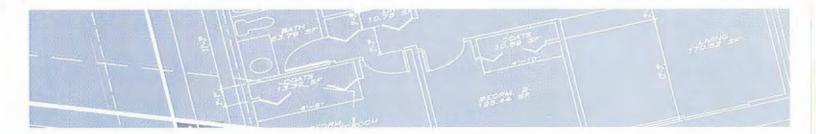


1.6. LOW AND MODERATE INCOME HOUSEHOLDS

Affordability is a measure of the ability to pay for housing. It relates the price or cost of housing to household income. Housing is considered affordable when monthly housing costs (rent or mortgage payments including property taxes, strata fees, and heating costs) consume less than 30% of before tax (gross) household income. Housing affordability concerns are invariably associated with households with low and moderate incomes as they face difficulties affording market rental rates. Households with higher incomes may choose to pay more than 30% and still live comfortably.

Metro Vancouver's regional median household income (RMHI) in 2011 was \$63,000 per year. Half of regional households had incomes above \$63,000, and half of households' incomes were below it. Of the six largest metropolitan regions in the country, Metro Vancouver has the second lowest median household income, trailing Calgary, Edmonton, Ottawa and Toronto.

² Regional Steering Committee on Homelessness. Sept 2014. Regional Homelessness Plan.



The RAHS focuses on the housing needs of low and low to moderate income households recognizing that the market cannot do so. As defined in *Metro 2040*, low income households are those earning 50% or less of the regional median or below \$30,000 per year. Low to moderate income households earn between 50 and 80% of RMHI or \$30,000-50,000 per year and moderate income households earn 80-120% of RMHI. Table 1 shows the amount that each household income segment can afford to pay for housing. Different household types and sizes will have different incomes and housing costs; for example a family household will have higher housing costs than a single person household.

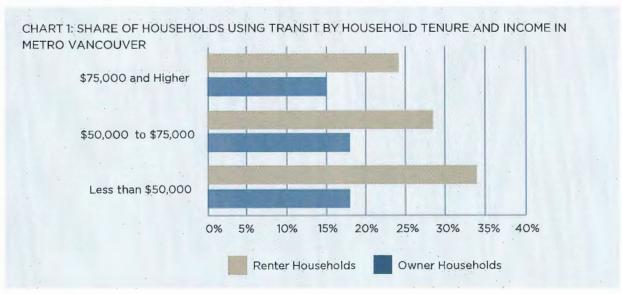
TABLE 1: HOUSEHOLD INCOME CATEGORIES METRO VANCOUVER 2011

Household Income Categories	Share of regional median household income (\$63,000)	Annual household income range	Affordable monthly housing payment
Low income households	<50% RMHI	<\$30,000/yr	Less than \$750/mo
Low to moderate income households	50%-80% RMHI	\$30,000-\$50,000/yr	\$750-1,250/month
Moderate income households	80% -120% RMHI	\$50,000-\$75,000/yr	\$1,250-1,875/month
Above moderate income households	120% RMHI +	\$75,000 plus/yr	\$1,875 plus/month

Source: Income categories from Metro 2040. Appendix A, Table A1. Income based on 2011 National Household Survey.

1.7. THE AFFORDABLE HOUSING AND TRANSIT CONNECTION

While households choose where to live for all kinds of reasons, the housing affordability and transit connection is an important consideration. For many working households, transit is a necessity to get to work. Chart 1 shows the relationship between transit use, housing tenure and household income in Metro Vancouver. In general, renters are more likely than owners to take transit to work. In particular, renter households earning less than \$50,000 per year depend on transit the most. Ideally then, affordable rental housing should be located proximate to transit.



Source: NHS 2011.

The McKinsey Global Institute's analysis of affordable housing solutions points to transit-oriented development as one of the top policy approaches for making land available for affordable housing "at the right location";³ for example, where access to public transit links residents to employment and services.

In Metro Vancouver, the Frequent Transit Network (FTN) describes the network of corridors with transit service every 15 minutes during day and evening 7 days a week – be it via Skytrain or bus. The FTN 2040 Concept describes the proposed FTN in 2040. Based on the above linkages, the FTN should be a key planning tool in affordable housing provision.

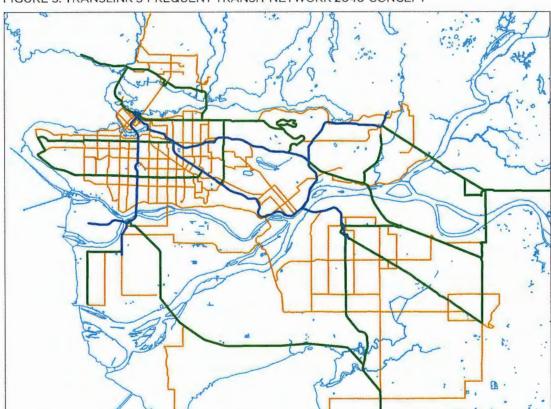
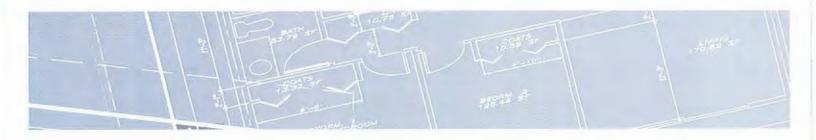


FIGURE 3: TRANSLINK'S FREQUENT TRANSIT NETWORK 2040 CONCEPT

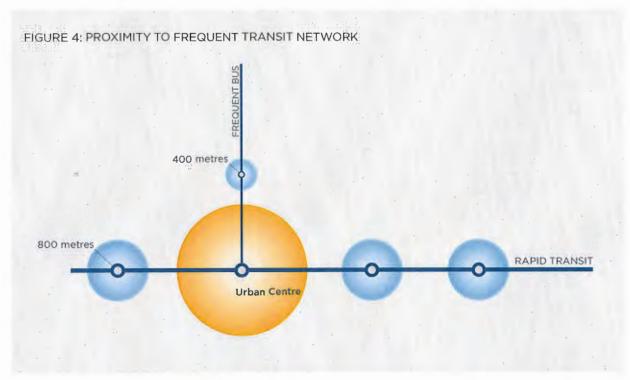
Source: TransLink Regional Transportation Strategy Strategic Framework, July 2013

³ McKinsey Global Institute. October 2014. A blue print for addressing the global affordable housing challenge.





A rule of thumb for good transit access is a location within 800 metres of a rapid transit station or 400 metres of a frequent bus stop, as illustrated in Figure 4.



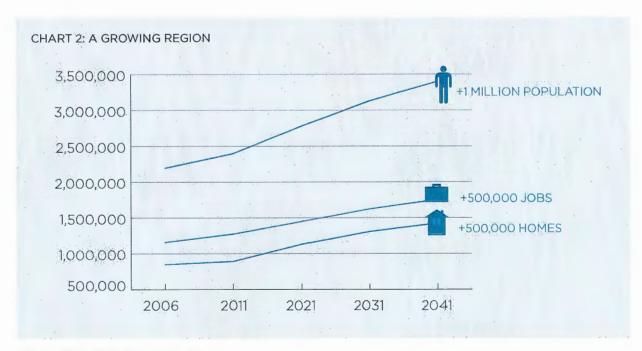




2. PART TWO: THE CHALLENGE

2.1. REGIONAL GROWTH TRENDS

Metro Vancouver is growing rapidly. The region is a destination for nearly 40,000 additional people per year, or another 1 million people by 2040. This reality means a growing demand for new homes, roughly 500,000 additional homes over the next 25 years.



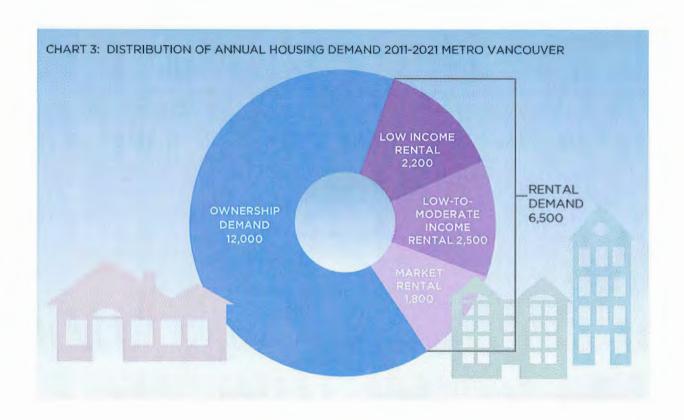
Source: Metro 2040. Appendix A, Table A1.



2.2. ESTIMATED REGIONAL HOUSING DEMAND

To meet this growth, *Metro 2040* forecasts a total housing demand of approximately 18,500 units per year over the next 10 years. It expects that despite high home prices, and based on past trends, that about two thirds or 12,000 households will continue to able to make the necessary trade-offs to buy a home. Rental housing demand is estimated at 6,500 new units each year over 10 years. Of these rental units, two thirds is for low and low to moderate income households or 4,700 units per year. The remaining demand for 1,800 rental units per year is for moderate and higher income households who can afford to pay market rents.

Metro 2040 also estimated housing demand for each municipality in the region over a ten year period (based on 2006 census data). These are provided in Appendix 1. These estimates are being updated based on accepted Regional Context Statements and 2011 Census, National Household Survey and other data, in consultation with municipalities.





2.3. MISMATCH BETWEEN RENTAL HOUSING DEMAND AND SUPPLY

The market is largely meeting the estimated demand for ownership housing, but prices are rising, particularly for desirable single family homes. Market rental supply is also growing thanks to changing market conditions, innovative municipal incentive programs, and an expanding supply of secondary rental units (i.e. investor owned rented condominiums, secondary suites and laneway houses). But not unexpectedly, given high construction costs and lack of government funding, there has been less progress in achieving low income and low to moderate income housing demand estimates.

In order to understand the current rental situation and to determine where future housing policy and advocacy efforts should be focused, an estimate of the gap between estimated rental housing demand and supply for different income levels has been made. It provides an order of magnitude estimation of the share of rental housing demand that has been met by newly completed supply by income level in Metro Vancouver, for 2011 to 2014.

Estimated rental demand is an average of the *Metro* 2040 rental demand estimates made in 2011, and the actual increase in rental households based on the Census/National Household Survey between 2011 and 2006, on an annual basis. The supply estimate incorporates all forms of rental housing completions

reported by CMHC, including non-profit rental, purpose built rental, rented condominiums, secondary suites and other forms of secondary rental supply such as rented detached homes, duplexes and townhouses. A description of the estimation approach is provided in Appendix 2.

Table 2 shows that in the period from 2011 to 2014 new rental supply fell short of rental demand by about 1,600 units and that only about half to two thirds of the estimated rental housing demand for low and low to moderate income households, respectively, was met with new supply.⁴ This is the overall regional picture; the situation in each municipality may be different.

Provincial government rent supplements help to make existing rental housing more affordable for some low income households. Between 2011 and 2014, the province added almost 2,700 new rent supplements for low income households in Metro Vancouver mainly through the Rental Assistance Program (RAP) for families and Shelter Aid for Elderly Renters (SAFER) for seniors. These programs help low income households meet their rental housing needs providing them with additional income to afford low end market rents.

⁴ Performance in this period has likely been impacted by the lagged effects of the financial crisis, when housing starts fell dramatically. Completions do not measure units committed or under construction; further data analysis will help to shed light on this.



TABLE 2: ESTIMATION OF RENTAL UNIT COMPLETIONS AS SHARE OF DEMAND BY INCOME 2011-2014 METRO VANCOUVER

			With rent suppl	ements
Household Income Categories	Gap between estimated rental demand and rental completions	Rental completions as a share of estimated demand	Net additional rent supplements 2011-2014	Share of rental demand achieved
Low income rental (<\$30,000/yr)	-3,900	46%	2,700	83%
Low-to-moderate income rental (\$30,000-\$50,000/yr)	-2,900	66%	0	35%
Market rental (\$50,000+/yr)	5,200	185%	0	185%
Total rental units	-1,600	93%		93%

Source: Demand Estimate. Average of *Metro 2040* Housing Demand Estimates Appendix A, Table A4 and Statistics Canada annual change in renter occupied dwellings between 2006 and 2011.

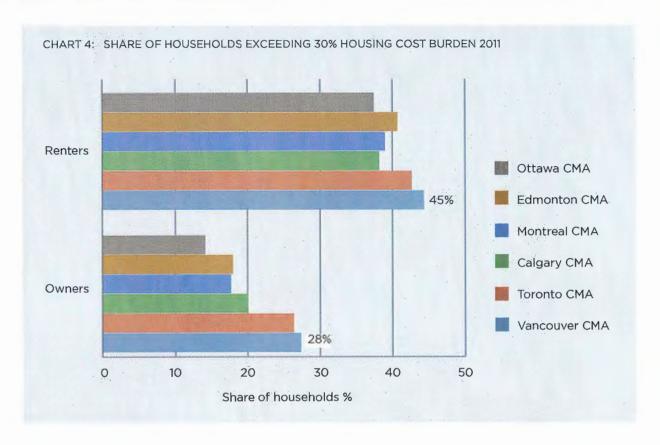
Supply Estimate. CMHC, Purpose built rental housing, rented condominiums, secondary suites, and rented duplexes and SFD completions. Net of apartment demolitions. New units funded by BC Housing considered low income rental.

Rent Supplements, BC Housing, Research and Corporation Planning Department. Unit Count History Pivot Table. March 31 of each year. Net increase in the number of rent supplements per year in Metro Vancouver. As of March 31, 2014 15,175 households in the region received a rent supplement.

But rent supplements (which do not create new units and instead rely on the existing housing supply) can be inflationary, with the unintended consequence of placing pressure on moderately priced rental units. Rent supplements increase demand by enhancing recipients' ability to pay for rent, allowing low income households earning under \$30,000 or \$35,000 per year to pay more for rent than they could afford with their income alone, drawing from the supply of higher cost units. When rent supplements are considered, the net result is that over 80% of low income housing demand is met over the period, while only 35% of low-to-moderate income demand is supplied.

One impact of this imbalance is that some households pay more for housing than they can afford, exceeding the 30% affordability threshold. Chart 4 shows that about 45% of Metro Vancouver renter households had a housing cost burden of 30% or more in 2011, and they were significantly worse off than owners. In fact, more Metro Vancouver households had a housing cost burden exceeding 30% than in any other city in Canada.



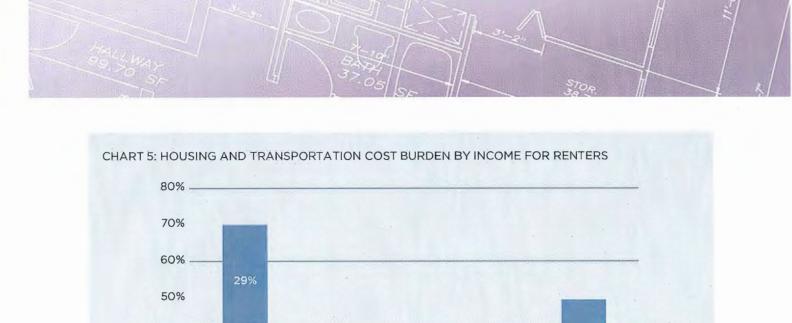


2.4. THE HOUSING AND TRANSPORTATION COST BURDEN

Transportation costs add to a household's housing cost burden, and can combine to make living in this region affordably a challenge. A recent study from Metro Vancouver shows that working households (households with a least one member in the employed labour force) living in areas well served by transit or close to their job have relatively low transportation costs, whereas households in other locations may face higher costs. It showed that living near frequent transit can make it easier to absorb relatively high housing costs.

The study showed that working owner households with mortgages have an estimated housing and transport cost burden (as a percent of their gross

income) of 40%; working renters have a higher cost burden of 49%. Renter households with incomes under \$50,000 per year have the highest cost burdens of all households, spending 67% of their gross household income on housing and transportation costs. These figures are independent of taxes. Providing options for low to moderate income households to live in transit-oriented locations can improve overall affordability, and ensure the availability of workforce housing needed for a strong regional economy. New transit investments in the region can improve overall affordability by reducing reliance on automobiles and the associated costs.



Source: Metro Vancouver Housing and Transportation Cost Burden Study: A New Way of Looking at Housing Affordability May 2015

15%

\$75,000 or

more

Housing Burden Transport Burden

2.5. PROVINCIAL AND FEDERAL GOVERNMENT FUNDING PROGRAMS FOR AFFORDABLE HOUSING

22%

\$50,000 to

less than

\$75,000

Provincial and federal government housing and homelessness programs have traditionally had a significant bearing on the production of new housing that is affordable for low and moderate income households because it is uneconomical for the market to do so. Today, in contrast to previous periods, there is limited government funding for new affordable housing supply. This seriously impacts the likelihood that housing demand estimates for low and low to moderate income households will be achieved.

41%

Less than

\$50,000

40%

30%

20%

10%

0%

Federal tax incentives for market rental housing are no longer available, and the federal government withdrew from providing significant funding for new social housing in the early 1990s. As well, provincial and federal funding for new transitional and supportive housing for the homeless or those at risk of homelessness has been reduced after several years of significant investment. At the same time, operating subsidies for existing non-profit and cooperative housing projects are being phased out in the next few years. A small federal role remains through joint funding agreements with the province. In BC, the province has elected to focus new spending on rent supplements as the primary means of improving affordability for some low income households.

26%

All Renter

Households



Table 3 summarizes current provincial and federal government housing programs noting major changes since the RAHS was adopted in 2007 and the potential impact on the Metro Vancouver housing market.

TABLE 3: PROVINCIAL AND FEDERAL GOVERNMENT FUNDING PROGRAMS 2015

Sovernment Program	Potential Impact		
Rental Assistance Program (RAP), Shelter Aid for Elderly Renters (SAFER) and Homeless Prevention Program (HPP)	These rent supplement programs aid affordability for low income households by increasing income and therefore access to market rental housing. They do not directly increase the supply of housing. Provincial expenditures on rent supplements are growing. The new Homeless Prevention Program (HPP) uses rent supplements with supports to prevent homelessness among certain targeted groups. Rent supplements are not necessarily permanent or long-term programs; they could be terminated at any time.		
Expiry of non-profit and cooperative housing operating agreements and subsidies	Over the next 10 years the expiry of non profit and cooperative operating agreements will mean a loss of annual subsidy usually linked with mortgage payment. There is a risk of loss of some units affordable to low income households as non-profits/coops may have to raise rents to achieve operating viability. There may be a possible corresponding increase in rental supply affordable to moderate income households as rents rise.		
Federal Homelessness Partnering Strategy (HPS) 2014-2019	Metro Vancouver is allocated approximately \$8.2 million per year for 2014-2019 under a Housing First funding model. The HPS Community Plan allocations direct 65% of the funds toward Housing First projects required to target chronically and episodically homeless persons and 35% toward non-Housing First projects, including a percentage toward renovations and new construction—a significant reduction in this spending component from previous years.		
No provincial transitional and supportive housing supply programs are currently in operation.	The province is relying on scattered site models that use existing non-profit and private rental housing supply together with rent supplements, outreach and other supports to accommodate the homeless population. This places pressure on the existing rental housing supply.		

2.6. THE FUNDING GAP

Given market rents and land and construction costs, it is challenging to make the numbers work even for market rental housing. Rented condominiums are expensive and in many cases incentives are required to achieve financial viability for new purpose built market rental housing (for households earning over \$50,000 per year). It is even more difficult to create rental housing at rates affordable to households earning between \$30,000 to \$50,000 per year, with the exception of secondary suites, which are not suitable for everyone. Rent supplements are available to help seniors and families earning under \$30,000 per year to afford market rents, if they qualify. New rental housing for low-to-moderate income earners of \$30,000–\$50,000 per year requires further assistance in the form of subsidies or grants to achieve affordability for low to moderate-income households.

The actions proposed in the Regional Affordable Housing Strategy aim to facilitate new housing affordable for households earning between \$30,000 and \$50,000/year, assuming the continued availability of provincial rent supplements to make these units affordable households earning below \$30,000 that qualify.







PART THREE: THE STRATEGY

The RAHS begins with a shared regional vision reflecting *Metro 2040*'s broad objectives. It is structured around five goals depicting desired future housing outcomes. Each goal is supported by strategies that are intended to advance that goal. Specific actions follow for Metro Vancouver, for implementation either through housing policy and planning, by Metro Vancouver Housing Corporation or the Homelessness Partnering Strategy Community

Entity. This is followed by recommended actions for municipalities to be implemented through Official Community Plans, Regional Context Statements, and Housing Action Plans, as well as other plans, policies and programs. Finally there are recommended actions for the provincial and federal government, the development industry, TransLink and health authorities, where appropriate.

3.1 VISION

A diverse and affordable housing supply that meets the needs of current and future regional residents.

3.2 GOALS AND STRATEGIES

Table 4 summarizes the five goals and the strategies for advancing each goal. This is followed by a re-statement of each goal and associated strategies, with specific actions for each goal.

TABLE 4: GOALS AND STRATEGIES

Goal	1	Strategies	
	Expand the supply and	Strategy 1.1	Diversify the housing supply in terms of unit and lot size, number of bedrooms, built form and tenure
	diversity of housing to	Strategy 1.2	Address community opposition to new residential development
	meet a variety	Strategy 1.3	Plan for the special housing needs of specific sub-populations
	of needs.	Strategy 1.4	Enhance understanding of the housing market to improve housing policy
GOAL 2:	Preserve and expand the	Strategy 2.1	Expand the supply of rental housing, including new purpose built market rental housing
	rental housing supply	Strategy 2.2	Make retention and maintenance of existing purpose built market rental housing more attractive
		Strategy 2.3	Ensure that tenant relocations are responsive to tenant needs
GOAL3:	Meet housing demand estimates	Strategy 3.1	Facilitate new rental housing supply that is affordable for low and moderate income households
	for low and	Strategy 3.2	Support non-profit and cooperative housing providers to continue to operate mixed income housing after operating agreements expire
	moderate income	Strategy 3.3	Facilitate non-profit and cooperative housing providers to create new mixed income housing through redevelopment or other means.
	earners	Strategy 3.4	Advocate to provincial and federal governments for housing and income support programs to meet housing needs
GOAL 4.	increase the	Strategy 4.1	Expand awareness of the affordable housing and transit connection
%€ 1 3 5 V 12	rental housing supply along	Strategy 4.2	Plan for transit station areas, stop areas and corridors to include rental housing affordable for a range of income levels
Transit	the Frequent Transit Network	Strategy 4.3	Implement incentives to encourage rental housing near transit
hç	End homelessness	Strategy 5.1	Expand housing options to meet the needs of homeless people in the region
	in the region	Strategy 5.2	Promote measures that prevent at risk individuals from becoming homeless
		Strategy 5.3	Advocate to the provincial and federal government for support to meet the housing needs of the homeless
			. 11. 11. 11. 11. 11. 11. 11. 11. 11. 1



EXPAND THE SUPPLY AND DIVERSITY OF HOUSING TO MEET A VARIETY OF NEEDS

The market provides most of the housing supplied in the region, most of it home-ownership and it will continue to do so. This goal recognizes that to meet the growing and changing needs of the workforce and other residents, it is desirable that the market produce a wider variety of housing forms and tenures at a variety of price points, including for specific populations with distinct needs. As well, it recognizes that the single detached home is increasingly out of reach for families in some parts of the region and that alternative ground-oriented home-ownership options are required to meet evolving consumer needs and ability to pay. There are many costs associated with operating a home, whether rental or ownership. Focusing on ways to reduce or minimize these ongoing costs can influence affordability over the long term. Easing the concerns of residents about new development can also help to ensure that the market is able to supply new housing in a timely fashion. This goal also recognizes that the region is impacted by global and national trends that may produce consequences for our housing market and that a better understanding of these trends can help produce better policy and planning.

STRATEGIES:		
Strategy 1.1.	Diversify the housing supply in terms of unit and lot size, number of bedrooms, built form and tenure	
Strategy 1.2:	Address community opposition to new residential development	
Strategy 1.3:	Plan for the special housing needs of specific populations	
Strategy 1,4:	Enhance understanding of the housing market to improve housing policy	



ACTIONS:

Metro Vancouver, through its Regional Planning role, will:

- a. Update the *Metro 2040* housing demand estimates in consultation with municipalities, including family type if possible, and monitor and report on progress towards achievement of these estimates.
- b. Undertake outreach to promote public awareness and understanding of accommodating population growth with increased density and housing diversity, and best practices for accommodating this growth using examples and strategies from here and elsewhere.
- c. Prepare an *Implementation Guideline for Municipal Housing Action Plans* to provide best practice guidance on the form and content of these plans.
- Research, collect, acquire and analyse data to support municipal housing policy including undertaking related transportation and parking studies:
 - i. Explore financial and regulatory barriers, and opportunities for expanding the supply and variety of ground-oriented and medium density ownership housing choices such as infill housing, townhouses, duplexes with accessory dwellings, and cottage housing.
 - ii. Best practices in mechanisms for home ownership that is affordable for entry level home buyers, such as cooperatives, co-housing and new forms of shared ownership and the post occupancy satisfaction of residents of these projects.

- iii. Best practices in addressing community opposition for all types of housing along the housing continuum.
- iv. Convene a regional working group of industry and government stakeholders to explore how to obtain data to better understand the drivers of housing demand in the region (i.e. equity versus income, foreign and investor ownership of residential property, incidence of speculation, and vacant, unoccupied or second units).
- e. Advocate to the provincial and federal government for collection and reporting of reliable data about the sources and nature of regional housing demand. If warranted, advocate for measures to counteract adverse impacts of external demand, vacant units and/or speculation.
- f. Request that senior governments identify concrete ways that foreign investment could be directed to improve the affordability of the Metro Vancouver housing market, for example, through investment in new purpose built rental housing, or directing additional fees or taxes towards affordable housing.
- g. Offer workshops/seminars/speakers on housing topics of common concern.
- Work with stakeholders to develop and advance regional housing policy directions for First Nations, seniors, persons with disabilities and other populations, as warranted.
- Work with partners to create an accessible and adaptable housing registry to assist persons with disabilities and seniors to find appropriate housing to live independently.

Municipalities will, through plans, policies and programs:

- Monitor and report on progress towards achievement of *Metro 2040* housing demand estimates.
- k. Demonstrate how Housing Action Plan policies and initiatives are intended to work towards achieving *Metro* 2040 housing demand estimates.

- Use zoning and regulatory measures to expand the variety of types, tenure and built form of ground-oriented ownership and rental housing (i.e. coach houses/laneway houses, semi-detached and duplexes, micro units, townhouses including freehold townhouses, secondary rental market housing options such as accessory dwelling units in duplexes and townhouses, and other forms of infill and intensification.)
- m. Encourage a diversity of housing forms in proximity to the Frequent Transit Network including medium density ground oriented options in station shoulder areas.
- Promote family friendly housing, as applicable, through policies for multi-family housing options with 3 or more bedrooms.

Proposed Non-profit and Private Sector Development Partner Actions:

- o. Work with municipalities to facilitate an effective and efficient development approval process.
- p. Work with municipalities to establish bedroom mix objectives to ensure an adequate supply of family friendly housing.
- q. Bring forward innovative development applications that meet the needs of families using alternate forms, densities and tenures.

Proposed Health Authority Actions:

r. Plan for and fund suitable housing and support services for frail seniors, persons with severe and persistent mental health issues and other vulnerable populations including the homeless.

Proposed Provincial Government Actions:

s. Ensure the building code does not present barriers to innovative forms of residential infill development such as coach houses or secondary suites in duplexes.



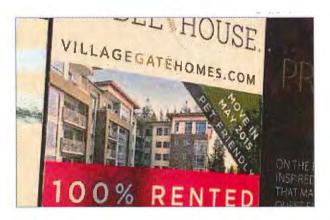
GOAL

PRESERVE AND EXPAND THE RENTAL HOUSING SUPPLY

Market rental housing, consisting of purposebuilt units and secondary forms of rental housing such as secondary suites, laneway units and rented condominiums, is a critical component of the housing continuum and is usually more affordable than the least cost ownership option. It provides housing for recent immigrants, temporary workers, young people, seniors and students. And, as homeownership prices rise, a secure rental housing supply becomes a more valuable resource. Ensuring that this supply continues to grow is fundamental to the Strategy, as it will enable gradual redevelopment of the existing aging purpose built stock to occur without reducing rental supply. This goal also recognizes that rent supplement programs are dependent upon a growing rental supply to provide an adequate number of units and to avoid inflationary pressures. This strategy devotes special attention to purpose built market rental housing as an especially valuable component of the rental supply due to the security of tenure it offers tenants, and its vulnerability to redevelopment as condominiums. However, as this is not realistic over the long term for all buildings, ensuring phased or gradual redevelopment, with suitable replacement policies, will help to ensure a supply of rental accommodation.

STRATEGIES:

- Strategy 2.1: Expand the supply of rental housing, including new purpose built market rental housing
- Strategy 2.2: Make retention and maintenance of existing purpose built market rental housing more attractive
- Strategy 2.3: Ensure that tenant relocations are responsive to tenant needs



ACTIONS:

Metro Vancouver, through its Regional Planning role will:

- a. Monitor the purpose built rental housing supply, including in transit-oriented locations, to identify areas where rental housing is being lost or gained, to alert decision makers to the vulnerability of the purpose built rental supply.
- b. Expand the information base about the rental supply including rents for vacant units, and better understanding of the difference between purpose built rental housing and other forms of secondary rental.
- c. Inform the provincial and federal governments of gaps in rental housing supply by income level and advocate for specific measures to address funding gaps for low to moderate income housing (i.e capital funding, subsidies, tax incentives or other measures).
- d. Develop an Implementation Guideline on Municipal Measures to Expand and Sustain the Purpose Built Rental Supply profiling measures such as transferring density, innovative infill, energy upgrades, parking reductions, and purchase by non-profits.
- e. Research and identify best practices in tenant relocation policies and strategies.

Municipalities will, through plans, policies and programs:

- f. Offer incentives that will help make development of new purpose built market rental housing financially viable (i.e. parking reductions, fee waivers, increased density, and fast-tracking).
- g. Offer tools and incentives to preserve and sustain existing purpose built market rental housing (i.e. reduced parking, increased density for infill development, and transfer of density).
- Facilitate non-profit housing organizations to purchase existing rental buildings for conversion to non-profit operation.
- Require one for one replacement policies where existing rental supply is being redeveloped.
- Enact standards of maintenance bylaws to preserve the stock in good condition and prevent further erosion of existing rental stock.
- k. Support efforts to reduce rental operating costs
 by improving energy performance of purpose
 built rental buildings through the use of energy
 efficiency incentives offered by Fortis and BC
 Hydro, such as energy advisors, energy audits,
 demonstration projects etc.

- Establish bedroom mix objectives for new condominiums and purpose built rental housing.
- Provide clear expectations and policies for increasing and retaining the purpose built market rental housing supply.
- Require tenant relocation plans as a condition of approving the redevelopment of existing rental housing.
- o. Ensure that developers notify tenants impacted by redevelopment of their rights under the *Residential Tenancy Act*.

Proposed Provincial Government Actions:

- p. Review all provincial taxes and assessment practices, including property transfer tax, to ensure they do not impede the delivery of rental housing.
- q. Review Residential Tenancy Act provisions for relocating tenants in a redevelopment situation with a view to enhancing provisions (i.e. moving expenses, notification, reduced rent, free month's rent) to mitigate the impact of relocation and to enable tenants to find suitable alternative accommodation.

Proposed Federal Government Actions:

- Reinstate federal tax incentives to stimulate new purpose built market rental supply.
- s. Institute a new direct lending program with affordable rates for purpose built rental housing as advocated by the Federation of Canadian Municipalities (FCM).
- Offer an Eco-energy Tax Credit to encourage small apartment building owners to invest in eco-energy retrofits as advocated by FCM.







MEET HOUSING DEMAND ESTIMATES FOR LOW TO MODERATE INCOME EARNERS

This goal focuses on strategies and actions to address the gap in the supply of low to moderate income housing. While market rental housing will form an important source of supply for low income households receiving rent supplements, this goal aims to catalyse the assets and resources of the non-profit and cooperative housing sector to continue to provide and increase the supply of mixed income non-profit rental and cooperative housing for low to moderate income households. It also recognizes that delivering and operating mixed income housing in todays' economy and funding environment is complex, requires partnerships and significant municipal and non-profit capacity.

STRATEGIES:

- Strategy 3.1 Facilitate new rental housing supply that is affordable for low to moderate income households
- Strategy 3.2 Support non-profit and cooperative housing providers to continue to operate mixed income housing after operating agreements expire
- Strategy 3.3 Facilitate non-profit and cooperative housing providers to create new mixed income housing through redevelopment or other means
- Strategy 3.4 Advocate to provincial and federal governments for housing and income support programs to meet housing needs

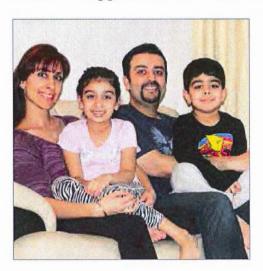
ACTIONS:

Metro Vancouver, through its Regional Planning role, will:

- a. Work with BC Non-Profit Housing Association, the Cooperative Housing Federation of BC, municipalities, the provincial government, Federation of Canadian Municipalities and others to address issues related to expiring non-profit and cooperative housing operating agreements, including ongoing subsidy for low income households.
- Research and communicate best practices in the municipal development approval process for nonprofit and cooperative housing.
- c. Review GVS&DD DCC bylaw waiver conditions for affordable rental housing to ensure the waiver can assist in the creation of new affordable rental housing, by reflecting current funding arrangements and is consistent with municipal practices, as much as possible.
- d. Consider making surplus sites in suitable locations owned by Metro Vancouver and affiliated bodies available to MVHC to develop additional mixed income housing.
- Explore member interest in sharing housing planning and policy services and potential costs and benefits of such a service.
- f. Advocate to the provincial and federal government for specific measures to address funding gaps for low to moderate income housing (i.e. capital funding or subsidies for new nonprofit and cooperative housing, rent supplements for single persons, and tax incentives for sale of purpose built rental housing to non-profit housing organizations).

Metro Vancouver Housing Corporation Actions:

- g. Work with municipal partners to identify
 Metro Vancouver Housing Corporation sites
 for redevelopment at higher density to increase
 the supply of mixed income non-profit rental
 housing, providing that suitable municipal
 incentives and/or other funding is available.
- GOAL
- h. Explore the sale of surplus or underutilized MVHC sites with proceeds reinvested into other sites that offer greater opportunity to supply more affordable housing units.
- Explore with municipalities opportunities on municipal sites for expanding the supply of mixed income non-profit rental housing.
- Consider management of affordable rental units obtained by municipalities through inclusionary housing policies, providing the units can be managed by MVHC on a cost effective basis.
- k. Explore making available for relocating tenants of redeveloping non-profit and purpose built market rental projects rental housing from within MVHC's existing portfolio of market rental units.





Municipalities will, through plans, policies and programs:

- Offer incentives for proposed new mixed income housing (i.e. parking reductions, fee waivers, increased density, and fast-tracking) to assist in making these housing options financially viable.
- m. Clearly state expectations and policies for development of new non-profit rental and cooperative housing
- n. Ensure a portion of amenity contributions or payments in lieu are allocated for housing affordable to low and moderate income households.
- o. Allocate housing reserve fund monies to affordable housing projects based on clearly articulated and communicated policies.
- p. Work with non-profit and cooperative housing providers to address issues related to expiring operating agreements.
- q. Work with non-profit or cooperative housing providers on leased municipal land to renegotiate or renew the lease, if applicable, with suitable provisions for affordable housing; and/or facilitate redevelopment at higher density, if appropriate.



Proposed Non-profit, Cooperative and Private Sector Development Partner Actions:

r. Consider partnerships with other private and nonprofit housing developers, faith based organizations and/or municipalities to develop new mixed income non-profit housing.

Proposed Provincial Government Actions:

- s. Work with residential development industry stakeholders to improve the administration of air space parcels.
- t. Expand the eligibility of provincial rent supplements to other populations, including single persons.
- u. Increase Rental Assistance Program (RAP) and Shelter Aid for Elderly Renters (SAFER) rent and/ or income threshold levels in Metro Vancouver, to account for rising rent levels.
- v. Create new capital funding options to increase the supply of non-profit and cooperative housing, particularly in transit-oriented locations.

Proposed Federal Government Actions:

- w. Provide rent supplements or ongoing subsidies for low-income tenants in existing cooperative and non-profit housing projects with expiring operating agreements.
- x. Institute a rental housing protection tax credit to preserve existing purpose built rental units through their sale to non-profit housing organizations as advocated by the Federation of Canadian Municipalities.



INCREASE THE RENTAL HOUSING SUPPLY ALONG THE FREQUENT TRANSIT NETWORK

This goal supports the regional priority for residential development along the Frequent Transit Network, a key objective of Metro 2040, which sets a target of 68% of residential growth within Urban Centres and Frequent Transit Development Areas. The goal also addresses the high housing and transportation cost burden borne by renter households who are living in locations that are not well served by transit. The strategies for this goal recognize that despite higher land costs in these locations, new transit station areas, transit stops and corridors and Frequent Transit Development Areas (FTDAs) provide an opportunity to meet the rental housing needs of all household income levels, particularly as some existing rental supply in these areas is being lost to redevelopment. It is recognized that municipalities are in different positions with respect to existing and new transit infrastructure, and that different strategies will have to be employed.

STRATEGIES:

Strategy 4.1 Expand awareness of the affordable housing and transit connection

Strategy 4.2 Plan for transit station areas, stop areas and corridors to include rental housing affordable for a range of income levels

Strategy 4.3 Implement incentives to encourage new purpose built rental housing near transit

ACTIONS:

Metro Vancouver, through its Regional Planning role, will:

- a. Convene a regional dialogue to highlight the affordable housing and transit connection and to demonstrate ways in which other jurisdictions have addressed this issue through transit investments, transit oriented development, land use planning, inclusionary housing policies, economic development and workforce and affordable housing initiatives.
- b. Work with housing and transportation partners to examine the feasibility of innovative financing approaches such as transit oriented affordable housing funds, tax increment financing, aggregating municipal housing reserve funds and other opportunities for closing the funding gap for low to moderate income housing near the Frequent Transit Network.
- c. Conduct research to support affordable housing in transit oriented locations on such topics as: an inventory of suitable transit-oriented sites adjacent to the FTN; financial viability of affordable housing in transit oriented locations; the business case for affordable housing near transit; innovative uses of land and airspace in good transit locations; parking requirements by unit size, best practices in car share policies and bike storage infrastructure, and the impact of unbundling of parking.
- d. Develop or cost share development of an online tool that will provide users with estimates of the combined housing and transportation costs associated with any given location in the region.
- e. Convene and facilitate negotiations among municipalities, TransLink and the Province with the objective of establishing an agreement to generate funding to achieve goals for low and moderate income housing near the Frequent Transit Network.

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REGIONAL NIFOR ABLE HOUSING STRATEGY UPDATE - DRAFT





f. Work with TransLink to establish agreements, including Project Partnership Agreements, in newly developing transit corridors and station areas anticipated to accommodate enhanced residential growth to ensure that they meet regional objectives for residential development, including rental housing for low to moderate income households.

Municipalities will, through plans, policies and programs:

- g. Establish transit-oriented inclusionary housing targets for purpose built rental and for housing affordable to low to moderate income households within 800 metres of new or existing rapid transit stations and 400 metres of frequent bus corridors that are anticipated to accommodate enhanced residential growth.
- h. Purchase and hold sites/air space parcels for new non-profit housing to be made available as funding becomes available, focusing on the Frequent Transit Network.
- Establish an agreement with TransLink and the Province with the objective of generating funding to achieve goals for low to moderate income housing near the Frequent Transit Network
- j. Consider providing incentives for new purpose built rental housing and mixed income housing located in transit-oriented locations to enable them to achieve economic viability.

Proposed TransLink Actions:

- k. Establish an agreement with municipalities and the Province with the objective of generating funding to achieve goals for low and moderate income housing near the Frequent Transit Network.
- Incorporate in agreements with municipalities, including Project Partnership Agreements if applicable, transit-oriented inclusionary housing targets within 800 metres of new or existing rapid transit stations and 400 metres of frequent bus corridors that are anticipated to accommodate enhanced residential growth.
- m. Establish an inclusionary housing target for joint development on TransLink/BC Transit properties.
- n. Establish an inclusionary housing target for TransLink air space developments or as a condition of any transfer of TransLink air space development rights.
- o. Work with housing partners to examine the feasibility of innovative approaches for closing the funding gap for low to moderate income housing near the Frequent Transit Network such as transit oriented affordable housing funds, tax increment financing, aggregating municipal housing reserve funds and other opportunities.

Proposed Provincial Government Actions:

p. Establish an agreement with municipalities and TransLink with the objective of generating funding to achieve goals for low and moderate income housing near the Frequent Transit Network.

GOAL

GOAL END HOMELESSNESS IN THE REGION

Metro Vancouver Regional Housing is the Community Entity for delivering and administering federal Homelessness Partnership Strategy funds in the region for 2014-2019.⁵ While the provincial and federal governments and health authorities hold primary responsibility for meeting the significant health, mental health, social and housing needs of the homeless and at risk population, the region and local governments can and do play a role in facilitating local homeless serving facilities and services, including through housing and social policies.

STRATEGIES:

Strategy 5.1	the needs of homeless people in
	the region
Strategy 5.2	Promote measures that prevent at risk individuals from becoming homeless.
Strategy 5.3	Advocate to the provincial and federal government for support

to meet the housing and support

needs of the homeless.



The Regional Steering Committee on Homelessness is a multistakeholder governance body that acts as the Community Advisory Board for disbursement of these funds. In the past, the RSCH also provided regional policy direction through the 2003 Regional Homelessness Plan, called Three Ways to Home. The Regional Steering Committee on Homelessness is engaged in broad discussion in consideration of its regional coordination role and resources.

ACTIONS:

Metro Vancouver, through its Regional Planning role, will:

- a. Advocate to senior levels of government and health authorities for 6,200 additional housing units with support as needed over the next 10 years for people who are homeless through a combination of purpose-built, dedicated subsidized buildings as well as scattered site units with rent supplements in the private market.
- b. Advocate to senior levels of government and health authorities to provide housing and support throughout the region that meets the needs of specific priority populations, such as housing specific to homeless youth, seniors, women, families, Aboriginal Peoples, people with mental health, addictions and/or other health issues, people with disabilities, francophones, the LGBT2Q population, newcomers and refugees.
- c. Advocate to health authorities and the provincial government for expanded mental health services as a means of preventing and reducing homelessness.
- d. With partners, explore the need for and feasibility of homelessness prevention strategies such as rent banks.
- e. Continue to deliver the federal Homelessness Partnering Strategy (HPS) through the Metro Vancouver HPS Community Entity.





Metro Vancouver HPS Community Entity will:

- f. Support the HPS Community Advisory Board in implementing a landlord engagement initiative to link homeless serving agencies in the community with landlords offering rental units in the private market.
- g. Conduct the tri-annual regional homeless count in partnership with Metro Vancouver municipalities and community organizations

Municipalities will, through plans, policies and programs:

- Ensure that housing action plans and/or homelessness plans include specific actions to be taken to facilitate partnerships to address homelessness.
- Work with non-profit housing providers and private landlords to facilitate suitable housing options for persons who are homeless.
- Support agencies that serve the needs of the homeless population in the community.

Proposed Provincial Government Actions:

- k. Provide capital/and or operating funding for transitional and supportive housing for the homeless and those at risk of homelessness.
- Increase the shelter component of income assistance on a regular basis to reflect the cost of living in Metro Vancouver.

Proposed Federal Government Actions:

 Provide capital funding for transitional and supportive housing for homeless persons.

Proposed Health Authority Actions:

- Provide operating funding for transitional and supportive housing for persons who are homeless and at risk of homelessness.
- o. Develop and implement mental health services with a goal of preventing homelessness.



IMPLEMENTATION AND PERFORMANCE MEASURES 3.3

(To be completed)

DEFINITIONS/GLOSSARY

Affordable Housing

Housing is considered affordable when monthly housing costs (rent or mortgage payments including property taxes, strata fees, and heating costs) consume less than 30% of before tax (gross) household income. Housing affordability concerns are invariably associated with households with low and moderate incomes as they cannot afford market rates.

Regional Median Household Income (RMHI)

The median regional household income, for all households, in 2010, based on the National Household Survey, was \$63,000. Low and low to moderate incomes are established relative to this amount.

Low Income Households

Low income households are those earning 50% or less of the regional median household income or below \$30,000 per year, as defined in *Metro 2040*, based on the 2011 NHS and updated from time to time.

Low-To-Moderate Income Households

Low to moderate income households earn between 50 and 80% of RMHI or between \$30,000-50,000 per year, as defined in *Metro 2040*, based on the 2011 NHS and updated from time to time.

Non-Profit Housing and Cooperative Housing

Social housing built under specific federal and provincial government housing supply programs from the 1960s to early 1990s with significant government subsidy. Social housing generally consists of a mix of low income rental units and market rental units, although some programs provided funding for 100% subsidized units. Many of these projects are still receiving ongoing funding from senior government until operating agreements expire.

Mixed Income Housing

Developed outside of senior government social housing programs, and usually employing a non-profit or cooperative structure. The operating model is a mix of market and low and low-to-moderate income rental units, with the former subsidizing the latter. Developing new mixed income housing today typically requires "free" land (ie in redevelopment situations, an existing site), donations, grants, low cost loans, and/or municipal incentives.

Housing Action Plan (HAP)

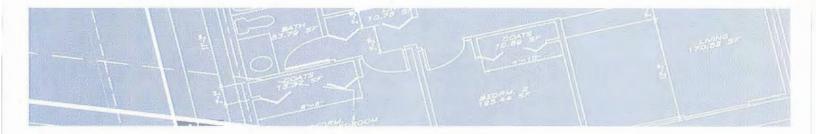
Municipal Housing Action Plans set out strategies and actions for meeting housing demand estimates in their jurisdiction. *Metro 2040*, the regional growth strategy, set out an expectation that municipalities would prepare these plans to guide local housing affordability actions.

Rental Assistance Program (RAP)

The provincial Rental Assistance Program provides eligible low-income, working families with cash assistance to help with their monthly rent payments. To qualify, families must have a gross household income of \$35,000 or less, have at least one dependent child, and have been employed at some point over the last year.

Shelter Aid for Elderly Renters (SAFER)

The provincial Shelter Aid for Elderly Renters (SAFER) program helps make rents affordable for BC seniors with low to moderate incomes. SAFER provides monthly cash payments to subsidize rents for eligible BC residents who are age 60 or over and who pay rent for their homes. BC Housing provides these subsidies to more than 17,000 senior households renting apartments in the private market, including singles, couples and people sharing a unit.



Purpose Built Market Rental Housing (PBMR)

These are privately initiated rental buildings with 3 or more units. In Metro Vancouver they consist primarily of 3 or 4 story wood frame walk-up style apartments and high rise buildings completed in the 1960s to 1980s using federal tax incentives available at the time.

Frequent Transit Network (FTN)

TransLink's transportation network where transit service runs every 15 minutes in both directions throughout the day and into the evening, every day of the week. It incorporates both rail and bus transit options. There is a current FTN and an FTN Concept.

Homelessness Partnering Strategy (HPS)

This program provides federal funding for designated communities to address homelessness according to certain funding parameters. It is administered at the local level by a Community Entity approved by the federal Government. Since 2000, the Metro Vancouver region has received \$8.2 million annually under the Homelessness Partnering Strategy (HPS) to invest in local solutions to homelessness. The 2014-2019 Homelessness Partnering Strategy program introduced the Housing First approach to addressing homelessness by primarily focusing funds on chronically and episodically homeless persons.

Regional Steering Committee on Homelessness (RSCH)

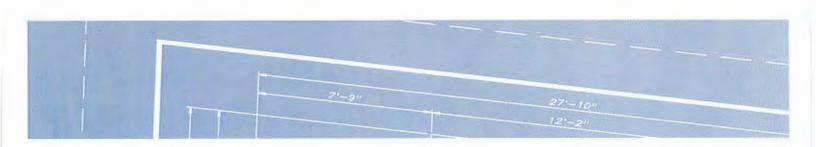
The Regional Steering Committee on Homelessness (RSCH) is a coalition of community organizations and all levels of government with a vision to eliminate homelessness in Greater Vancouver. Their mandate is to maintain, revise and implement the Regional Homelessness Plan; recommend projects for funding under the Homelessness Partnering Strategy; and develop a regional understanding of homelessness and its solutions.

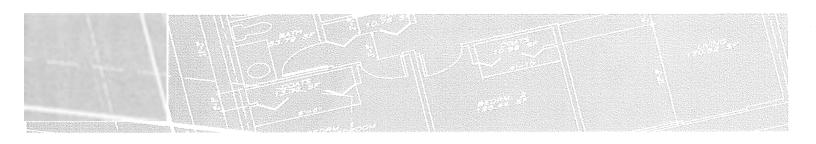
Regional Homelessness Plan (RHP)

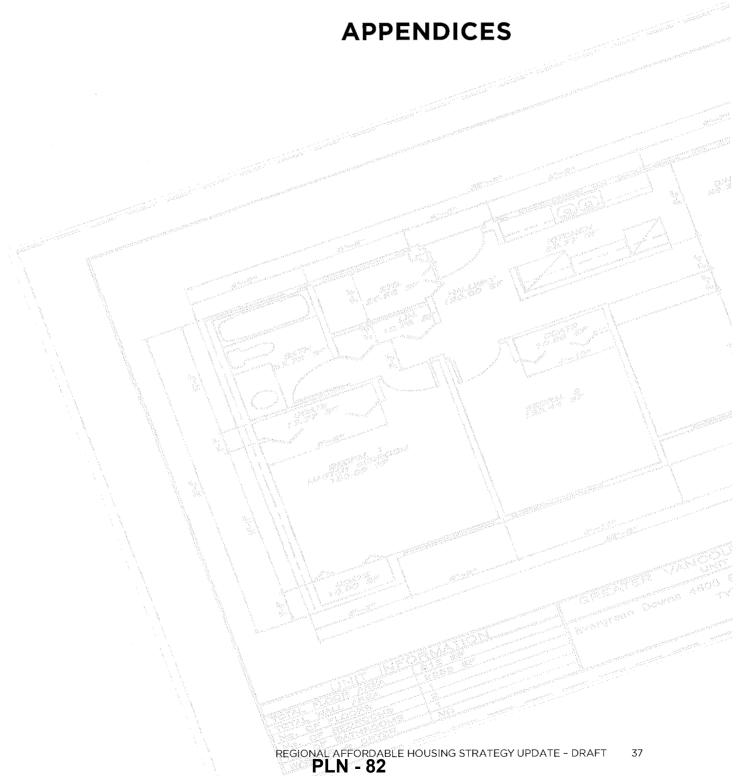
The RSCH updated the Regional Homelessness Plan in 2014. The goal of the Regional Homelessness Plan (RHP) is to end homelessness in the Metro Vancouver region. The plan focuses on three areas: housing, prevention and support, and capacity building. Progress towards the plan's goals is reviewed every three years, using indicators and targets established in the plan. It is in a draft stage, as an implementation plan has yet to be completed.

Homelessness Partnering Strategy (HPS) Community Entity (CE)

The Greater Vancouver Regional District (Metro Vancouver) is the Community Entity for the Homelessness Partnering Strategy. In partnership with the Greater Vancouver Regional Steering Committee on Homelessness (RSCH) and the Community Advisory Board (CAB), it manages the call for proposals process to allocate federal funding under the Homelessness Partnering Strategy. Investment priorities and recommended projects are determined by a Community Advisory Board comprised of government representatives and homeless service providers. In Metro Vancouver, the RSCH serves as the Community Advisory Board for HPS investments.







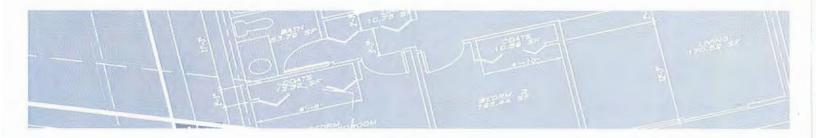


APPENDIX 1

METRO VANCOUVER 10 YEAR HOUSING DEMAND ESTIMATES BY MUNICIPALITY 2011-2021 NOTE: To be updated prior to adoption of the strategy

Municipality	Low income rental	Low to moderate income rental	Moderate and above - market rental	Total rental	Ownership	Total Demand
Burnaby	2,400	2,900	2,200	7,500	13,800	21,300
New Westminster	700	800	600	2,100	3,900	6,000
Langley City	300	300	200	800	1,500	2,300
Langley Township	1,400	1,700	1,200	4,300	7,900	12,200
Maple Ridge	800	900	600	2,300	4,300	6,600
Pitt Meadows	200	200	200	600	1,000	1,600
Coquitlam	1,700	2,000	1,500	5,200	9,600	14,800
Port Coquitlam	500	700	400	1,600	3,000	4,600
Port Moody	500	500	400	1,400	2,700	4,100
North Vancouver City	300	300	200	800	1,600	2,400
North Vancouver District	500	500	400	1,400	2,600	4,000
West Vancouver	200	200	100	500	900	1,400
Delta	400	400	300	1,100	1,900	3,000
Richmond	1,800	2,200	1,600	5,600	10,400	16,000
Tsawwassen First Nation	100	100	0	200	500	700
Surrey	5,600	6,800	4,900	17,300	32,100	49,400
White Rock	200	300	100	600	1,200	1,800
Vancouver	3,500	4,200	3,000	10,700	20,000	30,700
Electoral Area A	300	400	200	900	1,800	2,700
Metro Vancouver Total	21,400	25,400	18,100	64,900	120,700	185,600

Source: Metro Vancouver Metro 2040. Appendix A, Table A4. 2011. Based on 2006 Census data.



APPENDIX 2

ESTIMATION METHOD FOR RENTAL UNIT COMPLETIONS AS A SHARE OF HOUSING DEMAND 2011-2014 METRO VANCOUVER

Rental Demand = avg of *Metro 2040* annual rental demand estimates and actual increase in rental households between 2006 and 2011, on an annual basis, as reported by the 2006 Census and 2011 NHS.

TABLE 2A: RENTAL DEMAND ESTIMATES 2011-2014

Year	Total Rental Demand Metro 2040	NHS 2011-2006 Census Trend Estimate New Households	Average Rental Demand
2011	6,490	4,500	5,495
2012	6,490	4,500	5,495
2013	6,490	4,500	5,495
2014	6,490	4,500	5,495
Total 2011/14	25,960	18,000	21,980

Rental Supply = CMHC purpose built rental completions (including non-profit housing) less apartment demolitions, plus estimated rented condos plus rented secondary suites plus newly rented single detached/duplex/row houses These were allocated to income categories as follows.

TABLE 2B: RENTAL SUPPLY ESTIMATES 2011-2014

Household income categories	Supply estimate allocated to income categories 2011-2014	Estimated Supply 2011-2014
Low income rental (<50% RMHI) (<\$30,000/yr)	BC Housing new non-profit units created 2011-2014 (3,323)	3,300
Low to moderate income rental (50%-80% RMHI) (\$30,000-\$50,000/yr)	100% new rented secondary suites + 50% of suburban rented condos less 100% apt demolitions (=4799+1704-788)	5,700
Market rental (>80% RMHI) (\$50,000+/yr)	New PBMR less BC Housing new non profit units created plus 50% suburban rented condos + 100% new rented sfd/rows/duplexes and 100% Vancouver rented condos (4815 minus 3323 plus 1704+3460+4663)	11,300



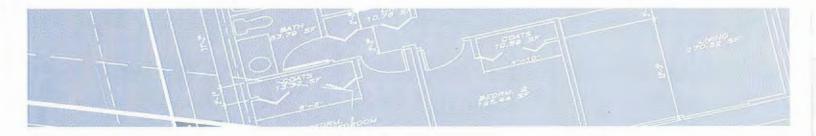
APPENDIX 2 - CONTINUED

TABLE 2C: ESTIMATE OF GAP BETWEEN SUPPLY AND DEMAND BY HOUSEHOLD INCOME CATEGORY

Household Income Categories	Estimated Rental Demand	Estimated Rental Supply	Gap (Supply- Demand) Categories
Low income rental (<50% RMHI) (<\$30,000/yr)	7,200	3,300	-3,900
Low to moderate income rental (50%-80% RMHI) (\$30,000-\$50,000/yr)	8,600	5,700	-2,900
Market rental (>80% RMHI) (\$50,000+/yr)	6,100	11,300	5,200
Total rental units	21,900	20,300	-1,600

TABLE 2D: RENTAL COMPLETIONS AS A SHARE OF ESTIMATED RENTAL DEMAND - BEFORE RENT SUPPLEMENTS

Household Income Categories	Estimated Rental Demand	Estimated Rental Supply	Completions as a share of Estimated rental demand
Low income rental (<50% RMHI) (<\$30,000/yr)	7,200	3,300	46%
Low to moderate income rental (50%-80% RMHI) (\$30,000-\$50,000/yr)	8,600	5,700	66%
Market rental (>80% RMHI) (\$50,000+/yr)	6,100	11,300	185%
Total rental units			93%

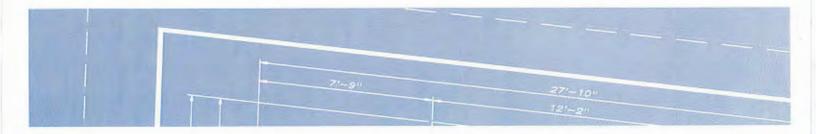


APPENDIX 2 - CONTINUED

TABLE 2E: WITH RENT SUPPLEMENTS

Household Income Categories	Est Rental Demand	Est Rental Supply	Completions As a Share of Est. Rental Demand	Additional Rent Supplements 2011-2014	Estimated Rental Supply - After Rent Supplements	Share of Estimated Rental Demand Met = After Rent Supplements
Low income rental (<50% RMHI) (<\$30,000/yr)	7,200	3,300	46%	2,700	6,000	83%
Low to moderate income rental (50%-80% RMHI) (\$30,000- \$50,000/yr)	8,600	5,700	66%	0	3,000	35%
Market rental (>80% RMHI) (\$50,000+/yr)	6,100	11,300	185%	Q	6,100	100%
Total rental units	21,900	20,300	93%		15,100	93%

Note: Rent supplement figures provided by BC Housing. As of March 31, 2015, 15,175 Metro households received a rent supplement. Between 2011 and 2014, the provincial government increased the number of rent supplements by 2,700 in Metro Vancouver.



APPENDIX 2 - CONTINUED

TABLE 2F: SUMMARY

	Before rent	supplements	With rent supplements		
Household Income Categories	Gap Between Estimated Demand And Completions	Completions As A Share Of Est. Rental demand	Additional Rent Supplements 2011-2014	Share Of Estimated Rental Demand Achieved	
Low income rental (<50% RMHI) (<\$30,000/yr)	-3,900	46%	2,700	83%	
Low to moderate income rental (50%-80% RMHI) (\$30,000-\$50,000/yr)	-2,900	66%	0	35%	
Market rental (>80% RMHI) (\$50,000+/yr)	5,200	185%	0	185%	
Total rental units	-1,600	93%		93%	





Summary of June 26, 2015 RAHS Workshop Major Concerns

Little new rental supply and impact of rent supplement programs

Committee members expressed virtually unanimous support for an expanded provincial and/or federal role in providing tax incentives for new purpose built rental housing, continuation of subsidy for low income households in non-profit and cooperative housing with expiring operating agreements, enhanced funding for transitional and supportive housing for the homeless or those at risk of homelessness and provincial and Health Authority health and mental health care actions to prevent and address homelessness. In addition, some members expressed concern about current rent supplement programs, stating that they do not increase the supply of affordable rental or market rent housing, they could exacerbate already low vacancy rates, and potentially have inflationary effects on rental rates. The need, instead, is for additional rental supply that is affordable to low and moderate income households.

Response:

The number of rent supplements provided by the provincial government is growing, adding to demand, and few new purpose built rental units, affordable or market, have been built or are under development. The most recent Rental Market Report from CMHC for Spring 2015 indicates a downward trend in rental vacancy rates from 1.8% in 2014 to 1.4% in 2015 and rising rental rates in Metro Vancouver (5.5% year over year). In addition to valid concerns raised by Committee members about the impact of rent supplement programs, there is also growing concern about the loss of existing, more affordable, purpose built rental housing to demolition for condominium development, and the potential for the withdrawal of rental units for AirBnB use and other forms of temporary rentals.

 The Draft RAHS focuses on the rental housing supply and contains several actions for the provincial government in respect of additional funding for low and moderate income rental housing.

Attention to home ownership versus rental tenure: Some Committee members considered the strategy needs more emphasis on homeownership affordability, given that ownership housing comprises 70% of the regional housing stock. The lack of diversity of ground-oriented entry-level homeownership options is of particular concern in terms of affordability and suitability for families. This was countered by the view that given limited municipal resources, municipal actions should be focused on the parts of the housing continuum that are not working as well, the rental market, with its continued low vacancy rate.

Response: While the ownership market is performing well in most parts of the region, and supply is on track to meet estimated demand overall, ground-oriented ownership alternatives at prices affordable to the average homebuyer are in short supply. Exploring if regulatory or zoning barriers are present and identifying best practices would be a good first step in exploring how to facilitate this type of housing. The Regional Affordable Housing Strategy addresses this issue through Goal 1: Expand the Supply and Diversity of Housing to Meet a Variety of Needs with a number of regional and municipal actions. The draft has been enhanced in several ways:

 Additional reference to home ownership affordability concerns in Part One - the introduction and context setting part of the Strategy.

- Language incorporates a wider variety of housing forms/tenures and governance models such as cooperatives, co-housing etc.
- Changing the wording of Goal 3 from "Meet the housing demand estimates for low and moderate income "renters" to low and moderate income "earners"".

Impact of foreign ownership, vacant homes and speculation: A related issue and a topic of public anxiety, members were concerned that the strategy did not address this topic adequately. Goal 1 Action 1d. iv "Convene a regional working group to obtain data to better understand the drivers of housing demand in the region" was included in the March 30 2015 draft. The invited speaker Dr. David Ley noted that real estate investment is now detached from immigration, that high net wealth individuals are influencing the market and that cooling measures might be in order. Some members noted that while this may be true, the market would not address rental housing need for low and moderate income earners, even in the absence of foreign investment, so that local government focus on this part of the continuum makes sense. Some members suggested exploring opportunities to harness global investment trends to benefit Metro Vancouver, for example, to expand the rental and affordable housing supply. This approach merits further consideration.

Response:

Objective data is needed to confirm the validity of these concerns. Several actions in RAHS address this issue.

- 1e. Advocate to provincial and federal government for collection and reporting of reliable data about the sources ad nature of regional housing demand. If warranted advocate for measures to counteract adverse impacts of external demand, vacant units and/or speculation.
- 1f. Request that senior governments identify how foreign investment could be directed to improve the affordability of the Metro Vancouver housing market, for example, through investment in new purpose built rental housing, or by directing additional fees and taxes towards housing affordability.

Inclusionary housing policies near transit, and TransLink Project Partnership Agreements: Some members expressed unease about TransLink's plans to require and implement these agreements as proposed in the *Mayors Vision*, citing uncertainty about what will be asked of municipalities, and TransLink's ability to implement such agreements given lack of control of airspace. In addition, Project Partnership Agreements would not necessarily be applicable in all municipalities, such as in those municipalities with an already well-developed transit infrastructure. It was recommended that the language used in this action be more general.

Response: Reference to inclusionary housing goals in Project Partnership Agreements remains, but added is a reference to other types of agreements. The *principle* of inclusionary goals for purpose built rental and mixed income rental near transit is retained as it is fundamental to the success of the strategy. It responds to the concern expressed by Dr. David Ley that transit oriented development can be a double edged sword without active policies to ensure the retention, and/or inclusion of new purpose built rental housing and/or mixed income housing affordable to low and low to moderate income households in these locations where the combined housing and transportation cost burden can be minimized.

Enhanced role for MVHC in redevelopment and development of mixed income housing: The draft RAHS has specific actions under Goal 3 for MVHC to embark upon a new program of site

redevelopment and potentially new development, as mortgages expire on its properties. Specifically:

- 3g. Work with municipal partners to identify Metro Vancouver Housing Corporation sites for redevelopment at higher density to increase the supply of mixed income non-profit rental housing, providing that suitable municipal incentives and/or other funding is available.
- 3h. Explore the sale of surplus or underutilized MVHC sites with proceeds reinvested into other sites that offer greater opportunity to supply more affordable housing units.
- 3j. Explore with municipalities opportunities on municipal sites for expanding the supply of mixed income non-profit rental housing.

One such project has been initiated and others are contemplated. Committee members generally supported these actions but noted that there are some missing details about how the funding will work without senior government subsidy and what will be asked of municipalities. Some members noted that there could be an opportunity for MVHC to increase the rate of development if additional revenues could be found, from an unspecified source.

Response:

Discussions have been occurring at a staff level with RPAC and RPAC's Housing Subcommittee on criteria for evaluating potential MVHC sites for redevelopment throughout the region, and what MVHC would be seeking from member municipalities in terms of incentives to facilitate such redevelopment. These include additional density, parking relaxations, fee waivers and fast track approval processes. The MVHC Board is considering a separate report on this matter Sept 11, 2015.

Other changes:

- Removed some repeated MVHC actions that fell under both Goal 2 and Goal 3, so that the
 actions appear only once, under Goal 3.
- Moved Goal 3 Action 3b "Offer workshops/seminars/speakers on housing topics of common concern" to Goal 1 where it applies most broadly.
- Added to Goal 2 measures advocated by FCM:
 - 2s. Institute a new direct lending program with affordable rates for purpose built rental housing as advocated by the Federation of Canadian Municipalities (FCM).
 - 2t. Offer an Eco-energy Tax Credit to encourage small apartment building owners to invest in eco-energy retrofits as advocated by FCM.
- Removed Goal 1 Action 1.s: "Create a provincial housing seniors housing policy framework to plan for and fund suitable housing for a growing seniors population." Goal 1f covers many populations, not just seniors.
- Added an action under Goal 5:
 - 5c. Advocate to health authorities and the provincial government for expanded mental health services as a means of reducing homelessness.



Report to Committee

To:

Planning Committee

Date:

January 4, 2016

From:

Cathryn Volkering Carlile

General Manager, Community Services

File:

01-0100-30-RCSA1-

01/2016-Vol 01

Re:

RCSAC 2015 Annual Report and 2016 Work Program

Staff Recommendation

That the Richmond Community Services Advisory Committee's 2016 Work Program be approved.

Cathryn Volkering Carlile

aleaelel,

General Manager, Community Services

Att. 3

REPORT CONCURRENCE

CONCURRENCE OF GENERAL MANAGER

LULULUL

REVIEWED BY STAFF REPORT /
AGENDA REVIEW SUBCOMMITTEE

APPROVED BY CAO

APPROVED BY CAO

Staff Report

Origin

The mandate of the Richmond Community Services Advisory Committee (RCSAC) is to encourage and promote social policies and community services that contribute to the well-being and quality of life of Richmond residents, and to develop the capacity of the community service sector.

While an advisory body, the RCSAC is only partially a City-appointed committee (i.e. only two citizen representatives are Council-appointed). The City supports the RCSAC by providing an annual operating budget, a Council Liaison and a Staff Liaison.

This report presents the RCSAC 2015 Annual Report (Attachment 1) and proposed 2016 Work Program (Attachment 2). This report supports Council's 2014-2018 Term Goal #2 A Vibrant, Active and Connected City:

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

- 2.2. Effective social service networks.
- 2.3. Outstanding places, programs and services that support active living, wellness and a sense of belonging.

Analysis

RCSAC Charter

As indicated in the RCSAC Charter (Attachment 3), the mission of this advisory committee is "to encourage and promote those social policies and community services which contribute to the general health, welfare and quality of life of the residents of Richmond, and to increase interagency relations and cooperation in order to enhance community capacity". Their mandate is described in the attached Charter as

Section A

The RCSAC shall advise Richmond City Council and may, in consultation with City Council, make representations to other policy-making bodies on the following:

- 1. Policies that encourage cooperative planning and delivery of community services to ensure optimum efficiency and effectiveness;
- 2. Social issues/concerns that have an impact on community services, special needs groups and the quality of life in the community;
- 3. Community impact of governmental changes to policies and/or programs affecting Richmond's community services; and

4. Any other matters that may be referred by Richmond City Council, RCSAC member groups and the community at large.

Section B

1. Coordination of activities and information sharing between the voluntary and public sector.

The RCSAC also has separate "Operating Policies and Procedures" describing membership, structure and procedures.

2015 Annual Report

Highlights of the 2015 RCSAC Work Program, based on Council Term Goals (2010 – 2014) (Attachment 1) include:

- Completion of the annual Social Services and Space Needs Survey exploring funding changes and space needs, with results presented to Planning Committee in September 2015;
- Communication Tools sent to Council regarding the 2013/2014 RCSAC Social Services and Space Needs Survey, the Richmond Youth Media Lab, Adult Basic Education and the BC Rent Supplement Survey;
- A report and Communication Tool regarding "Municipal Responses to Child/Youth Poverty" prepared for presentation to Planning Committee in 2016; and
- Continued participation by RCSAC member agencies in community initiatives, tables and consultations, including the Richmond Homeless Coalition, Richmond Children First and the Richmond Poverty Response Committee (see Attachment 1 for further information).

2016 Work Program

Council Term Goals (2014 - 2018) have been used to form the basis of RCSAC 2016 activities. In addition to responding to Council requests as they arise, highlights of the RCSAC's 2016 plans (Attachment 2) include:

- Hosting an information sharing meeting with Richmond MLAs;
- Completing an annual and multi-year analysis (last three years) of Community Social Services and Space Needs Survey results;
- Updating an inventory of community-based tables and committees relevant to social services;
- Working collaboratively with other Richmond organizations to provide information regarding affordable housing needs, including participating in the consultation phase of the Affordable Housing Strategy Update;
- Providing information to Council regarding the impact of Federal and Provincial policy and funding decisions on Richmond services;
- Supporting food security initiatives; and

• Continuing to apprise Council of matters affecting community agencies and Richmond residents.

2016 Budget

The 2016 RCSAC budget no longer allows for funding special projects and surveys as these initiatives were funded from a surplus that has since been depleted. An example of a special project undertaken by the RCSAC is the Municipal Responses to Child/Youth Poverty Report, whereby a research assistant was paid an honorarium to prepare the document. Meeting expenses have also risen due to increasing membership.

The RCSAC has instituted cost-saving measures, including reducing their IT consultation website and meeting expense budgets. While no special projects have been identified to date, the RCSAC would like to continue to have funds available for special projects and survey costs to continue their annual social services and space needs survey. As a result, at the September 2015 General Meeting, the RCSAC resolved to request a \$2,000 increase to their annual \$11,000 operating grant. As the 2016 City budget process was already underway, this request for an increase to the RCSAC operating grant will be put forward for consideration in the 2017 budget cycle.

Financial Impact

The RCSAC operating budget reflects the existing funding plan, as budgeted. An additional level request of \$2,000 will be submitted for consideration in the 2017 operating budget.

Conclusion

The RCSAC 2016 Work Program is designed to reflect a number of Council Term Goals (2014 – 2018) and address emerging issues impacting the community. The RCSAC will continue to support the community service sector by fostering collaborative working relationships, networking opportunities and information exchange. The RCSAC thereby plays a vital role in sustaining and enhancing the social well-being of Richmond residents.

Lesley Sherlock

Planner 2

(604-276-4220)

Att. 1: RCSAC 2015 Final Report

2: RCSAC 2016 Work Plan and Budget

3: RCSAC Charter



2015 Final Report

2015 RCSAC Executive Committee Report

2015 Executive Committee Membership:

Daylene Marshal, Richmond Youth Services Agency Co-Chair Alex Nixon, Richmond Food Bank (from March 2015) Co-Chair Colin Dring, Richmond Food Security Society (to January 2015) Co-Chair Lisa Whittaker, Family Services of Greater Vancouver Treasurer Hamid Ghanbari, Citizen Appointee Member-at-Large De Whalen, Richmond Poverty Response Committee Member-at-Large Councillor Derek Dang City Council Liaison City Staff Liaison Lesley Sherlock

Results of Executive Elections at the November 12, 2015 Annual General Meeting

As documented in the RCSAC Operating Policies and Procedures, members on the executive, with the exception of the Co-Chair positions, hold their positions for a period of one year. Elections are held at the November Annual General Meeting (AGM) to elect/re-elect committee members to their respective executive roles. The results of the elections were:

Co-Chair Daylene Marshal, Richmond Youth Services Agency (2nd year)

Co-Chair Alex Nixon, Richmond Food Bank (2nd year)
Treasurer Rick Dubras, Richmond Addiction Services Society
Members-at-Large De Whalen, Richmond Poverty Response Committee

Lisa Whittaker, Family Services of Greater Vancouver

Cathy Chiu, Salvation Army

There was significant turnover with the executive leadership and staff in 2015. Colin Dring, the co-chair, left his position at Richmond Food Security Society at the end of January and then resigned as co-chair. Debbie Chow, the RCSAC executive secretary, resigned in March. To fill these roles, Alex Nixon was appointed as co-chair and Jennifer Dieckmann was hired as executive secretary.

In spite of the challenges due to this turnover, RCSAC was very productive at identifying issues facing Richmond and advising City Council.

Executive Committee Summary of 2015 Activities:

Membership

- Membership increased in 2015 as Community Living BC, Richmond Division of Family Practice, and Richmond Therapeutic Equestrian Society joined the RCSAC
- There were two Citizen Appointee positions: Hamid Ghanbari and Ihsan Malik.

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RCSAC Action Groups

The RCSAC does not have standing sub-committees, but rather has ad hoc, time-limited action groups to address specific concerns or accomplish specific tasks. The following action groups were active in 2015:

- Addictions and Mental Health
- Adult Basic Education
- BC Rent Subsidies
- Hoarding and Seniors with Alzheimers
- Municipal Responses to Poverty
- Social Services and Space Needs Survey
- VCH and Richmond Health Services

Action Group Reports

Addictions and Mental Health; Hoarding and Seniors with Alzheimers; VCH and Richmond Health Services

These action groups merged with the Homelessness Coalition Outreach Working Group and will be reporting out accordingly.

Adult Basic Education

Membership: Rick Dubras, Monica Pamer, and De Whalen

Mandate: The committee investigated the withdrawal of Adult Basic Education (ABE) funding and its impact on Richmond residents. Previously, the Richmond School District registered an average of 198 graduated adults per year; with the cost increasing from \$0 per course to \$550 per course, the number of adults has plummeted. This cost increase will impact community services as low-income individuals and families will require community services for longer because of the financial barrier to advancing education and thereby qualifying for employment, or better employment opportunities.

Activities: RCSAC submitted a communication tool to City Council, presented to the November 3, 2015 Planning Committee, recommending that the City of Richmond advocate to the Provincial government for restoring ABE funding.

BC Rent Subsidies

Membership: Janice Lambert, De Whalen, and Jocelyn Wong

Mandate: RCSAC formed this committee in response to questions posed by the Hon. Linda Reid, Speaker of the Legislature and MLA of Richmond East, at the MLA forum in March 2015. The committee surveyed RCSAC members about the accessibility and usage of BC Rent Subsidy programs SAFER and RAP.

Activities: RCSAC submitted to City Council a communication tool recommending the City of Richmond share this report with the Hon. Linda Reid and advocate to the Provincial Government and its Ministers for an increase in the income ceiling for both programs. This Communication Tool will be presented to Planning Committee in the first quarter of 2016.

Municipal Responses to Child/Youth Poverty

Membership: Lynda Brummitt, Jennifer Larsen, Daylene Marshall, Brian Wardley, and De Whalen

Mandate: RCSAC commissioned a report researching and comparing municipal responses to child/youth poverty in the Metro Vancouver region. The committee developed an executive summary and recommendations based on the report.

Activities: The report and committee recommendations will be submitted to City Council in the first quarter of 2016.

Social Services and Space Needs Survey

Membership: Rick Dubras, Daylene Marshall, Alex Nixon, De Whalen, and Lisa Whittaker.

Mandate: The RCSAC formed this committee to combine the two surveys (social services and space needs) previously commissioned by the RCSAC and then report on the results. The committee hired Theresa Thomas, a research assistant, to compile and analyze the results of the 2014 combined survey. The survey showed funding cuts and increased demands have made maintaining services difficult for Richmond agencies. Finding space that meets agency needs while being both affordable and accessible has also been a challenge for Richmond social service agencies.

Activities: RCSAC submitted a communication tool to City Council and will be surveying RCSAC members again in 2016.

Communications with the City of Richmond

As mentioned above, the RCSAC sent several communication tools to City Council to advise them on issues impacting Richmond's citizens and Community Services:

- Adult Basic Education Courses No Longer Free Communication Tool
- BC Rent Supplement Survey for Richmond Residents Communication Tool
- Report from Richmond Addictions Services Society and Richmond Media Lab Communication Tool
- Social Services and Space Needs Assessment Communication Tool
- Vulnerable community members and the Richmond Homelessness Coalition Working Group Communication Tool

Presentations

Community organizations presented to RCSAC at almost every RCSAC meeting on issues and topics vital to Richmond's community services. The organizations and topics include:

• January: Kwantlen- Career Choices and Life Success

• February: BC Responsible and Problem Gambling Awareness Week

• March: VCH- Accessing Health Services - Health Care 101

• April: What's Up Richmond Website

City of Richmond- Affordable Housing Strategy Update

Caring Place- BC Societies Act Update

• May: BC 211

• June: Walk Richmond and VCH Richmond Community Health Profile

September: Richmond School DistrictOctober: Richmond Family Place

November: Richmond Division of Family Practice- A GP For Me

Financial

A 2015 financial report and proposed 2016 budget was drafted by the Treasurer and approved by the membership at the RCSAC's November AGM.

The RCSAC has continued to operate without an increase in the City Grant for five years, despite the added financial pressures due to increasing membership (from 33 members in 2011 to 39 members in 2015). For 2016, the RCSAC is reducing meeting and website expenses. However, RCSAC will need to have increased funding if it is to continue to effectively advise City Council. At the September 10, 2015 General Meeting, the RCSAC membership approved a motion to request an additional \$2,000 for the 2017 budget year.

The 2016 Work Plan was approved at the November 12, 2015 RCSAC General Meeting as a working document that will be revisited throughout the year and revised as necessary.

RCSAC 2015 Membership

Organization	Representative(s)	
Voting Members		
Avia Employment Centres	Nicole Smith	
BC Responsible and Problem Gambling	Jenn Fancy de Mena	
Boys and Girls Club of South Coast BC	Jason Lee	
Chimo Community Services	Diane Sugars	
City Appointee	Hamid Ghanbari	
City Appointee	Ihsan Malik	
Community Living BC	George Sartori	
Developmental Disabilities Association	Donna Cain	
Family Services of Greater Vancouver	Lisa Whittaker	
Heart of Richmond AIDS Society	Brian Wardley	
Individual Member	Jennifer Larsen	
Pacific Community Resource Services	Leslie Martin	
Pathways Clubhouse Richmond	Dave MacDonald	
RCMP Richmond	Constable Heather Hall	
Richmond Addictions Services Society	Rick Dubras	
Richmond Cares, Richmond Gives	Jocelyn Wong	
Richmond Caring Place Society	Sandy McIntosh	
Richmond Children First	Helen Davidson	
Richmond Centre for Disability	Ella Huang	
Richmond Division of Family Practice	Denise Ralph	
Richmond Family and Youth Court Committee	Neelu Kang Dhaliwal	
Richmond Family Place Society	Janice Lambert	
Richmond Food Bank Society	Alex Nixon	
Richmond Food Security Society	TBD	
Richmond Mental Health Consumer & Friends Society	Barb Bawlf	
Richmond Multicultural Community Services	Parm Grewal	
Richmond Poverty Response Committee	De Whalen	
Richmond School District #38	Monica Pamer	
Richmond Seniors Advisory Committee	Corisande Percival-Smith	
Richmond Society for Community Living	Janice Barr	
Richmond Therapeutic Equestrian Society	TBD	
Richmond Women's Resource Centre	Florence Yau	
Richmond Youth Service Agency	Daylene Marshall	
Salvation Army (Richmond)	Kathy Chiu	
S.U.C.C.E.S.S.	Francis Li	
Touchstone Family Services	Judy Valsonis	
Turning Point Recovery Society	Ted Paxton	
Vancouver Coastal Health	Belinda Boyd	
Vancouver Transit Police	Inspector Wendy Hawthorne	
Non-Voting Members		
Council Liaison	Derek Dang	
Staff Liaison	Lesley Sherlock	

2015 RCSAC Work Plan Results

For the 2015 year, the RCSAC continued to link its annual work plan initiatives to the Richmond City Council Term Goals. The 2015 Work Plan was designed to provide Council with advice to support Council's Goal Statement for Community Social Services:

To develop and implement an updated social services strategy that clearly articulates and communicates the City's roles, priorities and limitations with respect to social services issues and needs.

Within this goal statement, the RCSAC focused on providing advice on Council's following priorities that were scheduled for implementation in 2015.

The RCSAC also highlighted several other areas to work towards in 2015 to ensure committee stability and to improve Community Agency engagement.

RCSAC further advised Richmond City Council by providing feedback on their Term Goals through two sessions at General member meetings.

Council Term Goal 2.1

Completion of the development and implementation of a clear City social services strategy that articulates the City's role, priorities and policies, as well as ensures these are effectively communicated to our advisory committees, community partners, and the public in order to appropriately target resources and help manage expectations.

Objectives

In conjunction with City Council and staff, establish methods for ongoing identification of service needs based on feedback of RCSAC members and the ongoing utilization of these services.

Proposed Actions

- Determine the need for further service gaps analysis in service areas additional to Addictions and Mental Health.
- Build on success of Mental Health and Addiction services wallet card. Determine potential need for other similar service cards in the community.
- Continue to implement RCSAC Community Social Services Survey. Identify to Council changes in social service programs and corresponding funding structures that will have impact to the City of Richmond
- Complete a multi-year analysis of Community Social Services Survey results
- Support initiatives that reduce barriers to accessing services

Anticipated Outcomes/Indicators of success

- Community Social Services Survey and Report Completed
- Communication Tools to Council as appropriate
- Final report on successful actions completed

2015 Activities

- Community Social Services and Space Needs Survey updated, completed and results sent to City Council. Loss of services for seniors and youth, as well as ongoing need for program and office space for community agencies were identified as key issues.
- Working group formed to address issues of Hoarding and Alzheimer's with Seniors
- Working Group and Report Completed on barriers for Adult Basic Education
- Working Group and Report Completed on Municipal Responses for Child and Youth Poverty

Council Term Goal 2.2

Completion of an updated Older Adults Service Plan to address the growing needs of older adults in the community, including services and facilities for active older adults, the development of a volunteer base to serve the older adult population, as well as to provide opportunities for volunteering for this population

2015 Activities

• Councilor Dang brought a draft of the Seniors Service Plan to the committee for feedback. Several members were already involved in this process through their work with seniors.

Council Term Goal 2.3

Clarification of the City's role with respect to providing or facilitating the securing of space for non-profit groups.

Objectives

• The RCSAC continues to be active in working with the City to identify changes in space needs by non-profit societies within Richmond

Proposed Actions

- Inclusion of space needs in Community Social Services Survey
- Reports to RCSAC as needed
- Communication Tool to Council about Survey results

Anticipated Outcomes/Indicators of Success

- Space results compiled from the Community Needs Assessment Survey
- Communication Tool presented to Planning Committee
- Final report on successful outcomes completed

2015 Activities

 Space Needs Survey was completed and a Communication Tool presented to September 22, 2015 Planning Committee. RCSAC Co-Chairs discussed potential solutions with Planning Committee members.

Council Term Goal 2.4

Initiation of a strategic discussion and ongoing dialogue with the City's MLAs and MPs to ensure better representation of Richmond's needs in Victoria and Ottawa for social services issues and the related effects of downloading.

Objectives

• To provide Council with information re: impact of provincial and federal funding decisions on social services agencies

Proposed Actions

- Completion of annual Community Social Services Survey and Report provide information to Council on provincial and federal funding decisions that may affect the delivery of social services in Richmond
- Contribute to and update as needed multi-year analysis of Community Social Services Survey
- Membership will submit Communication Tools regarding changes in relationships with federal and provincial government

Anticipated Outcomes/Indicators of Success

- Communication Tools submitted as appropriate
- Community Social Services survey completed and report submitted to Council
- Final report on successful outcomes completed

2015 Activities

- MLA Linda Reid attended RCSAC Meeting in March 2015
- MLAs invited to Information Session in December 2015 (postponed to June 2016)
- Communication Tools to City Council recommending advocating to the Provincial Government to reinstate funding for Adult Basic Education, presented to November 3, 2015 Planning Committee, and for a BC Poverty Reduction Plan (for presentation to Planning Committee in the first quarter of 2016).

Council Term Goal 2.5

Development of a clearer definition of affordable housing priorities and subsequent utilization of affordable housing funding.

Objective

- Continue to support the implementation of an Affordable Housing Strategy
- Support implementation of the Affordable Housing Strategy Update

Proposed Actions

- Work collaboratively with Richmond Homeless Coalition –Homes for All, Richmond housing organizations, advocates and the City to identify and highlight affordable and supportive housing needs and projects in Richmond.
- Work collaboratively with Richmond housing organizations and advocates to draft regular communication, which highlights housing needs and projects, to City Council and staff.

Anticipated Outcomes/Indicators of Success

- RCSAC Action Team formed as required
- Communication Tool to Council as appropriate
- Regular updates presented to RCSAC General Committee meeting
- Final report to RCSAC and Council on successful outcomes completed

2015 Activities

- Affordable Housing Coordinator and Planner presented the Affordable Housing Strategy Update in April 2015
- Working Group formed and Report and Communication Tool prepared on BC Rent Supplements (for presentation to Planning Committee in first quarter of 2016).

Council Term Goal 2.6

Development of an updated youth strategy to address the needs and to build on the assets of youth in the community.

Objective

- To participate as requested in the development of the Youth Strategy
- To continue to support and ensure updating of the RCSAC Youth web page to provide a onestop access for activities and events of interest to youth in the community

Proposed Actions

- Continue to work with existing community-based youth committees
- Engage youth volunteers to ensure youth web page is regularly updated
- Provide training in Joomla for maintenance of youth page
- · Communication Tools to Council as appropriate

Anticipated Objectives/Indicators of Success

- Continued engagement of youth volunteer and youth website "What's Up Richmond" completed and regularly updated
- Communication Tools developed
- Final report on successful outcomes completed

2015 Activities

- Developed the Municipal Responses to Child and Youth Poverty Report
- Youth action group reported to the RCSAC on status of youth website in April 2015
- Youth Website What's Up Richmond (WURd) was launched summer 2015 http://www.whatsuprichmond.ca/

Council Term Goal 7.2

Develop a plan to ensure the provision of public facilities and services keeps up with the rate of growth and changing demographics of the community (families, older adults, increasing cultural diversity), particularly in the City Centre.

Objectives

• The RCSAC continues to support and work with the Richmond Children's First committee on their City Centre Early Childhood Development Report

Proposed Actions

 RCSAC follows up as appropriate on Communication Tool sent to Council in December 2012 on Richmond Children First's City Centre Early Childhood Development Report

Anticipated Outcomes/Indicators of Success

- Regular reports from Richmond Children First at RCSAC
- Communication Tools to Council as appropriate

2015 Activities

- Developed the Community Space Needs Survey, collated and presented the results to September 22, 2015 Planning Committee
- RCSAC received regular reports from Richmond Children First

Council Term Goal 8.2

Continue to advocate for a coordinated regional approach to enhance local food security for Richmond and the region through policy development initiatives such as community farms.

Objectives

- The RCSAC will examine issues of food security and its inter-relation to community and social services in Richmond (e.g. intersection of food with physical and mental health, disease prevention, emergency food relief)
- Support the City as it advocates for a coordinated regional approach to enhance local food security
- Support the development of a food security action plan for the City of Richmond

Proposed Actions

- Action teams formed as necessary to meet objectives
- Potential food security gap analysis undertaken
- Communication Tool developed for Council

Anticipated Outcomes/Indicators of Success

- Presentation from Richmond Food Security on final Food Charter
- Action team formed
- Communication Tools to Council completed as appropriate
- Final report on successful actions completed

2015 Activities

• Due to a RCSAC member from Richmond Food Security Society (RFSS) leaving his position, this area was not addressed during the 2015 term of RCSAC. A new RFSS Executive Director plans to join the RCSAC in 2016.

Additional RCSAC Work Plan Activities

Objectives

- To increase connections within RCSAC members
- To increase information and opportunities RCSAC members can access to plan and promote community and social service events and activities
- To review and broaden the membership of RCSAC and encourage organizations providing community and social services in the Richmond community to join
- To increase administrative efficiency for RCSAC

Proposed Actions

- Maintain Community Table/Committee Inventory and provide update to Council in 2015 final report
- Continue to develop members only log-in section on RCSAC website so members can access minutes, agendas, reports etc.
- Support on-going updates to the RCSAC website
- Form an action team to review RCSAC membership and determine which organizations will receive an invitation to learn more about the RCSAC

Anticipated Outcomes/Indicators of Success

- Members only log-in page continue to be enhanced and utilized by members
- Website utilization continues to be increased. Increased number of webpage hits
- Increased number of events and program information posted to website
- Potential new memberships joining the RCSAC
- Report on successful outcomes completed

2015 Activities

- Maintained the Community Committees and Tables list
- Increased RCSAC membership

RCSAC 2015 Financial Statement

	2015 - January 1 to December 31
Balance Projected to be brought Forward	\$1,889.40
Revenue	
City of Richmond	\$11,000.00
Membership Dues	\$1,400.00
Bank Interest	\$4.00
Sponsorship	
Total Revenue	\$14,293.40
Expenses	
Admin Assistant	\$10,000.00
Admin Expenses	\$100.00
Forums/Meetings	\$1,600.00
Website + IT	\$1,100.00
Website Training/Calendar	\$1,100.00
Post Box Renewal	\$158.00
Volunteer Appreciation	\$250.00
Sub- Committee/printing/events	
Total Expenses	\$14,308.00
Total Balance	-\$14.60



2016 Work Plan and Budget

2016 Draft RCSAC Work Plan

For 2016, the RCSAC has chosen to link its annual work plan initiatives to the new Richmond City Council Term Goals. The 2016 Work Plan is designed to provide Council with advice to support Council's Goal Statement for a Vibrant, Active and Connected City: effective social service networks and other Council Term Goals that impact social services and the clients of RCSAC member agencies.

The RCSAC will prioritize responding to Council requests as they arise throughout the year, and provide advice on the following Council Term Goals in the following RCSAC initiatives scheduled for implementation in 2016.

Goal 1: A Safe Community

1.4 Effective interagency relationships and partnerships

Objectives

- To respond to Council requests for advice regarding community safety matters
- To provide a forum for Social Service Providers, Council Liaisons and City Staff, Citizen
 Appointees and Individual Members to collaborate, share, network and learn from one another,
 as well as from guest presenters from the City and community
- To identify, advise and provide recommendations to City Council and staff of trends, gaps and needs of our community

Proposed 2016 Actions

- Participate in City consultations regarding community safety
- Continuing to implement the RCSAC Community Social Services and Space Needs Survey.
 Advise Council if changes in social service programs and corresponding funding structures will impact the City of Richmond
- Invite guest presenters to educate the RCSAC on topics relevant to Social Service providers and their clients
- Determine the need for further service gaps analysis in service areas in addition to Addictions and Mental Health
- Build on the success of the Mental Health and Addiction services wallet card. Determine potential need for other similar service cards in the community
- Complete a multi-year analysis of Community Social Services Survey results (2014 2016)
- Support initiatives that reduce barriers to accessing services in the community

- Advice provided to Council regarding community safety matters
- Community Social Services and Space Needs Survey and Report Completed
- Communication Tools to Council as appropriate
- Final report on successful actions completed

Goal 2: A Vibrant, Active, and Connected City

2.2 Effective social service networks

Objectives

- To increase connections within the RCSAC membership
- To increase information and opportunities for RCSAC members to plan and promote community and social service events and activities
- To review and broaden the membership of the RCSAC and encourage organizations providing community and social services in the Richmond community to join.
- To increase administrative efficiency for RCSAC

Proposed 2016 Actions

- Maintain the Community Table/Committee Inventory and provide an update to Council in the RCSAC 2016 Annual Report
- Continue to develop members only log-in section on the RCSAC website so members can access minutes, agendas, reports etc.
- Support on-going updates to the RCSAC website
- Form an action team to review membership and determine organizations to receive invitation to learn more about the RCSAC

Outcomes/Indicators of Success

- RCSAC website members-only log-in page continues to be enhanced and utilized by members
- RCSAC website utilization continues to increase. Increased number of webpage hits.
- Increased number of events and program information posted to the RCSAC website
- Potential new memberships joining the RCSAC
- Report on successful outcomes completed and included in the RCSAC 2016 Annual Report

Goal 3: A Well-Planned Community

3.4 Diversity of housing stock

Objective

- Continue to support the implementation of the Affordable Housing Strategy
- Advise Council regarding the Affordable Housing Strategy Update

Proposed 2016 Actions

Participate in the Affordable Housing Strategy Update consultations

- Work collaboratively with the Richmond Homeless Coalition –Homes for All, Richmond housing organizations, advocates and the City to identify and highlight affordable and supportive housing needs and projects in Richmond.
- Work collaboratively with Richmond housing organizations and advocates to draft regular communication, which highlights housing needs and projects, to City Council and staff

Outcomes/Indicators of Success

- Affordable Housing Action Team formed as required
- Communication Tool to Council as appropriate regarding the Affordable Housing Strategy Update
- Regular updates presented to RCSAC General Committee meeting
- Successful outcomes completed and reported in the RCSAC 2016 Annual Report

Goal 4: Leadership in Sustainability

4.2 Innovative projects and initiatives to advance sustainability

Objectives

- The RCSAC will examine issues of food security and its inter-relation to community and social services in Richmond (e.g. intersection of food with physical and mental health, disease prevention, emergency food relief)
- Support the City as it advocates for a coordinated regional approach to enhance local food security
- Support the development of a food security action plan for the City of Richmond

Proposed 2016 Actions

- Action teams formed as necessary to meet objectives
- Potential gap analysis undertaken
- Communication Tool developed for Council

- Presentation from Richmond Food Security on final draft of Food Charter
- Action team formed
- Communication Tools to Council completed as appropriate
- Successful actions completed and included in the RCSAC 2016 Annual Report

Goal 5: Partnerships and Collaboration

5.1 Advancement of City priorities through strong intergovernmental relationships

Objectives

 To provide Council with information about the impact of provincial and federal funding decisions on social services agencies and Richmond residents

Proposed 2016 Actions

- Completion of annual Community Social Services Survey and Report provide information to Council on provincial and federal funding decisions that may affect the delivery of social services in Richmond
- Contribute to and update as needed multi-year analysis of Community Social Services Survey
- Membership will submit Communication Tools to Council regarding changes in member agency funding relationships with federal and provincial governments
- Invite MLAs to information exchange with RCSAC members

Outcomes/Indicators of Success

- Communication Tools submitted as appropriate
- Community Social Services survey completed and report submitted to Council
- Successful actions completed and included in the RCSAC 2016 Annual Report
- Meeting held with Richmond MLAs to exchange information regarding social services in Richmond

Goal 6: Quality Infrastructure Networks

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

Objectives

- Identify space needs for non-profit societies within Richmond
- Identify housing and community space needs of RCSAC clients and member agencies

Proposed 2016 Actions

- Inclusion of space needs in Community Social Services Survey
- Action team reports to RCSAC as needed

- Space results compiled from community needs assessment survey
- Communication Tool to Council as appropriate
- Successful actions completed and included in the RCSAC 2016 Annual Report

Goal 9: Well-Informed Citizenry

9.2 Effective engagement strategies and tools.

Objectives

- To share and promote information and engagement opportunities to clients of member agencies
- To stay apprised of results of engagement tools and how they are impacting our clients

Proposed 2016 Actions

- Provide an opportunity for presentations to the RCSAC from City staff and Community Partners on engagement strategies and tools
- Share and promote information and engagement opportunities within agencies and to clients

- Communication Tools to Council as appropriate
- Final report on outcomes
- Presentations included in RCSAC meetings
- Information sharing included in meetings

RCSAC 2016 Budget

	2016 - January 1 to December 31
Balance Projected to be	\$300.00
brought Forward	
Revenue	ф11 000 00
City of Richmond	\$11,000.00
Membership Dues	\$1,400.00
Bank Interest	\$1.50
Sponsorship	
Total Revenue	\$12,701.50
Expenses	
Admin Assistant	\$10,000.00
Admin Expenses	\$80.00
Forums/Meetings	\$1,400.00
Website + IT	\$700.00
Website Training/Colondon	\$100.00
Website Training/Calendar	
Post Box Renewal	\$158.00
Volunteer Appreciation	\$200.00
Sub- Committee/printing/events	
Total Expenses	\$12,638.00
Total Balance	\$63.50



Charter

September 11, 2008

Approved by Richmond City Council January 20, 2009

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I. MISSION STATEMENT OF THE RICHMOND COMMUNITY SERVICES ADVISORY COMMITTEE

To encourage and promote those social policies and community services which contribute to the general health, welfare and quality of life of the residents of Richmond, and to increase inter-agency relations and cooperation in order to enhance community capacity.

II. HISTORY

The Richmond Community Services Advisory Committee, hereinafter referred to as "RCSAC", received formal recognition as an advisory body to Richmond City Council and its appropriate Committees on May 25, 1987¹.

It builds on the information gathering and sharing strengths of the Richmond Community Services Council, which served the community in a similar but less formal capacity from April, 1978 to its evolution as the RCSAC in September, 1987.

During several years of Community services as a voluntary collaborative of non-profit, government and private agencies and organizations in the field of social and related community services, the Richmond Community Services Council and its member organizations were instrumental in the development and establishment of:

- The municipally funded RCMP Youth Intervention Program;
- A municipal social planner position;
- Richmond Child Protection Network;
- Richmond Family Place;
- An open referral in-the-home parenting program (lost with others during the 1983 restraint measures imposed by major government funding sources);
- Collaboration in preparation of the report Preparing for a Livable Future: Recommendations by the City Center Steering Committee;
- Improved Municipal Grant application and appeal processes;
- The Child Care Advisory Committee;
- The Inventory of Social Services in Richmond
- The Richmond Intercultural Advisory Committee

An RCSAC Poverty Response Committee was established, and reports were submitted to Council. This has now become an independent committee.

Representatives from the RCSAC

- participated in the Community Parks, Recreational & Cultural Working Group to assist in providing City Council with a Master Plan;
- currently participate in the Substance Abuse Task Force; and
- the Richmond Intercultural Advisory Committee.

¹ See Appendix I

RICHMOND COMMUNITY SERVICES ADVISORY COMMITTEE III. (RCSAC) IN BRIEF

- 1. Advises Richmond City Council, and/or the appropriate Council Committee.
- 2. Makes representations to other policy-making bodies on social policy and community services matters.
- 3. Provides informed comment and advice to Richmond City Council on implications for policies and services being changed and introduced.
- 4. Undertakes its work at the request of Richmond City Council, the RCSAC membership, and the community at large.
- 5. Provides a strong and active role in overall social policy and community services decisions for community representatives and nonprofit society boards.

IV. **RCSAC ROLES**

- 1. The Richmond Community Services Advisory Committee (RCSAC) is a forum for community service* agencies to meet on a regular basis in order to share information and ideas about issues of common interest, and to identify emerging needs.
 - *Community Services: defined as those covering the general areas of health, social services, education, and other related service where the overall intent is to improve the quality of life for Richmond residents.
- The RCSAC will foster the development of services, through an asset building² approach, 2. to meet those needs.
- 3. The RCSAC will establish and monitor Task Forces to undertake activities deemed by the RCSAC to be necessary and consistent with the objectives of the RCSAC. All Task Forces will be time limited with both start and end dates, and will produce a written report.
- 4. The RCSAC may employ and hire such staff as deemed necessary to assist in the operation of the RCSAC, including all Task Forces. All employees will report directly to the Co-Chairs of the Executive Committee.
- 5. The RCSAC will provide a leadership and educational role in social issues affecting community services.
- 6. The RCSAC strives to work cooperatively and in a complementary manner with other City advisory committees.

² See Appendix II

V. CITY LIAISON

Liaison with the City of Richmond will be provided by:

- One (1) non-voting Richmond City Council Liaison, and
- One (1) non-voting City Staff Liaison, provided by the Policy Planning Department.

VI. MANDATE

Section A

The RCSAC shall advise Richmond City Council and may, in consultation with City Council, make representations to other policy-making bodies on the following:

- 1. Policies that encourage cooperative planning and delivery of community services to ensure optimum efficiency and effectiveness;
- 2. Social issues/concerns that have an impact community services, special needs groups and the quality of life in the community;
- 3. Community impact of governmental changes to policies and/or programs affecting Richmond's community services; and
- 4. Any other matters that may be referred by Richmond City Council, RCSAC member groups and the community at large.

Section B

1. Coordination of activities and information sharing between the voluntary and public sector.

APPENDIX I

An Oral History of RCSC, later to become RCSAC

(Delivered by Olive Bassett at the RCSAC General meeting of December 8, 2003)

It is ten years since I have been associated with this advisory council, some of which I speak on today could be familiar to many of you but perhaps some of you are not familiar with the early history I hope it will be of interest to you. I was a member of RCSC for many years before becoming a school trustee then I was elected as their Rep. on the PAC (Policy Advisory Council) in 1990. Back in 1978, there was very little planning for social services, something had to be done, and the United Way was invited to set up some social planning for the community. There was no Social Planner at the municipal level at that time. The Child Services Committee, a committee of the United Way, was not representative enough; its mandate was services to children 12 & under. A newly formed Child Abuse Committee was attempting to educate the public on what was happening to children; the community health nurses and social workers were the only ones going into the homes of many abused children. But the climate of the times prevented anyone from speaking out especially about sexual abuse, this was a taboo topic, no one wanted to talk about it. And there were many turf problems, every one was working in isolation on their own particular issues and problems, this is mine that is yours, don't mix the two! Finally the United Way placed an arms length community person in as Chair of the Child Services Committee hoping to become more effective. Something was still needed; the committee was not representative of agencies working with families, children & youth. Palmer School had just gone up in smoke, at the hands of a teen-age girl who badly needed treatment. There were no services of the kind youth like her needed, but it was risking a teachers or a community health nurse's job to speak out on lack of services. It was so difficult to address so many social problems in the community but at that time, the thought of washing your linen in public was not to be tolerated. The School Board refused to put a family life program into the schools. The community was polarized. Many were demanding the program, just as many were in denial it was needed, and these felt the only place to teach this subject was in the home. Which was fine but those children needing the program did not come from homes where this kind of education was taught. It was a little later I believe the Richmond Youth Services Agency came into being to focus on the issues and problems facing the over 12's. And so, it was in this type of atmosphere that a major meeting was held with many of those delivering social services to families. Through this meeting, they got the endorsement needed to be something much broader than the Richmond Children's Committee. A Steering Committee was set up that met twice a month for a solid year and what came out of that was the framework for the Richmond Community Services Council. That was in 1978, and nine years later in '87, with the assistance of a municipal councilor, a social planner had finally been hired, RCSC was restructured and given the formal title of the Richmond Community Services Advisory Council, RCSAC, as it is known today. They would make recommendations for social service issues and report those issues & concerns directly to the Municipal Council through the Policy Advisory Council, who were elected from the Boards of the individual agencies to serve on PAC. They were the political arm of the RCSAC. And Council listened. In their eyes, it was no longer just staff driven. These were elected people making the recommendations. With the new structure, there was also the IAC, Inter Agency committee, made up the staff and the 'Hands On' people who worked in the field, and the Coordinating Committee overseeing both IAC & PAC. This is all in your charter, I found it very interesting to re-read, and it would be well worth your re-reading pages 20 to 24. In

1989, the RCSAC held a "Strategy Planning and Priority Setting Meeting". This was an extremely important meeting for RCSAC. Johnny Carline, Deputy Administrator, Strategic Planning for Richmond spoke on what Richmond could look like in the future, two questions he asked of the group: 1. "What are the priorities for service provision for all of the agencies in the next three years?" 2. "What suggestions do you have for the municipality to incorporate social issues into the growth management strategy?" A planning committee took all the suggestions, solutions, comments and concerns and brought in a final report in January 1990. Seven (7) recommendations came out of it and were presented to council, they may help you in your deliberations on the restructure process, I will leave it with Michael Then in 1994, RCSAC sent out an excellent questionnaire to member organizations, to see if the advisory council was meeting the needs of its membership by addressing gaps, identifying issues and resources to address them and then develop an action plan. The survey was divided into six major sections: Role & Function, Participation, Community issues, Strengths & Weaknesses, Suggestions for raising the profile of RCSAC and lastly the potential for sending out a newsletter. I will also leave a copy of this with Michael, as it may prove useful. I see you are now contemplating another re-structure, perhaps some questions that you may ask yourselves are: "What do you want to accomplish that you are not doing now?" "When was the last time your charter was brought up to date?" "How many agencies out there are not aware of what you do?" "How many agencies or groups out there doing a service for the community, are you not aware of?" In my opinion the reason RCSAC has survived while many others have not, is because community volunteers and staff have worked together for a common goal, this way everyone wins. The effectiveness of RCSAC has always been present to a greater or lesser degree. It is a tremendously important organization and the accomplishments you have gained have not come easy. It is an organization you can be proud to belong to. However, it must be supported by each and every social service organization in order to have the greatest impact for good.

Thank you.

M. Olive Bassett

APPENDIX II

40 DEVELOPMENTAL ASSETS

Search Institute has identified the following building blocks of healthy development that help young people grow up healthy, caring, and responsible.

External Assets

Category Asset Name and Definition

Support

- 1. Family Support-Family life provides high levels of love and support.
- 2. Positive Family Communication-Young person and her or his parent(s) communicate positively, and young person is willing to seek advice and counsel from parents.
- 3. Other Adult Relationships-Young person receives support from three or more non-parent adults.
- 4. Caring Neighborhood-Young person experiences caring neighbors.
- 5. Caring School Climate-School provides a caring, encouraging environment.
- Parent Involvement in Schooling-Parent(s) are actively involved in helping young person succeed in school.

Empowerment

- 7. Community Values Youth-Young person perceives that adults in the community value youth.
- 8. Youth as Resources-Young people are given useful roles in the community.
- 9. Service to Others-Young person serves in the community one hour or more per week.
- 10. Safety-Young person feels safe at home, school, and in the neighborhood.

Boundaries and Expectations

- 11. Family Boundaries-Family has clear rules and consequences and monitors the young person's whereabouts.
- 12. School Boundaries-School provides clear rules and consequences.
- 13. Neighborhood Boundaries-Neighbors take responsibility for monitoring young people's behavior.
- 14. Adult Role Models-Parent(s) and other adults model positive, responsible behavior.
- 15. Positive Peer Influence-Young person's best friends model responsible behavior.
- 16. High Expectations-Both parent(s) and teachers encourage the young person to do well.

Constructive use of time

- 17. Creative Activities-Young person spends three or more hours per week in lessons or practice in music, theatre, or other arts.
- 18. Youth Programs-Young person spends three or more hours per week in sports, clubs, or organizations at school and/or in the community.
- Religious Community-Young person spends one or more hours per week in activities in a religious institution.
- 20. Time at Home-Young person is out with friends "with nothing special to do" two or fewer nights per week

INTERNAL ASSETS

Category Asset Name and Definition

Commitment to Learning

- 21. Achievement Motivation-Young person is motivated to do well in school.
- 22. School Engagement-Young person is actively engaged in learning.
- 23. Homework-Young person reports doing at least one hour of homework every school day.

-9-

- 24. Bonding to School-Young person cares about her or his school.
- 25. Reading for Pleasure-Young person reads for pleasure three or more hours per week.

Positive Values

- 26. Caring-Young person places high value on helping other people.
- Equality and Social Justice-Young person places high value on promoting equality and reducing hunger and poverty.
- 28. Integrity-Young person acts on convictions and stands up for her or his beliefs.
- 29. Honesty-Young person "tells the truth even when it is not easy."
- 30. Responsibility-Young person accepts and takes personal responsibility.
- 31. Restraint-Young person believes it is important not to be sexually active or to use alcohol or other drugs.

Social Competencies

- 32. Planning and Decision Making-Young person knows how to plan ahead and make choices.
- 33. Interpersonal Competence-Young person has empathy, sensitivity, and friendship skills.
- 34. Cultural Competence-Young person has knowledge of and comfort with people of different cultural/racial/ethnic backgrounds.
- 35. Resistance Skills-Young person can resist negative peer pressure and dangerous situations.
- 36. Peaceful Conflict Resolution-Young person seeks to resolve conflict nonviolently.

Positive Identity

- 37. Personal Power-Young person feels he or she has control over "things that happen to me."
- 38. Self-Esteem-Young person reports having a high self-esteem.
- 39. Sense of Purpose-Young person reports that "my life has a purpose."
- 40. Positive View of Personal Future-Young person is optimistic about her or his personal future.

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Report to Committee

Planning and Development Division

To:

Planning Committee

Director, Development

Date:

December 3, 2015

From:

Wayne Craig

File:

ZT 15-708370

Re:

Application by GBL Architects Inc. for a Zoning Text Amendment to the "High

Rise Office Commercial (ZC33) - (City Centre)" Zone for the Property at 8477

Bridgeport Road

Staff Recommendation

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9507, for a Zoning Text Amendment to the "High Rise Office Commercial (ZC33) - (City Centre)" zone to allow vehicle sale/rental as a permitted secondary use on the property at 8477 Bridgeport Road, be introduced and given first reading.

Wayne Craig

Director, Development

WŒ:sb

Att.

REPORT CONCURRENCE

CONCURRENCE OF GENERAL MANAGER

Staff Report

Origin

GBL Architects Inc. has applied to the City of Richmond for a Zoning Text Amendment to amend the "High Rise Office Commercial (ZC33) - (City Centre)" zone to allow limited vehicle sale/rental as a permitted secondary use on the property at 8477 Bridgeport Road (Attachments 1 and 2).

Findings of Fact

A Development Application Data Sheet providing details about the Zoning Text Amendment proposal is attached (Attachment 3).

Surrounding Development

Surrounding development is as follows:

- To the north, west and east: Across West Road, River Road and the future River Road extension, are vacant properties zoned "Light Industrial (IL)", including 9.29 ha of land and approximately 6.0 ha of foreshore area that is currently under application for a large multiphase development with retail, entertainment, office, hotel, conference centre and park uses (RZ 12-598104).
- To the east: Across West Road, two-storey industrial building on property zoned "Light Industrial (IL)".
- To the south: Across Bridgeport Road, are a number of properties under Land Use Contract 126, containing a vacant one-storey building, a one-storey restaurant building, a two-storey strata titled office building, and a number of surface parking lots. A rezoning application is currently under staff consideration for a high-rise development on the lands between Bridgeport Road, No. 3 Road and Sea Island Way (RZ 13-628557).

Background

In July, 2015, the City approved the original rezoning (RZ 12-605272) and Development Permit (DP 12-624180) for a high rise commercial development on the subject site. The development includes general retail, restaurant and office uses and a 100-room hotel. The permitted FAR is 3.0 (19,882 m²) and the building height is 47 m geodetic maximum. The form of development includes three (3) towers of 9, 12 and 14-storey building height with a common five-storey podium.

Subsequent to Council approving the Rezoning and Development Permit for the development, a business has expressed interest in locating in one of the ground floor commercial units facing Bridgeport Road to operate a showroom for the display and sale of luxury cars (Attachment 2). To allow for this, the owner has submitted the subject Zoning Text Amendment application.

Related Policies & Studies

Official Community Plan (OCP)

The proposed Zoning Text Amendment is consistent with the City's Official Community Plan and the City Centre Area Plan.

The Specific Land Use Map: Bridgeport Village (2031) designates the site as "Urban Centre T5 (45m)" with a number of identified permitted uses and accessory uses. Automobile oriented uses are explicitly discouraged in the General Urban (T5) area, including the outdoor sales, maintenance and storage of motor vehicles.

However, the proposal complies with the intent of the CCAP by limiting the proposed land use to a secondary permitted use within a larger development, limiting the secondary land use to vehicle sale/rental only, limiting the area to the commercial unit size, and requiring the land use to be contained within the building. Outdoor vehicle sale/rental, maintenance services and outdoor storage of vehicles will be prohibited.

Consultation

The applicant has confirmed that a Zoning Text Amendment sign describing the proposal has been installed on the subject site and the statutory Public Hearing will provide local property owners and other interested parties with an opportunity to comment. At the time of writing this report, no public correspondence was received regarding the application.

Consultation with Ministry of Transportation & Infrastructure (MOTI) is required due to the proximity of Bridgeport Road, a roadway under Provincial jurisdiction. The proposal has been reviewed with MOTI staff on a preliminary basis and final MOTI approval is required prior to zoning text amendment adoption.

Analysis

Text Amendment to the "High Rise Office Commercial (ZC33) - (City Centre)" Zone

The ZC33 zone is proposed to be amended to allow limited vehicle sale/rental in the approved mixed-use development under construction.

In the zoning bylaw, "vehicle sale/rental" is a defined land use that "means a facility for the retail sale or rental of new or used automobiles, motorcycles, snowmobiles, tent trailers, boats, travel trailers or similar light recreational vehicles, together with incidental maintenance services and sales of parts, and includes automobile dealerships but does not include dealerships for the sale of trucks with a gross vehicle weight of more than 4,100.0 kg, the sale of motor homes with a gross vehicle weight rating of more than 5,500.0 kg or a length greater than 6.7 m, or truck and manufactured home sales/rentals."

The Zoning Text Amendment includes inserting "vehicle sale/rental" in the "secondary uses" section of the ZC33 zone along with a new clause in the "other regulations" section of the ZC33 zone to:

- limit vehicle sale/rental to the property at 8477 Bridgeport Road only;
- limit vehicle sale/rental, display and storage to an interior area of no more than 400 m² (4,305 ft²) inclusive; and
- prohibit maintenance services, sales of automotive parts and the outdoor storage of vehicles for sale/rental.

Built Form and Architectural Character

The architectural character of the development under construction was approved by Council on July 27, 2015 (DP 12-624180). The proposed use is limited to an interior commercial unit (Attachment 2). There will be no impact to the approved site plan, building or landscape design.

Financial Impact or Economic Impact

None.

Conclusion

The proposed Zoning Text Amendment to the "High Rise Office Commercial (ZC33) - (City Centre)" zone to allow limited vehicle sale/rental as a permitted secondary use in a commercial unit on the property at 8477 Bridgeport Road is consistent with the purpose of the zone and complies with the land use designations outlined within the Official Community Plan (OCP) and the City Centre Area Plan.

It is recommended that Zoning Bylaw 8500, Amendment Bylaw 9507 be introduced and given first reading.

Sara Badyal, RPP

Sara Bodyal.

Planner 2

(604-276-4282)

SB:rg

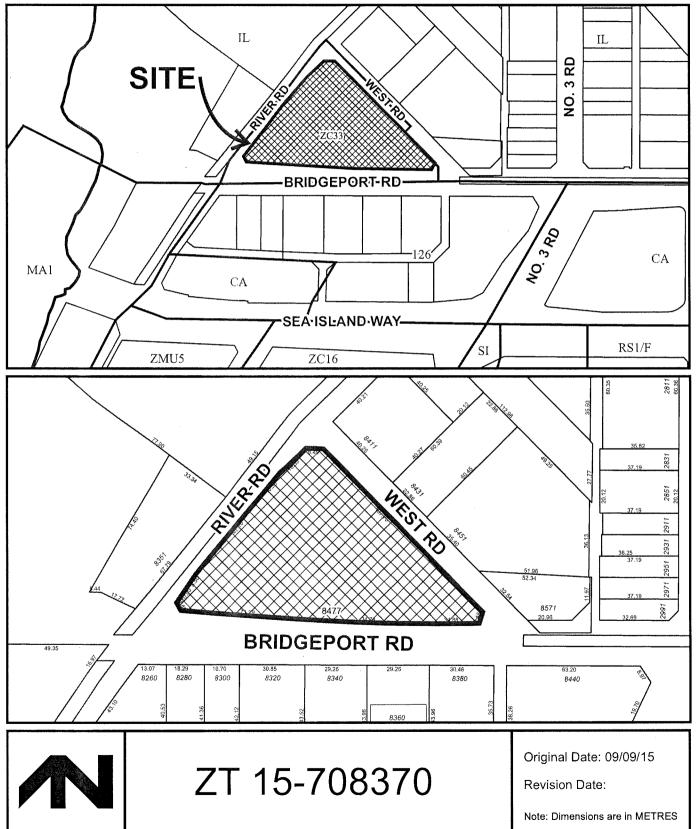
Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 9507, Provincial Ministry of Transportation & Infrastructure (MOTI) approval is required.

Attachment 1: Location Map and Aerial Photo

Attachment 2: Development Ground Floor Plan

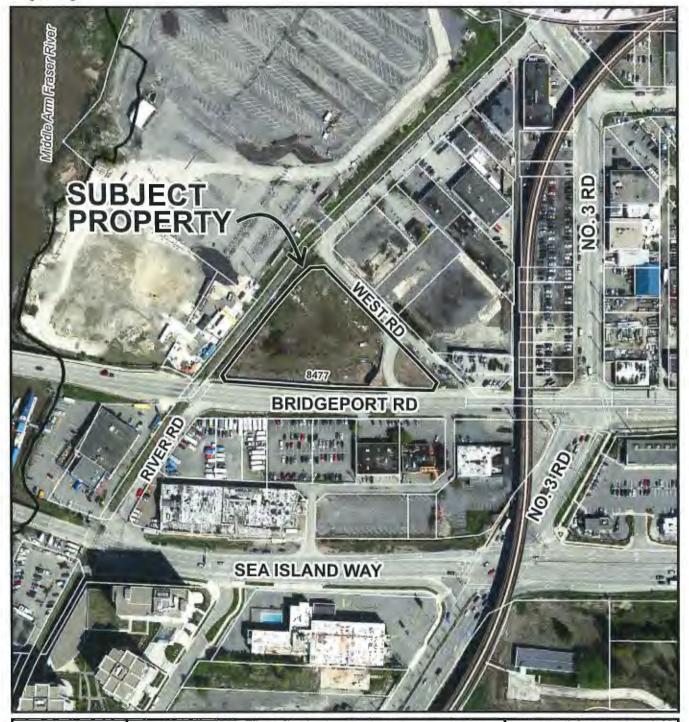
Attachment 3: Development Application Data Sheet







City of Richmond



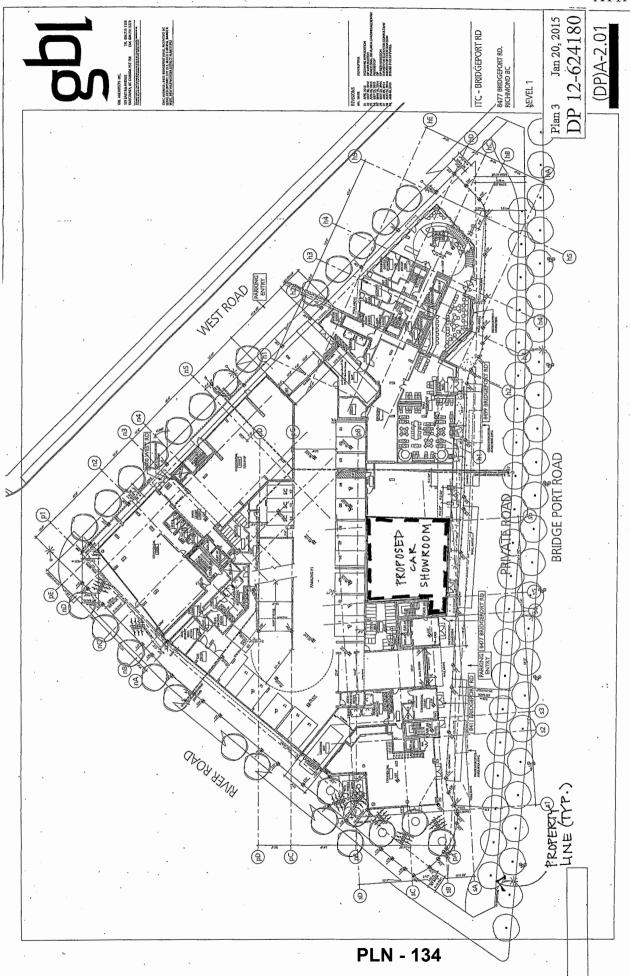


ZT 15-708370

Original Date: 09/09/15

Revision Date:

Note: Dimensions are in METRES





Development Application Data Sheet

Development Applications Department

ZT 15-708370 Attachment 3

Address: 8477 Bridgeport Road

Applicant: GBL Architects Inc.

Planning Area(s): Bridgeport Village (City Centre)

	Existing	Proposed
Owner:	International Trade Center Properties Ltd. No. BC0909412	No change
Site Size (m²):	6628.3 m²	No change
Land Uses:	Vacant	No change
OCP Designation:	Commercial	Complies
Area Plan Designation:	Urban Centre T5 (45m)	Complies
Aircraft Noise Sensitive Development Policy:	Area 1a Restricted Area	Complies
Zoning: High Rise Office Commercial (ZC33) (City Centre)		Amended to include limited indoor vehicle sale/rental
Number of Units:	19,882 m² development includes: 7,593 m² 100-room hotel 9,066 m² office space 3,223 m² commercial space	Remains the same

	ZC33 Requirement	Proposed ZC33 Requirement
Floor Area Ratio:	Max. 3.0 including Village Centre bonus: Min. 1.0 office	Remains the same
Lot Coverage – Building	Max. 90%	Remains the same
Setbacks - Public Road	Min. 1.7 m at grade Min. 0.1 m above	Remains the same
Height	Max. 47 m geodetic	Remains the same



Richmond Zoning Bylaw 8500 Amendment Bylaw 9507 (ZT 15-708370) 8477 Bridgeport Road

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

- 1. Richmond Zoning Bylaw 8500, as amended, is further amended by:
 - a. Deleting section 22.33.3 and substituting the following:
 - "22.33.3 Secondary Uses
 - vehicle sale/rental"
 - b. Inserting the following into section 22.33.10 (Other Regulations):
 - "3. **Vehicle sale/rental** is limited to an indoor area to a maximum of 400 m² and to the following **site** only:

8477 Bridgeport Road

P.I.D. 029-611-598

Lot 1 Section 21 Block 5 North Range 6 West New Westminster District Plan EPP37734

4. For the purposes of this **zone**, **vehicle sale/rental** is limited to the sale, rental, display and storage of automobiles inside a **building** and the following **uses** are prohibited: **vehicle** maintenance services, sales of automotive parts, outdoor storage of **vehicles** for sale, and outdoor storage of **vehicles** for rental."

2. This Bylaw may be cited as "Richmond Zoning By FIRST READING	F	CITY O
PUBLIC HEARING		by
SECOND READING		APPROV by Direc
THIRD READING		M
MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE APPROVAL		
ADOPTED	****	
MAYOR	CORPORATE OFFICER	



Report to Committee

Planning and Development Division

To:

Re:

Planning Committee

Date:

December 16, 2015

From:

Wayne Craig

File:

RZ 15-692244

Director, Development

Application by Chi Kuen Yeung and Cardison Chun Kik Yeung for Rezoning at

7400/7420 Schaefer Avenue from "Two-Unit Dwellings (RD1)" to "Single

Detached (RS2/K)"

Staff Recommendation

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9511, for the rezoning of 7400/7420 Schaefer Avenue from "Two-Unit Dwellings (RD1)" to "Single Detached (RS2/K)", be introduced and given first reading.

Wayne Craig

ROUTED TO:

Affordable Housing

Director, Development

WC:cl

Att.

REPORT CONCURRENCE	
Concurrence	CONCURRENCE OF GENERAL MANAGER

Staff Report

Origin

Chi Kuen Yeung and Cardison Chun Kik Yeung have applied to the City of Richmond for permission to rezone the property at 7400/7420 Schaefer Avenue from the "Two-Unit Dwellings (RD1)" zone to the "Single Detached (RS2/K)" zone, to permit the property to be subdivided to create two (2) lots (Attachment 1). A survey of the subject site is included in Attachment 2.

Findings of Fact

A Development Application Data Sheet providing details about the development proposal is attached (Attachment 3).

Surrounding Development

Development immediately surrounding the subject site is as follows:

To the north, immediately across Schaefer Avenue are dwellings on lots zoned "Single Detached (RS1/E)".

To the South is a dwelling on a lot zoned "Single Detached (RS1/E)", which fronts Schaefer Gate.

To the East is a dwelling on a lot zoned "Single Detached (RS1/E)".

To the West, immediately across Schaefer Gate, is a dwelling on a lot zoned "Single Detached (RS1/E)".

Related Policies & Studies

Official Community Plan/Zoning Bylaw 8500

The Official Community Plan (OCP) land use designation for the subject property is "Neighbourhood Residential". The redevelopment proposal at the subject site is consistent with this designation.

This rezoning application is also consistent with the amendment procedures contained in Section 2.3 of Richmond Zoning Bylaw 8500, which indicates that rezoning applications may be considered to permit the subdivision of a lot containing a duplex into no more than two (2) single-family lots. Each lot proposed at the subject site will be approximately 12 m (40 ft) wide and approximately 450 m^2 (4,860 ft²) in area.

Floodplain Management Implementation Strategy

The proposed redevelopment must meet the requirements of the Richmond Flood Plain Designation and Protection Bylaw 8204. Registration of a flood indemnity covenant on title is required prior to final adoption of the rezoning bylaw.

Public Consultation

A rezoning sign has been installed on the subject property. In response to the sign, staff has received a total of:

- Seven (7) pieces of correspondence in opposition to the proposal and one (1) piece of correspondence from a member of the public who is uncertain about their position on the proposal (Attachment 4);
- One (1) phone call citing concerns about protection of mature trees on the subject site; and.
- Two (2) phone calls with general questions about the application.

The nature of concerns expressed by residents is:

- Recent land use violations and suspected criminal activity at the subject site (e.g. illegal suites, police incidents), resulting in a perceived decline in the security and quality of the neighbourhood.
- Traffic and parking problems resulting from the number of tenants residing at the subject site and concern that these problems will increase with the proposed development.
- Potential removal of mature trees.
- Disruption of a quiet neighbourhood, and concern that the proposed lot widths at the subject site will change the appearance of the neighbourhood and set a precedent for additional rezoning and subdivision proposals.

In response to the concerns regarding illegal suites, traffic, and parking, Community Bylaws Department and Transportation Department staff have provided the following information:

- An investigation of the subject site by staff in the Community Bylaws Department was conducted in July of 2015, which confirmed the presence of illegal suites. A follow-up inspection of the subject site was conducted on October 30, 2015, which confirmed that the illegal suites have been removed and that the building has been restored to a duplex. The City has not received any further complaints regarding illegal suites at the property.
- City staff have not received any recent reports of traffic or parking concerns in this neighbourhood.
- The proposed development exceeds the Zoning Bylaw requirements of two (2) on-site vehicle parking spaces per lot, as it includes one (1) additional vehicle parking space on the lot that is to contain the secondary suite. As a result, the proposed two (2) single-family lots are expected to have minimal traffic impact on the surrounding road system.
- The proposed development will utilize the two (2) existing driveway crossings, which comply with the provisions of Residential Lot (Vehicular) Access Regulation Bylaw No. 7222.
- Staff in the City's Transportation Department will monitor this location particularly once the construction of the new homes is completed for any changes to the parking conditions and traffic operations.

With respect to concerns about tree protection and removal, the applicant has provided a Certified Arborist's Report that assesses on and off-site trees on the basis of their condition and

as it relates to the development proposal. The Report submitted by the applicant has been reviewed by City staff and comments are described in the "Analysis" section of this staff report.

As it relates to the concerns about future rezoning and subdivision applications in this neighbourhood, the following information is provided:

- The subject site contains an existing duplex and is located in an established residential neighbourhood that has seen limited redevelopment through rezoning and subdivision in recent years. This development proposal is consistent with the amendment provisions of Richmond Zoning Bylaw 8500 as it involves a rezoning application on a site containing a duplex and that is intended to be subdivided into no more than two (2) lots. The potential exists for other duplex lots to redevelop in a similar manner. No policy exists within this neighbourhood to support the rezoning and subdivision of lots that do not contain a duplex.
- The lot widths in the immediate surrounding neighbourhood range from approximately 15 m to 24 m in width. The proposal at the subject site would permit a subdivision to create a west lot of approximately 13 m in width and an east lot of approximately 12 m in width.

Should the Planning Committee endorse this application and should Council grant 1st reading to the rezoning bylaw, the standard Notice of Public Hearing will be sent to all residents and property owners of land within 50 m of the subject site.

Analysis

Conceptual development plans

The applicant has submitted conceptual plans showing:

- The proposed architectural elevations of the dwellings along Schaefer Avenue and along Schaefer Gate; and
- The proposed landscaping of the front yard and exterior side yard on the corner lot (Attachment 5).

The proposed elevation and landscape plans respond to the City's urban design objectives by providing an articulated and visually interesting façade along Schaefer Gate, and by enhancing the front and exterior side yard with a variety of evergreen shrubs (e.g. ferns, rhododendron, azalea, boxwood).

Prior to final adoption of the rezoning bylaw, the applicant is required to register a restrictive covenant on title specifying that the Building Permit application and ensuing development at the subject site must be generally consistent with the plans included in Attachment 5. Plans submitted at Building Permit application stage must comply with all City regulations. The Building Permit application process includes coordination between Building Approvals and Planning staff to ensure that the covenant is adhered to.

Vehicle access to the proposed lots is to be maintained at the existing driveway crossing locations. The driveway crossing to the proposed corner lot is to be along the south property line

off Schaefer Gate, and the driveway crossing to the proposed east lot is to be along the east property line off Schaefer Avenue. The existing driveway crossings are required to be upgraded to meet current City standard at development stage.

Tree Retention and Replacement

A Certified Arborist's Report was submitted by the applicant, which identifies tree species, assesses their structure and condition, and provides recommendations on tree retention and removal relative to the proposed development. The Report assesses the following bylaw-sized trees:

- four (4) trees on the subject site (Trees # 86, 88, 89, 90);
- one (1) tree on the shared lot line with City property along Schaefer Gate (Tree # 87);
- one (1) tree within the boulevard along Schaefer Avenue on City-owned property (Tree # 85); and
- one (1) tree on the shared lot line with City property at 7440 Schaefer Avenue (Tree A).

The City's Tree Preservation Coordinator and Parks Department staff have reviewed the Arborist's Report, conducted visual tree assessment, and concur with the Arborist's recommendations to:

- Retain Trees # 87, 88, and 89 along Schaefer Gate, which are in moderate to good condition;
- Retain Trees # 85 and Tree A along Schaefer Avenue, which are in moderate to good condition;
- Remove Tree # 86 at the northwest corner of the site along Schaefer Gate due to poor form and condition (i.e., historically topped with weak attachments below decaying topping cuts); and
- Remove Tree #90 in the rear yard due to conflict with the proposed detached garage on the proposed corner lot.

The proposed Tree Retention Plan is shown in Attachment 6.

To ensure that Trees # 85, 87, 88, 89 and Tree A are protected at development stage, the applicant is required to complete the following items prior to final adoption of the rezoning bylaw:

- Submission of a contract with a Certified Arborist for supervision of all works conducted within or in close proximity to tree protection zones. The contract must include the scope of work required, the number of proposed monitoring inspections at specified stages of construction, any special measures required to ensure tree protection (e.g. pruning etc.), and a provision for the Arborist to submit a post-construction impact assessment report to the City for review.
- Submission of a survival security in the amount of \$15,000.00. The security will not be released until an acceptable impact assessment report by the Certified Arborist is submitted and a landscaping inspection has been passed by City staff. The City will release 90% of the security after construction and landscaping on-site has been completed

and inspected, and the remaining 10% of the security retained for a 1-year maintenance period to ensure that the trees have survived.

Prior to demolition of the existing dwelling on the subject site, the applicant is required to install tree protection fencing around all trees to be retained. Tree protection fencing must be installed to City standard in accordance with the City's Tree Protection Information Bulletin TREE-03 prior to any works being conducted on-site, and must remain in place until construction and landscaping on-site is completed.

For the removal of Trees # 86 and 90, the OCP tree replacement ratio goal of 2:1 requires four (4) replacement trees to be planted and maintained on the proposed lots. The preliminary Landscape Plan included in Attachment 5 shows that three (3) trees are proposed in the front yard of the proposed corner lot (i.e., Japanese Maple, Dogwood, Cherry). In addition, the applicant has agreed to plant and maintain one (1) replacement tree on the proposed east lot.

To ensure that the four (4) replacement trees are planted on-site at development stage, the applicant is required to submit the following landscaping security prior to final adoption of the rezoning bylaw:

- a security in the amount of 100% of the cost estimate provided by the Landscape Architect for the works in the front yard and exterior side yard on the proposed corner lot (including installation, trees, soft and hard surfaces); and
- a security in the amount of \$500.00 for the one (1) replacement tree on the proposed east lot.

Note: The securities will not be released until a landscaping inspection has been passed by City staff after construction and landscaping has been completed. The City may retain a portion of the securities for a 1-year maintenance period.

Existing Legal Encumbrances

There is an existing covenant that is registered on title of the strata lots which restricts the use of the property to a duplex (i.e., BF94917 and BF94918). The covenant must be discharged from title as a condition of rezoning.

Affordable Housing Strategy

The City's Affordable Housing Strategy for single-family rezoning applications received prior to September 14, 2015 requires a secondary suite or coach house on 50% of new lots, or a cash-in-lieu contribution of \$1.00/ft² of total buildable area towards the City's Affordable Housing Reserve Fund.

The applicant proposes to provide a legal secondary suite on one (1) of the two (2) lots proposed at the subject site. To ensure that the secondary suite is built to the satisfaction of the City in accordance with the City's Affordable Housing Strategy, the applicant is required to a legal agreement registered on title stating that no final Building Permit inspection will be granted until the secondary suite is constructed to the satisfaction of the City in accordance with the BC Building Code and the City's Zoning Bylaw. Registration of this legal agreement is required

prior to final adoption of the rezoning bylaw. This agreement will be discharged from title (at the initiation of the applicant) on the lot where the secondary suite is not required by the Affordable Housing Strategy after the requirements are satisfied.

Site Servicing and Frontage Improvements

At future development stage, the applicant must pay costs associated with completion of the required servicing works and frontage improvements as described in Attachment 7.

Prior to subdivision, the applicant must demolish the existing duplex and discharge the existing Strata Plan (NWS365).

Financial Impact

The rezoning application results in an insignificant Operational Budget Impact (OBI) for off-site City infrastructure (such as roadworks, waterworks, storm sewers, sanitary sewers, street lights, street trees and traffic signals).

Conclusion

The purpose of this rezoning application is to rezone the property at 7400/7420 Schaefer Avenue from the "Two-Unit Dwellings (RD1)" zone to the "Single Detached (RS2/K)" zone, to permit the property to be subdivided to create two (2) lots.

This rezoning application complies with the land use designations and applicable policies for the subject site contained within the OCP. The application also complies with the Zoning Bylaw provisions regarding the subdivision of land that contains an existing duplex.

The list of rezoning considerations is included in Attachment 7, which has been agreed to by the applicant (signed concurrence on file).

On this basis, it is recommended that Zoning Bylaw 8500, Amendment Bylaw 9511 be introduced and given first reading.

Cynthia Lussier

Planner 1

CL:rg

Attachment 1: Location Map/Aerial Photo

Attachment 2: Site Survey

Attachment 3: Development Application Data Sheet

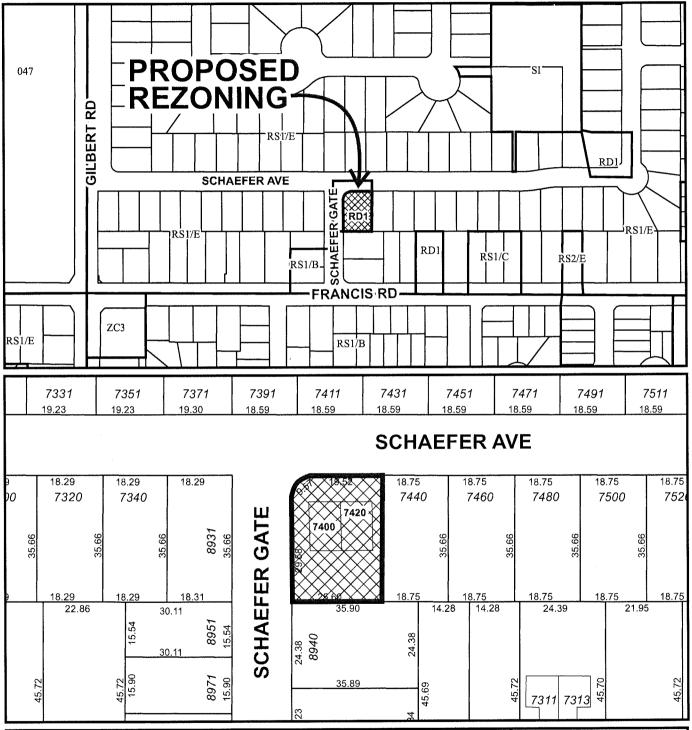
Attachment 4: Correspondence received from the public

Attachment 5: Conceptual Development Plans

Attachment 6: Proposed Tree Retention Plan

Attachment 7: Rezoning Considerations







RZ 15-692244

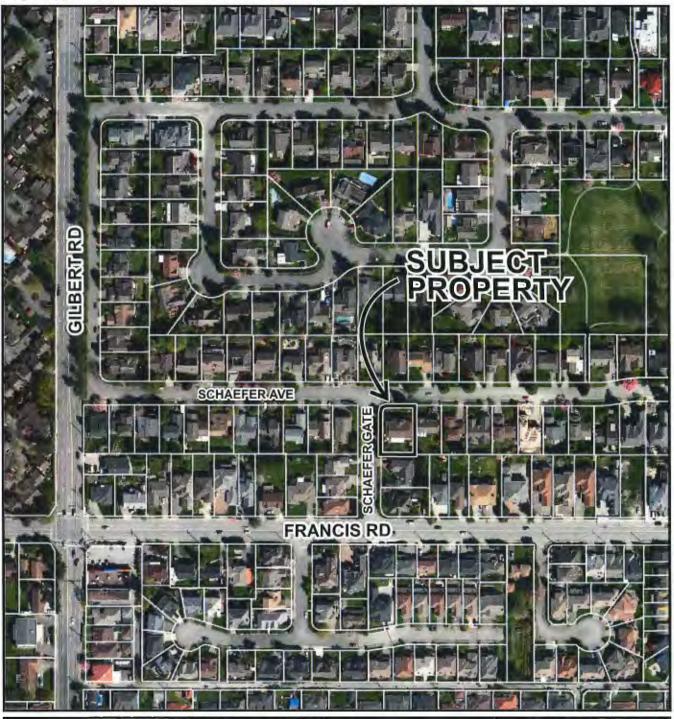
Original Date: 02/10/15

Revision Date: 02/12/15

Note: Dimensions are in METRES



City of Richmond





RZ 15-692244

Original Date: 02/10/15

Revision Date

Note: Dimensions are in METRES

SURVEY PLAN OF STRATA PLAN NWS365 BLOCK 4 NORTH, RANGE 6 WEST NEW WESTMINSTER DISTRICT SCALE 1: 250 All distances are in metres. SCHAEFER AVENUE crown of road 100 7.00 Noncrete sidewálk . જ electrical 19:51 box STRATA PLAN 0.98 0.91 NW365 904.6 m² exterior face of existing building #7400/#7420 crown of road 387 35.65 Oosh .√% |-% SCHAEFER GATE deck 0 0.79 <u>,</u>% driveway 082 electrical onto Lot 430 10' SRW 010 10' SRW tru<u>nk</u> to PL trunk 0.12 trunk 0.03 onto Lot 430 onto Lot 430 × 0.96 572 430 SRW 10, CIVIC ADDRESS 7400/7420 SCHAEFER AVENUE NOTES: Lot dimensions are derived from field survey. Elevations are based on the Geodetic Datum of Richmond and are derived from HPN#190 (02H1624) situated at the intersection of No. 5 Road and Granville Avenue. Elevation = 2.353 metres. For elevation control, use control monument or lead plugs in concrete sidewalk only. All trees and stumps shown as required by municipal bylaws. All elevations along ourb lines are gutter levels. RICHMOND, B.C. ZONING: RD-1 CERTIFIED CORRECT. All dimensions are to exterior faces unless otherwise noted. Symbols plotted are for illustrative purposes and are DATED THIS 6TH DAY OF JAN., 2015 not representative of their true size. denotes catch basin denotes manhole denotes tree. LOUIS NGAN B.C.L.S. drip line radius (metres) C=coniferous METRO VANCOUVER LAND SURVEYORS D=deciduous - diameter (centimetres) PLN 4934 AGORIA DRIVE, VANCOUVER, BC, V5P 3T6 FILE: RSC-7400TP T 604.327.1535 WEB WWW.LNLS.CA C LOUIS NGAN LAND SURVEYING INC., 2015



Development Application Data Sheet

Development Applications Department

RZ 15-692244 Attachment 3

Address: 7400/7420 Schaefer Avenue

Applicant: Chi Kuen Yeung & Cardison Chun Kik Yeung

Planning Area(s): Broadmoor

	Existing	Proposed
Owner:	Chi Kuen Yeung Cardison Chun Kik Yeung	To be determined
Site Size (m²):	904.6 m² (9,737 ft²)	Two (2) lots, each approximately 452.3 m ² (4,868 ft ²)
Land Uses:	Two-family dwelling	Two (2) single-family residential lots
OCP Designation:	Neighbourhood Residential	No change
Zoning:	Two-Unit Dwellings (RD1)	Single Detached (RS2/K)

On Future Subdivided Lots	Bylaw Requirement	Proposed	Variance
Floor Area Ratio:	Max. 0.55	Max. 0.55	none permitted
Lot Coverage – Buildings:	Max. 45%	Max. 45%	none
Lot Coverage – Buildings, structures, and non-porous surfaces:	Max. 70%	Max. 70%	none
Lot Coverage – live plant material:	Max. 20%	Max. 20%	none
Lot Size (min. dimensions):	315 m²	Each approximately 452.3 m ²	none
Setback - Front & Rear Yards (m):	Min. 6.0 m	Min. 6.0 m	none
Setback - Interior Side Yard (m):	Min. 1.2 m	Min. 1.2 m	none
Setback – Exterior Side Yard (m):	Min. 3.0 m	Min. 3.0 m	none
Height (m):	Max. 2 ½ storeys	Max. 2 ½ storeys	none

Other: Tree replacement compensation required for loss of bylaw-sized trees.

Attachment 4 Correspondence received from the public

From:

Lussier, Cynthia

Sent:

Monday, 27 April 2015 12:58 PM

To: Subject: 'tamara.tk7@gmail.com' 7400/7420Schaefer Avenue

Hi Tamara

Your inquiry regarding the development proposal at 7400/7420Schaefer Avenue has been forwarded to me for a response.

I am the planner that is reviewing the rezoning application and I can answer any questions you may have about the proposal. If you have concerns that you would like to ensure are communicated to Richmond City Council in their consideration of the rezoning application at this site, please reply by email describing why you are opposed to the application and I will attach a copy of your email to my staff report on this application.

If the rezoning application at the subject site moves forward to a Public Hearing, you will also have the opportunity to make your views known at the Public Hearing. In this case, an ad would appear in the local newspaper advising of the procedure to attend the Hearing and make comments. If you are located within 50 m of the subject site, you would receive a notification letter in the mail 10 days prior to the Hearing advising of the procedure to attend the Hearing and make comments.

Thank you,

Cynthia Lussier

Planning Technician

Development Applications Division

City of Richmond

Tel: 604-276-4108

Email: clussier@richmond.ca

www.richmond.ca

From: Tamara Klymko [mailto:tamara.tk7@gmail.com]

Sent: Thursday, 23 April 2015 10:14

To: PlanningDevelopment

Subject: Schaefer Avenue 7400,7420

Hello,

On the corner of Schaefer Gate and Schaefer Avenue we are going to have development (

06 20 4 6 15 692244 000 00 RZ Staff Review Rezoning Chi K Yeung Janice Li 7789083988

CHI KUEN YEUNG & CARDISON CHUN KIK YEUNG have applied to the City of Richmond for permission to rezone 7400/7420 Schaefer Avenue from Two Unit Dwellings(RD1) to Single Detached (RS2/K), to permit the property to be subdivided to create two (2) lots fronting Schaefer Avenue. 7420 Schaefer Ave, 7400 Schaefer Ave).

I am not sure that I support such development in front of my house and on our street, I would like to know, how my opinion could be counted in making decision on this resonning.

Thank you,

Tamara Klymko

From:

Lussier, Cynthia

Sent:

Friday, 8 May 2015 09:36

To:

'Hedwig Lee'

Subject:

RE: 7400/7420 Schaefer Avenue

Hi Hedwig

In response to your request, I can certainly email you the current information associated with the proposal. I have attached the proposed site plan and the proposed tree retention plan to this email. The Tree Retention Plan will have to be revised after the City's own Arborists review the proposal to determine whether they agree with the recommendations of the applicant's Arborist (also, there is a conflict on the Tree Retention Plan between Tree # 90 and the proposed location of the garage for the west lot). As shown in the proposed site plan, vehicle access to the proposed west lot is required off Schaefer Gate in accordance with the City's Bylaw 7222, and vehicle access to the proposed east lot is required off Schaefer Ave.





201505080926.pdf 201505080932.pdf

In response to your question about the potential number of secondary suites, the proposed "Single Detached (RS2/K)" zoning allows 1 secondary suite per house. The applicant has not yet indicated whether they are proposing to include a secondary suite in each house or whether they are proposing to contribute a cash contribution to the City's Affordable Housing Reserve Fund in-lieu of building a secondary suite in each house. That is something that the applicant will have to advise before I can move their application forward.

The current duplex is not allowed to have 4 units. That violates the existing duplex zoning on the site. If you wish to file a formal complaint and have a property use inspector investigate the site, please contact the City's Community Bylaws department at 604-276-4345 or by email at: communitybylaws@richmond.ca.

If, after you review the attached proposal, you would like to submit written correspondence for me to attach to my staff report to Council, please send it to me via email.

Please let me know if you have any questions.

Cynthia Lussier

Planning Technician

Development Applications Division
City of Richmond
Tel: 604-276-4108

Email: clussier@richmond.ca

www.richmond.ca

From: Hedwig Lee [mailto:hedwigl@hotmail.com]

Sent: Tuesday, 05 May 2015 7:01 PM

To: Lussier, Cynthia

Subject: RE: 7400/7420 Schaefer Avenue

Hi Ms Lussier

Thank you for responding to our email.

While we appreciate your offer to go over the proposal in person, unfortunately we both work full time so if there is a way to respond to our enquiries in writing that would be very helpful.

An additional question would be the on the proposed new houses. How many secondary suites will be allowed in each house? The reason for my question is that the current duplex is used as a rental unit with 4 families living in the duplex. There are 6 to 7 cars parked daily but parking has not been too much of an issue as 4 of the cars are parked in the driveway. With the division of the lot and the densification parking could also be an issue. The lot is located at the corner of Schaefer Gate and Schafer Ave where it is a high traffic area (relative to the other side streets) as Schaefer Gate is one of the two streets with access to the Francis Road within the block.

Thanks again for your help.

Hedwig and Eddie

From: <u>CLussier@richmond.ca</u> To: <u>hedwigl@hotmail.com</u>

Subject: RE: 7400/7420 Schaefer Avenue Date: Mon, 4 May 2015 20:43:06 +0000

Hi Hedwig and Eddie,

Thank you for your email.

If you'd like further information on the rezoning at the above-referenced site, I would be happy to meet with you at the front counter to review the proposal with you and to respond to your questions about the size of the new houses and the proposed tree retention/removal.

In terms of the process for expressing your objections to this rezoning application, please submit any concerns that you have about the proposed rezoning application to me via email. I will include your correspondence in the staff report to Council for their consideration.

Also, if the application were to move forward to a Public Hearing, there would be another opportunity to express your concerns directly to Council in person at the hearing or by submitting them in writing to Council directly.

Please let me know if you wish to meet to go over the proposal and let me know the dates and times that would work for you.

Cynthia Lussier

Planning Technician

Development Applications Division

City of Richmond

Tel: 604-276-4108

Email: clussier@richmond.ca

www.richmond.ca

From: Hedwig Lee [mailto:hedwigl@hotmail.com]

Sent: Saturday, 02 May 2015 8:37 PM

To: Lussier, Cynthia

Subject: 7400/7420 Schaefer Avenue

Hi Ms Lussier

We would like to request for further information on the rezoning application for 7400/7420 Schaefer Avenue (file no. RZ 15-692244). We are very concerned about the development. In particular the size of the new houses relative to the lot area and the loss of the four large trees facing Shaefer Gate, and how this will affect the character of our neighbourhood.

We spoke with several neighbours and they were equally concerned. Please advise what will be the process to raise our objections to this rezoning application.

Thank you for your assistance.

Hedwig Lee and Eddie Leung 8931 Schaefer Gate

From:

Lussier, Cynthia

Sent:

Tuesday, 12 May 2015 9:15 AM

To:

'Herb Wong'

Subject:

RE: 7400/20 Schaefer Ave

Hi Herb

I will include your email as an attachment in my staff report.

I can provide some clarification, though, on a few points below. Would you like to meet with me to discuss? Or discuss by phone? Please feel free to contact me at 604-276-4108.

Thank you,

Cynthia Lussier Planning Technician Development Applications Division City of Richmond

Tel: 604-276-4108

Email: clussier@richmond.ca

www.richmond.ca

From: Herb Wong [mailto:hwong@rbauction.com]

Sent: Monday, 04 May 2015 2:03 PM

To: Lussier, Cynthia

Subject: RE: 7400/20 Schaefer Ave

Hi Ms. Lussier,

Thank you for getting back to me.

Some of my neighbours were getting worried because the number on the application led to voicemail. At least we have finally made contact.

I will convey some of my concerns based on my own observations and then I will give you other details from only what I've heard.

- Currently, this duplex unit seems to be renting out to multi-families resulting in increased traffic and vehicles for parking.
- On garbage day, garbage is not secured, the crows get at it and garbage is all over the street.
- Just recently a SWAT team was called, our street was blocked off and we could not gain access to our home due to the police incident.
- Mainly, the above comments a tenant and owner matter so there probably not much to be done about that?

• Our neighborhood is relatively quiet but this property has quite a bit of "action" with the number of different families residing.

As for the application;

- Dividing the lot into two for two smaller homes would drastically change the appearance of the neighborhood and set a precedent for other properties.
- All lots are relatively the same size but with this application, that would change.
- Perhaps some of the trees would be removed for the new homes, which again will change the look of the neighbourhood.
- The owner with two properties is probably wanting more rental income and they'll probably have more tenants, whether illegally or legally and with more vehicles.
- Because of the poorly managed owner/tenant relationship, we've had to keep our children inside or in the backyard. Our children are still young and really enjoy playing outside.

From what I've heard, the owner receives \$6,000/monthly for rent, so he's probably looking for more. The RCMP have, been to the property more than once this past year.

"There goes the neighborhood!"

Thank you again for any consideration and your attention to this matter.

Regards,

Herb Wong

From: Lussier, Cynthia [mailto:CLussier@richmond.ca]

Sent: Monday, May 04, 2015 1:39 PM

To: Herb Wong

Subject: RE: Schaefer Ave

Hi Mr. Wong,

Thank you for your email.

Please submit any concerns that you have about the proposed rezoning application at 7400/20 Schaefer Ave to me via email. I will include your correspondence in the staff report to Council for their consideration.

Also, if the application were to move forward to a Public Hearing, there would be another opportunity to express your concerns directly to Council in person at the hearing or by submitting them in writing to Council directly.

Please let me know if you have any questions.

Cynthia Lussier

Planning Technician

Development Applications Division
City of Richmond

Tel: 604-276-4108

Email: clussier@richmond.ca

www.richmond.ca

From: Herb Wong [mailto:hwong@rbauction.com]

Sent: Friday, 01 May 2015 4:59 PM

To: Lussier, Cynthia **Subject:** Schaefer Ave

Dear Ms. Lussier,

Just wondering about the process for disputing the application for rezoning for a property in our neighborhood. How do we go about this and start this process?

Thank you for your immediate attention.

Regards, Herb Wong 7431 Schaefer Avenue

Sent from Samsung Mobile

This email originated from the Internet

From:

Lussier, Cynthia

Sent:

Tuesday, 19 May 2015 12:15 PM

To:

'Chung Cindy'

Subject:

RE: Objection of Redevelopment to 4 houses - File# RZ15-692244 - 7400 -7420 Schaefer

Ave

Hi Cindy,

I received your email (below).

Could you provide more details on the nature of your concerns regarding the proposed rezoning application at 7400 -7420 Schaefer Ave?

If you wish to discuss your concerns in person or by phone, please contact me directly at 604-276-4108.

Thank you,

Cynthia Lussier
Planning Technician
Development Applications Division
City of Richmond
Tel: 604-276-4108
Email: clussier@richmond.ca

www.richmond.ca

----Original Message----

From: Chung Cindy [mailto:cindy.shiuto@hotmail.com]

Sent: Friday, 15 May 2015 6:07 PM

To: Lussier, Cynthia

Subject: Objection of Redevelopment to 4 houses - File# RZ15-692244 - 7400 -7420 Schaefer Ave

I am the owner of 8971 Schaefer Gate

From:

Lussier, Cynthia

Sent:

Tuesday, 19 May 2015 12:21 PM

To:

'Stella Chan'

Subject:

RE: Flle No.Rz1569224

Hi Stella

Thank you for your email (below).

I will include a copy of your email in my staff report to City Council.

If you wish to obtain more information about the rezoning application at 7400/7420 Schaefer Ave, please contact me by phone at 604-276-4108 or by email at clussier@richmond.ca

Thank you,

Cynthia Lussier
Planning Technician
Development Applications Division
City of Richmond
Tel: 604-276-4108
Email: clussier@richmond.ca
www.richmond.ca

----Original Message----

From: Stella Chan [mailto:chocolatedog11@icloud.com]

Sent: Sunday, 17 May 2015 1:17 PM

To: Lussier, Cynthia

Subject: FIle No.Rz1569224

I oppose to rezone 7400 /7420 Schaefer Ave., to subdivided . It is a inner street, very quiet and good living area, it is nice to rezone for one single house for the land, this a inner street. Most. People live here for almost thirty years.my phone no.is 7788919982 Sent from my iPhone

From:

Lussier, Cynthia

Sent:

Tuesday, 19 May 2015 12:24 PM

To:

'winnie Lau'

Subject:

RE: file no. RZ15-692244 7400-7420 Schaefer Ave, Richmond

Hi Ting,

Thank you for your email (below).

I will include a copy of your email in my staff report to City Council.

If you wish to obtain more information about the rezoning application at 7400/7420 Schaefer Ave, please contact me by phone at 604-276-4108 or by email at clussier@richmond.ca

Thank you,

Cynthia Lussier Planning Technician **Development Applications Division** City of Richmond

Tel: 604-276-4108

Email: clussier@richmond.ca

www.richmond.ca

From: winnie Lau [mailto:winnieting88@yahoo.com]

Sent: Sunday, 17 May 2015 9:47 PM

To: Lussier, Cynthia

Subject: file no. RZ15-692244 7400-7420 Schaefer Ave, Richmond

I object the rezoning application of 7400-7420 Schaefer Ave because it will create a lot of traffic problems in future and the building will not identical with other properties in this area.

Owner of 7500 Schaefer Ave, Richmond Ting, Wing Lung

From:

Lussier, Cynthia

Sent:

Tuesday, 26 May 2015 11:52 AM

To:

'Sun MingEnterprises Limited'

Subject:

RE: objection to the rezoning application File No. RZ 15 692244

Hi Guo Zhen Ling

Thank you for your email.

Your email will be included in the staff report on this rezoning application to be considered by City Council.

I have also received complaints from many other residents in the neighbourhood about the existing use of the property. I have referred the matter of illegal suites to the City's Community Bylaws department for investigation and enforcement. I will be providing an update on that investigation in my staff report to City Council.

Currently, there is 1 tree on the site that the City's Tree Preservation Coordinator has recommended for removal at the northwest corner of the site based on its condition (e.g. historically topped with weak attachments below decaying top cuts). There is 1 other small tree on-site that must be removed due to conflict with the proposed building on the future west lot. The remaining trees are currently recommended to be retained and protected. The final outcome of proposed tree removal, however, has yet to be determined and will be based on a number of factors such as whether there will be any conflict with the required servicing of the site (e.g. the locations of water, storm, sanitary connections etc.).

If you'd like to meet with me to obtain further information about the rezoning proposal, please let me know.

Sincerely,

Cynthia Lussier

Planning Technician

Development Applications Division
City of Richmond
Tel: 604-276-4108

Email: clussier@richmond.ca

www.richmond.ca

From: Sun MingEnterprises Limited [mailto:sunmingent@hotmail.com]

Sent: Tuesday, 26 May 2015 10:57 AM

To: Lussier, Cynthia

Subject: objection to the rezoning application File No. RZ 15 692244

Good Morning:

I am here to express my objection to the rezoning application File No. RZ 15 692244.

Based on our daily observation and the fact of being the neighbour for __3_ years, this house has always been a rental for many families. We know the owner has rented the property for multiple families with illegal suites for it's current duplex zoning.

PLN - 160

The owner seems to mismanage this property as the tenants are questionable. Some examples include a swat team closing off our street recently for one of the tenants. We experienced quite a bit of inconveniences especially with parking and the property owner seems to have many different tenants as if the property is an extended stay business in a residential zone area.

If the rezoning application is approved, I'm sure one or more of the large trees will be removed to accommodate the new plans. This will further change our neighbourhood look.

Thanks for your time and attention to this matter.

Regards,

Guo Zhen Ling

7411 Schaefer Ave Richmond BC V6Y 2W7 604-351-9351

From:

Lussier, Cynthia

Sent:

Monday, 01 June 2015 1:28 PM

To:

'siuhans wong'

Subject:

RE: 7400/20 Schaefer Ave (RZ 15-692244)

Hi Siuhan

Thank you for your email.

I will attach a copy of your email to the staff report to Council on this rezoning application.

If you wish to discuss your concerns with me in person or if you wish to have a look at the applicant's rezoning proposal, please let me know and we can arrange a meeting here at City Hall. I can be reached at 604-276-4108 or by email at clussier@richmond.ca

Sincerely,

Cynthia Lussier

Planning Technician

Development Applications Division
City of Richmond
Tel: 604-276-4108

Email: clussier@richmond.ca

www.richmond.ca

From: siuhans wong [mailto:siuhans888@hotmail.com]

Sent: Sunday, 31 May 2015 8:28 PM

To: Lussier, Cynthia

Subject: file#Rz15-692244

Dear Cynthia Lussier:

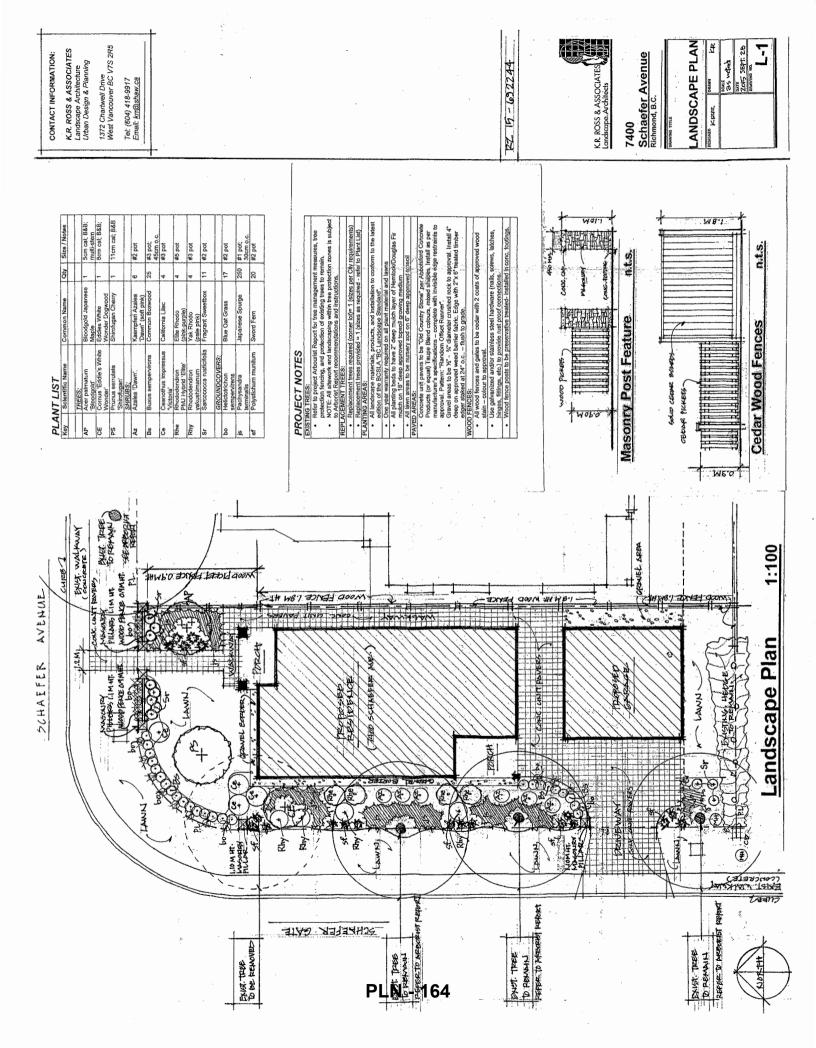
we came back early from holidays just to voice against the rezoning of 7400-7420 Schaefer Ave. This property been very bad for the area already.RCMP have been called to the property and constant changes of renters. I have been house owner for more than 20 years. The area been very nice till recent. I do not want the area to worsen any more. I would like to continue to live in this area where all three of my kids went to school.

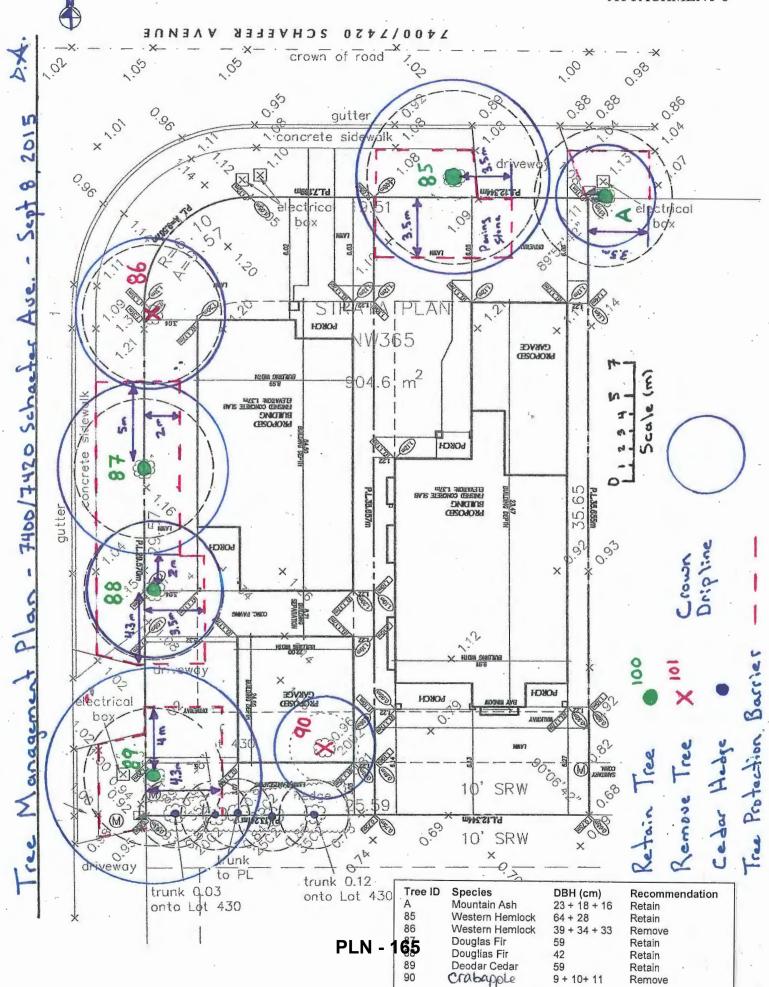
Regard

Siuhan Wong 7340 Schaefer Ave West Elevation S00 05 910C 300 55 005 North Elevation 10 THROUGH THE IZ 2 x 5 TGM ARGUND 2 x 6 TGM ARGUND * Note: plans must comply with all City Regulations at

The state of the s

CADLAB







Rezoning Considerations

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

Address: <u>7400/7420 Schaefer Avenue</u> File No.: <u>RZ 15-692244</u>

Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 9511, the applicant is required to complete the following items:

- 1. Submission of a Landscape Plan for the front yard and exterior side yard of the proposed corner lot, prepared by a Registered Landscape Architect, to the satisfaction of the Director of Development, and deposit of a Landscaping Security based on 100% of the cost estimate provided by the Landscape Architect, including installation costs. The Landscape Plan should:
 - not include hedges along property lines abutting the street;
 - include the dimensions of tree protection fencing as illustrated on the Tree Retention Plan included in Attachment 6; and
 - include three (3) replacement trees with the following minimum sizes:

No. of Replacement Trees	Minimum Caliper of Deciduous Tree	or	Minimum Height of Coniferous Tree
2	6 cm		3.5 m
1	11 cm	}	5 m

If required replacement trees cannot be accommodated on-site, a cash-in-lieu contribution in the amount of \$500/tree to the City's Tree Compensation Fund for off-site planting is required.

Note: the security will not be released until a landscaping inspection has been passed by City staff after construction and landscaping has been completed. The City may retain a portion of the security for a 1-year maintenance period.

- 2. Submission of a landscaping security in the amount of \$500.00 to ensure that one (1) replacement tree is planted and maintained in the rear yard of the proposed east lot. The security will not be released until a landscaping inspection has been passed by City staff after construction and landscaping has been completed.
- 3. Submission of a Contract entered into between the applicant and a Certified Arborist for supervision of any on-site works conducted within the tree protection zone of the trees to be retained (Trees # 85, 87, 88, 89, and Tree A). The Contract should include the scope of work to be undertaken, including: the proposed number of site monitoring inspections at specified stages of construction, any special measures required to ensure tree protection (e.g. pruning etc.), and a provision for the Arborist to submit a post-construction assessment report to the City for review.
- 4. Submission of a Tree Survival Security to the City in the amount of \$15,000.00 for the trees to be retained (Trees # 85, 87, 88, 89, and Tree A). The security will not be released until an acceptable impact assessment report by the Certified Arborist is submitted and a landscaping inspection has been passed by City staff. The City will release 90% of the security after construction and landscaping on-site has been completed and inspected, and the remaining 10% of the security retained for a 1-year maintenance period to ensure that the trees have survived.
- 5. Registration of a flood indemnity covenant on title.
- 6. Registration of a legal agreement on title to ensure that the Building Permit application and ensuing development at the subject site is generally consistent with the plans included in Attachment 5. Minor modifications to the plans at the Building Permit application stage are acceptable and may be required to ensure compliance with all City regulations.
- 7. Registration of a legal agreement on Title to ensure that no final Building Permit inspection is granted until a secondary suite is constructed on one (1) of the two (2) lots proposed, to the satisfaction of the City in accordance with the BC Building Code and the City's Zoning Bylaw.
- 8. Discharge of the existing covenant registered on title of the strata lots (i.e., BF94917 and BF94918), which restricts the use of the property to a duplex.

At Demolition Permit* stage, the following requirements must be completed:

• Installation of tree protection fencing around all trees to be retained (Trees # 85, 87, 88, 89, and Tree A). Tree protection fencing must be installed to City standard in accordance with the City's Tree Protection Information Bulletin TREE-03 prior to any works being conducted on-site, and must remain in place until construction and landscaping on-site is completed.

At Subdivision* and Building Permit* stage, the following requirements must be completed:

• Discharge of the existing Strata Plan (NWS365).

Water Works

- Using the OCP Model, there is 162.5 L/s of water available at a 20 psi residual at the Schaeffer Ave frontage. Based on your proposed development, your site requires a minimum fire flow of 95.0 L/s.
- The developer is required to submit Fire Underwriter Survey (FUS) or International Organization for Standardization (ISO) fire flow calculations to confirm the development has adequate fire flow for onsite fire protection. Calculations must be signed and sealed by a Professional Engineer and be based on Building Permit Stage and Building designs.
- At the developer's cost, the City is to:
 - cut and cap the existing water service connection at the watermain along the Schaeffer Avenue frontage.
 - Install two (2) new 25 mm water service connections complete with meters and meter boxes along the Schaeffer Avenue frontage.

Note: A Certified Arborist must be present to supervise and direct servicing works within tree protection zones.

Storm Sewer Works

- At the developer's cost, the City is to:
 - cut and cap the existing storm service connection at the northeast corner of the subject site.
 - Install a new storm inspection chamber at the proposed common property line complete with dual storm service connections to service the proposed lots along the Schaeffer Avenue frontage.

Note: A Certified Arborist must be present to supervise and direct servicing works within tree protection zones.

Sanitary Sewer Works

- At the developer's cost, the City is to:
 - Cut and cap the existing sanitary service connection at the southeast corner of the subject site.
 - Install a new sanitary inspection chamber at the proposed common property line complete with dual sanitary service connections to service the proposed lots within the existing statutory right-of-way along the south property line of the subject site.

Note: A Certified Arborist must be present to supervise and direct servicing works within tree protection zones.

Frontage Improvements

- The developer is to upgrade the existing driveway crossings in their current locations to meet current City standard, as required. Note: A Certified Arborist must be present to supervise and direct any upgrading within tree protection zones.
- The developer is required to coordinate with BC Hydro, Telus and other private communication service providers:
 - For their servicing requirements.
 - When relocating/modifying any existing power poles and/or guy wires along the property frontages.
 - To determine if aboveground structures are required and coordinate their locations (e.g. Vista, PMT, LPT, Shaw cabinets, Telus Kiosks, etc).

General Items

Additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering may be required, including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering,

Initial:	

drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.

- Submission of a Construction Parking and Traffic Management Plan to the Transportation Department (if applicable). The Management Plan shall include location for parking for services, deliveries, workers, loading, application for any lane closures, and proper construction traffic controls as per Traffic Control Manual for works on Roadways (by Ministry of Transportation) and MMCD Traffic Regulation Section 01570.
- Obtain a Building Permit (BP) for any construction hoarding. If construction hoarding is required to temporarily occupy a public street, the air space above a public street, or any part thereof, additional City approvals and associated fees may be required as part of the Building Permit. For additional information, contact the Building Approvals Department at 604-276-4285.

Note:

- * This requires a separate application.
- Where the Director of Development deems appropriate, the preceding agreements are to be drawn not only as personal covenants of the property owner but also as covenants pursuant to Section 219 of the Land Title Act.

All agreements to be registered in the Land Title Office shall have priority over all such liens, charges and encumbrances as is considered advisable by the Director of Development. All agreements to be registered in the Land Title Office shall, unless the Director of Development determines otherwise, be fully registered in the Land Title Office prior to enactment of the appropriate bylaw.

The preceding agreements shall provide security to the City including indemnities, warranties, equitable/rent charges, letters of credit and withholding permits, as deemed necessary or advisable by the Director of Development. All agreements shall be in a form and content satisfactory to the Director of Development.

- Additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering may be required including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.
- Applicants for all City Permits are required to comply at all times with the conditions of the Provincial Wildlife Act and Federal Migratory Birds Convention Act, which contain prohibitions on the removal or disturbance of both birds and their nests. Issuance of Municipal permits does not give an individual authority to contravene these legislations. The City of Richmond recommends that where significant trees or vegetation exists on site, the services of a Qualified Environmental Professional (QEP) be secured to perform a survey and ensure that development activities are in compliance with all relevant legislation.

(signed original on file)	
Signed	Date



Richmond Zoning Bylaw 8500 Amendment Bylaw 9511 (RZ 15-692244) 7400/7420 Schaefer Avenue

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it "SINGLE DETACHED (RS2/K)".

P.I.D. 001-309-510

Strata Lot 1 Section 20 Block 4 North Range 6 West New Westminster District Strata Plan NW365 together with an interest in the common property in proportion to the unit entitlement of the strata lot as shown on form 1.

P.I.D. 001-309-528

Strata Lot 2 Section 20 Block4 North Range 6 West New Westminster District Strata Plan NW365 together with an interest in the common property in proportion to the unit entitlement of the strata lot as shown on form 1.

2. This Bylaw may be cited as "Richmond Zoning Bylaw 8500, Amendment Bylaw 9511".

FIRST READING	
A PUBLIC HEARING WAS HELD ON	
SECOND READING	-
THIRD READING	
OTHER REQUIREMENTS SATISFIED	·
ADOPTED	
,	
MAYOR	CORPORATE OFFICER



Memorandum

Planning and Development Division Policy Planning

To:

Mayor and Councillors

Date:

January 14, 2016

From:

Re:

Terry Crowe, MCIP

File:

08-4430-03-08/2016-Vol 01

Manager, Policy Planning Department

Additional Proposed Requests to the Minister of Agriculture: Agricultural Land

Reserve (ALR) Wineries

Purpose

The purpose of this memorandum is to advise Council that staff have requested the BC Minister of Agriculture to make additional winery regulation changes. The requests were made to meet the Province's extended January 15, 2016 deadline for comments and ensure that wineries in the ALR in Richmond are farm based and not industrial type wineries which can be better located in Richmond's urban industrial areas.

Background

On November 23, 2015, Council adopted several recommendations related to the Proposed BC Ministry of Agriculture Bylaw Standards for Agri-tourism and Farm Retail Sales in the Agricultural Land Reserve (ALR). Richmond's comments (Attachment 1) were provided in response to the Ministry's request for feedback by November 30, 2015. The recommendations adopted by Council on November 23, 2015 included the following:

That regarding ALR wineries, the Minister of Agriculture be requested to:

- a) Amend the Agriculture Land Use, Subdivision and Procedure Regulation of the Agricultural Land Commission Act, to enable Richmond and other municipalities:
 - i) To allow only Type 1 Wineries which grow at least 50% of the farm product used to make the wine on the farm where the winery is located and;
 - *To not allow Type 2 Wineries which are industrial-scaled operations with limited ALR farming activity.*

Subsequently, the Ministry extended the deadline for feedback to January 15, 2016. In light of this opportunity and as Richmond staff continue to have concerns regarding how ALR wineries are managed, they reviewed the Ministry's winery regulations and consulted with Agricultural Land Commission (ALC) staff regarding their interpretation. Based on this information and upon further reflection, staff made several additional requests to the Minister of Agriculture which are summarized below and fully explained in the attached letter to the Minister.

1. There is the possibility that no soil based farm products for wineries (e.g. grapes) will be grown on a Richmond farm in the ALR on which the provincial ALC allows a winery. To address this important concern, staff request that the Minister require that all ALR winery



operators grow a minimum of 50% of their farm product for wineries on the specific farm site on which the winery is located.

- 2. There is a possibility that a Richmond ALR winery operator can import 50% of the farm product for their winery, from elsewhere in the World and not all from BC farms. Richmond requests that Richmond ALR winery operators not be given the option of using farm products for their wineries from outside of BC, unless the winery applicant specifically identifies on their application, the source and amount of outside BC farm product to be used in their winery and the Richmond Council approves it when the proposal is first considered.
- 3. Richmond is also concerned about the requirement that ALR winery operators who are allowed to use farm product for their wineries from another BC farm can do so only if they have a farm product supply contract which has a term of at least three years. Some current winery operators are using one year contracts. Richmond requests that: (a) the three year contract requirement be changed to allow lesser times, like one year terms and (b) winery operators be required to annually provide evidence of such contracts to the ALC and the City when they apply to renew their City winery Business Licence.
- 4. Importantly, Richmond is concerned that currently the ALC can approve proposed farm based ALR wineries without City approval, other than the operator obtaining a City Building Permit and an annual Business License. At its discretion the ALC may seek Council's comments, but they are only considered as advice. To address this problem, Richmond requests that it (and other municipalities) be given the authority to make the final decision regarding proposed ALR wineries (e.g., via a required Council approving resolution, or a rezoning), as Council, the Agricultural Advisory Committee and staff are closer to the problem and can co-operatively and effectively address City problems with the winery proponents.

As well, the letter to the Minister indicates that, if Ministry would like to pilot the above requests in Richmond, such will be considered.

In summary, the above requests have been made to ensure that wineries in the ALR in Richmond use BC soil based farm products and are not industrial type industries which can be better located in the Richmond urban industrial areas. The benefits of these requests are that they better enable the Council to effectively manage soil based wineries in the ALR, as Council, the Richmond Agricultural Advisory Committee (AAC) and staff are closer to the proponent and issues, can seek and achieve effective winery solutions and have demonstrated a long term commitment to protecting the ALR and supporting a range of uses in the ALR.

Next Steps

To ensure that the above requests are acceptable to Council, this memo with the attached letter to the Minister will be placed on the January 19, 2016 Planning Committee agenda for discussion as part of the "Manager's Report". If Council wishes to make any changes to the requests, they can be sent to the Minister by the end of January 2016.

Should you have any questions, please contact me at (604) 276-4139.

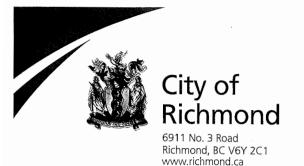
Terry Crowe,

Jina atra

Manager, Policy Planning

Att.1 Letter to the BC Minister of Agriculture

Joe Erceg, General Manager, Planning and Development CC. Wayne Craig, Director of Development Tina Atva, Senior Planning Coordinator Minhee Park, Planner



January 14, 2016 File: 08-4430-03-08/2016-Vol 01 Planning and Development Division Policy Planning Fax: 604-276-4052

The Honourable Norm Letnick BC Minister of Agriculture PO BOX 9043 STN PROV GOVT Victoria, BC V8W 9E2

Dear Mr. Letnick:

Re: Additional City of Richmond Requests: Wineries in the Agricultural Land Reserve (ALR)

Given the extension to the public consultation period, the purpose of this letter is to request additional changes to the way in which wineries are managed in the Agricultural Land Reserve (ALR) to better protect ALR farmland.

The City of Richmond previously sent you comments in a letter dated November 24, 2015 (Attachment 1). As you advised on December 1, 2015 that the deadline for comments regarding proposed changes to the provincial Agriculture Land Use, Subdivision and Procedure Regulation of the Agricultural Land Commission (ALC) Act was extended to January 15, 2016, Richmond staff have further considered how wineries in the ALR are managed, discussed their concerns with ALC staff and have the following requests:

1. Richmond is concerned of the possibility that no soil based farm product (e.g., grapes) used in Richmond ALR wineries will be grown on a Richmond farm on which the ALC allows a winery. The concern arises, as currently an ALR land owner in Richmond can build a winery in the ALR, but is not required to grow any soil based farm product used in the winery, on the farm site. The current Provincial requirements allow a Richmond winery operator to obtain their farm products for their winery elsewhere (e.g. 100% on their total BC farm holding elsewhere in BC, or 50% elsewhere in BC and 50% outside of BC), but not on their Richmond ALR winery site. This interpretation has been verified by ALC staff. This approach is unacceptable, as Richmond considers it very important that BC ALR lands be used to support soil based farm winery products and other farm crops. To address this concern, Richmond requests that the Province enable Richmond (and similar municipalities) to require that all winery operators in the ALR grow a minimum of 50% of their soil based farm products for their wineries on the specific farm site on which the winery is located. Please note that Richmond, in its 2041 Official Community Plan (OCP) fully supports urban industrial wineries in its many industrially designated areas throughout the City as a viable way of accommodating industrial wineries.



- 2. There is a concern of the current possibility that a Richmond ALR winery operator can import 50% of the farm product used in their winery from elsewhere in the World and not from BC farms. This approach does not, importantly, maximize our support for BC ALR soil based farming. To address this concern and recognizing that there may be situations where it is desirable to allow 50% of the soil based farm product for wineries to be imported from outside BC, Richmond requests that ALR winery operators not be given the option of using farm product for their wineries from outside of BC, unless the winery applicant specifically identifies on the application, the source and amount of outside BC winery farm product to be used and the Richmond Council approves it when the proposal is first considered.
- 3. Richmond is also concerned about the requirement that ALR winery operators who are allowed to use ALR soil based farm product for their wineries from other BC farms can do so only if they have a winery product supply contract which has a term of at least three years. It is suggested that this requirement is not practical, as some current winery operators have advised that they are using different contract times (e.g. one year), to obtain suitable product. Richmond suggests that: (a) the three year contract requirement be changed to allow lesser times and (b) winery operators be required to annually provide evidence of such contracts to the ALC and the City when they apply to renew their City winery Business Licence. This approach will ensure that Provincial and City requirements are being met and that non soil based industrial wineries are avoided in the ALR. This solution is particularly necessary as Richmond has discovered that, over time, some winery operators and their staff have changed, and they do not know what the requirements are and are surprised when we tell them.
- 4. Currently, the ALC can approve proposed farm based ALR wineries without City approval, other than the winery operator obtaining a City Building Permit and an annual Business Licence. At its discretion the ALC may seek Council's comments which in Richmond's case are made after the City's Agricultural Advisory Committee (AAC) and staff have commented; but they are only advice, as the ALC makes the final decision. This arrangement is concerning as Richmond has important land use, soil fill, servicing, transportation and environmental concerns which need to be reviewed and addressed. To resolve this problem, Richmond requests that municipalities be given the authority to make the final decision regarding proposed ALR wineries (e.g., a Council approving resolution or a rezoning). The benefit of this approach is that proposed ALR wineries can be more effectively managed as the Richmond Council, the AAC and staff are closer to the issues and can seek and achieve effective, cooperative solutions. It is suggested that Richmond has demonstrated a long term commitment and capability to effectively manage ALR uses which makes this request worthy of consideration.

As well, if the Ministry would like to pilot the above requests in Richmond, such will be considered.

In summary, the above requests are made to ensure that wineries in the ALR in Richmond are farm soil based and not industrial type industries which can be better located in the Richmond urban industrial areas.

Thank you for your consideration of these requests.

Should you have any questions, please feel free to contact me at (604) 276-4139.

Yours truly,

Terry Crowe,

Manager, Policy Planning

Dina atra

Att. 1

Richmond Mayor and Councillors pc:

Joe Erceg, General Manager, Planning and Development

Wayne Craig, Director, Development Applications



Malcolm D. Brodie Mayor

6911 No. 3 Road, Richmond, BC V6Y 2C1 Telephone: 604-276-4123 Fax No: 604-276-4332 www.richmond.ca

November 24, 2015

The Honourable Norm Letnick Minister of Agriculture PO BOX 9043 STN PROV GOVT Victoria, BC V8W 9E2

Dear Honourable Letnick:

Re: City of Richmond's Comments in Relation to Discussion Paper and Proposed Minister's Bylaw Standards Related to Regulating Agri-Tourism and Farm Retail Sales in the Agricultural Land Reserve

At its Regular Council meeting held on Monday, November 23, 2015, Richmond City Council considered the above matter and adopted the following resolution:

- (1) That regarding the proposed Ministry of Agriculture Bylaw Standards for Agri-tourism and Farm Retail Sales in the Agricultural Land Reserve (ALR), the Minister of Agriculture be requested to:
 - (a) specify how agri-tourism is to be subordinate to the principal active farm operation and only augment a farmer's regular farm income, not exceed or replace it;
 - (b) provide specific guidelines to determine the appropriate amount to be considered "small-scale (agri-tourism)" based on the size of the farm operation;
 - (c) provide more detailed criteria to determine the appropriate size and siting of agri-tourism structures (e.g., the maximum building area and site coverage);
 - (d) provide clarification on what types of uses can be permitted in an agri-tourism structure;
 - (e) provide specific guidance on the adequate amount of parking necessary for farm retail sales, to avoid excessive paving and minimize negative impacts on farmland;
- (2) That regarding ALR wineries, the Minister of Agriculture be requested to:
 - (a) amend the Agricultural Land Use, Subdivision and Procedure Regulation of the Agricultural Land Commission Act, to enable Richmond and other municipalities:



- (i) to allow only Type 1 Wineries which grow at least 50% of the farm product used to make the wine on the farm where the winery is located; and
- (ii) to not allow Type 2 Wineries which are industrial-scaled operations with limited ALR farming activity;
- (b) monitor all ALR farm-based wineries, to ensure that they comply with the 50% on site grow rule and enforce all related Ministry and ALR regulations;
- (c) where specific winery operators are already approved to enter into three year contracts with offsite BC farmers, allow them to enter into year to year contracts; not only the current Provincially required three year contracts, to provide more flexibility; and
- (3) That regarding ALR regulation monitoring and enforcement, the Minister of Agriculture and the Agricultural Land Commission, as the case may be, be requested:
 - (a) to monitor and enforce all Ministry and ALR regulations and requirements, as municipalities have limited resources; and
 - (b) to more frequently review the ALR regulations and requirements, in consultation with municipalities, for their effectiveness, practicality and ease of enforceability; and
- (4) That the above recommendations and this report be forwarded to the Ministry of Agriculture and the Agricultural Land Commission for a response, as well as Metro Vancouver and Richmond MLAs.

A copy of the staff report titled "Richmond Comments: Proposed Ministry of Agriculture Bylaw Standards for Agri-tourism and Farm Retail Sales in the Agricultural Land Reserve (ALR) and Related Matters (ALR Wineries, Monitoring and Enforcement)" is enclosed for your information.

Thank you in advance for your review and consideration of the above City of Richmond's requests. Should you have any questions, please feel free to contact Terry Crowe, Manager, Policy Planning, at 604-276-4139.

Yours truly,

Malcolm D. Brodie

Mayor

Att. 1

pc:

Agricultural Land Commission
John Yap, MLA – Richmond-Steveston
Teresa Wat, MLA – Richmond Centre
Linda Reid, MLA – Richmond East
Metro Vancouver



Report to Committee

To:

General Purposes Committee

Date:

October 27, 2015

From:

Joe Erceg, MCIP

File:

08-4430-03-07/2015-

General Manager, Planning and Development

Vol 01

Re:

Richmond Comments: Proposed Ministry of Agriculture Bylaw Standards for Agri-tourism and Farm Retail Sales in the Agricultural Land Reserve (ALR)

and Related Matters (ALR Wineries, Monitoring and Enforcement)

Staff Recommendation

- 1. That regarding the proposed Ministry of Agriculture Bylaw Standards for Agri-tourism and Farm Retail Sales in the Agricultural Land Reserve (ALR), the Minister of Agriculture be requested to:
 - a) specify how agri-tourism is to be subordinate to the principal active farm operation and only augment a farmer's regular farm income, not exceed or replace it;
 - b) provide specific guidelines to determine the appropriate amount to be considered "small-scale (agri-tourism)" based on the size of the farm operation;
 - c) provide more detailed criteria to determine the appropriate size and siting of agri-tourism structures (e.g., the maximum building area and site coverage);
 - d) provide clarification on what types of uses can be permitted in an agri-tourism structure;
 - e) provide specific guidance on the adequate amount of parking necessary for farm retail sales, to avoid excessive paving and minimize negative impacts on farmland;
- 2. That regarding ALR wineries, the Minister of Agriculture be requested to:
 - a) amend the Agricultural Land Use, Subdivision and Procedure Regulation of the Agricultural Land Commission Act, to enable Richmond and other municipalities:
 - i) to allow only Type 1 Wineries which grow at least 50% of the farm product used to make the wine on the farm where the winery is located, and
 - ii) to not allow Type 2 Wineries which are industrial-scaled operations with limited ALR farming activity.
 - b) monitor all ALR farm-based wineries, to ensure that they comply with the 50% on site grow rule and enforce all related Ministry and ALR regulations;

- c) where specific winery operators are already approved to enter into three year contracts with offsite BC farmers, allow them to enter into year to year contracts; not only the current Provincially required three year contracts, to provide more flexibility; and
- 3. That regarding ALR regulation monitoring and enforcement, the Minister of Agriculture and the Agricultural Land Commission, as the case may be, be requested:
 - a) to monitor and enforce all Ministry and ALR regulations and requirements, as municipalities have limited resources, and
 - b) to more frequently review the ALR regulations and requirements, in consultation with municipalities, for their effectiveness, practicality and ease of enforceability.
- 4. That the above recommendations and this report be forwarded to the Ministry of Agriculture and the Agricultural Land Commission for a response.

oe Erceg, MCIP

General Manager, Planning and Development

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER	
pe Ener	-
REVIEWED BY STAFF REPORT AGENDA REVIEW SUBCOMMITTEE	INITIALS:
APPROVED BY GAO	

Staff Report

Origin

The Ministry of Agriculture has prepared a Discussion Paper that contains a draft set of criteria to assist local governments when they prepare bylaws regarding agri-tourism, agri-tourism accommodation and farm retail sales in the Agricultural Land Reserve (ALR) (Attachment 1).

The Deputy Minister of Agriculture sent the Discussion Paper to the Mayor and Councillors by email on October 6, 2015 and requested feedback on all sections of the paper, specifically the proposed criteria, by November 30, 2015.

Findings of Fact

Context

The Discussion Paper was prepared following the Ministry of Agriculture's consultation, conducted from July 22 to August 22, 2014, on potential changes to the Agricultural Land Reserve Use, Subdivision and Procedure Regulation of the Agricultural Land Commission Act. One of the consultation questions asked during the consultation process was:

Should greater clarity be provided on what constitutes an agri-tourism activity that is allowable in the ALR without an application, and if so, what parameters should be established?

The Ministry received strong support from local governments to provide clearer parameters and guidelines for permitted agri-tourism activities in the ALR.

The purpose of the Ministry's Discussion Paper is to provide greater clarity on what constitutes agri-tourism, agri-tourism accommodation and farm retail sales, and provide guidance for local governments to address issues related to agri-tourism and farm retail sales in their community.

Once approved, these clearer standards will be incorporated into the Ministry's Guide for Bylaw Development in Farming Areas, to assist municipalities when preparing and amending bylaws affecting farming areas.

Analysis

Agri-Tourism, Agri-Tourism Accommodation and Retail Sales in the ALR

Agri-tourism is permitted to allow farmers to increase the economic viability of the farms. It must be accessory to land classified as a farm under the *Assessment Act*, must be temporary and seasonal, and promote or market farm products grown, raised or processed on the farm.

Agri-tourism and retail sales are defined as farm uses by the Agricultural Land Reserve Use, Subdivision and Procedure Regulation of the *Agricultural Land Commission Act*. As these uses are designated farm uses, they can be regulated but cannot be prohibited.

On the other hand, agri-tourism accommodation is considered a non-farm use that is permitted in the ALR and can be either regulated and/or prohibited by local governments.

The City of Richmond's Zoning Bylaw permits all three uses in the "Agriculture (AG1)" zone.

Discussion Paper

The Discussion Paper provides more detailed definitions and a set of criteria to help guide local governments in managing agri-tourism and farm retail sales.

Part 3 of the Discussion Paper introduces a set of criteria which local governments will be encouraged to consider when preparing or amending their own bylaws. The proposed set of criteria includes:

- New definitions of various terms, specifically definitions of "accessory", "temporary" and "seasonal", to clarify what constitutes agri-tourism activities
- Examples of permitted agri-tourism activities and those activities that require ALC's non-farm use approval
- A set of recommended standards for agri-tourism accommodation (e.g., the total developable area for agri-tourism accommodation buildings)
- Standards for parking and loading areas associated with agri-tourism
- Criteria for signage, lighting and noise
- Clarification on how areas (both indoors and outdoors) of farm retail sales should be calculated

Richmond Agri-Tourism Comments

Staff have reviewed the Discussion Paper and have the following comments focusing on the proposed set of criteria and definitions.

1. "Accessory (Agri-Tourism)" Definition

The proposed definition of "accessory (agri-tourism)" is as follows:

"Accessory" means that the agri-tourism is subordinate to the active farm operation on the same lot. Agri-tourism uses and activities only augment a farmer's regular farm income, not exceed or replace it.

The City of Richmond requests that the Ministry and ALC, as the case may be, monitor and enforce the requirement that agri-tourism is subordinate to the active farm operation and only augments a farmer's regular farm income, not exceed or replace it.

2. "Small-Scale (Agri-Tourism)" Definition

The proposed definition of "small-scale (agri-tourism)" is as follows:

"Small-scale (agri-tourism)" means to be minor, or limited in size, scope or extent (local governments could specify amounts).

The City of Richmond requests that the Ministry provide specific guidelines, to determine the appropriate amount to be considered "small-scale" based on the size of the farm operation.

3. Agri-Tourism Structure

The Discussion Paper notes that site coverage and setbacks for agri-tourism structures must follow the standards for farm structures provided in Part 2 of the "Guide for Bylaw Development in Farming Areas". It also notes that agri-tourism facilities should be located to minimize the coverage of farm land and minimize disturbance to the present and potential future operation of the farm, neighbouring farms and nearby urban uses (e.g., be close to the road, and/or clustered with other farm structures).

It is requested that more detailed criteria be provided to determine the appropriate size and siting of agri-tourism structures (e.g., the maximum building area and site coverage) and to clarify what types of uses can be permitted in an agri-tourism structure (e.g., administration office).

4. Parking For Retail Sales Area

The City of Richmond requests the Ministry to provide specific guidance on the amount of parking necessary for farm retail sales to avoid excessive paving and minimize potential impact on farmland.

5. Monitoring and Enforcement

The City of Richmond requests that the Ministry and / or ALC, as the case may be, monitor and enforce the proposed agri-tourism and farm retail sales regulations and requirements, as municipalities have limited resources.

Richmond Additional Comments

In responding to the Ministry's consultation on agri-tourism and farm retail sales, staff suggest that Council take this opportunity to share its concerns regarding the ALR farm-based wineries, breweries, distilleries, cideries and meaderies, as they also affect farming in the ALR.

1. Clarifying The 50% Requirement for ALR Breweries, Wineries and Distilleries

On September 28, 2015, Richmond Council made the following referral:

That staff investigate the requirements for microbreweries, wineries and distilleries on farmland in Richmond to determine whether the City can require that they be required to produce at least 50% of their product in Richmond. (Note that in the ALR regulations "microbreweries" are just called "breweries").

Staff advise that, in the ALR, breweries, distilleries and meaderies (honey) are designated farm uses, if at least 50% of the farm product used to make the beer, spirits, or mead produced each year is grown on the farm on which the brewery, distillery or meadery is located. Thus, they are required to produce at least 50% of their product in Richmond.

2. Encouraging Only Certain Wineries in the ALR

On October 20, 2015, Richmond Planning Committee requested staff to advise the Ministry of Agriculture that Richmond would like ALR wineries and distilleries to provide a minimum of 50% of agricultural product on the site. As stated above, distilleries must meet the 50% requirement.

Currently, two types of farm-based wineries are permitted in the ALR:

- Type 1 Wineries: at least 50% of the farm product used to make the wine produced each
 year is grown on the farm on which the winery is located.
- Type 2 Wineries: the farm on which the winery is located is more than 2 ha in area and at least 50% of the farm product used to make the wine produced each year is grown:
 - a) on the farm, or
 - b) both on the farm and another farm located in British Columbia that provides that farm product to the winery under a contract having a term of at least three years.

Richmond City Council has expressed that they prefer Type 1 Wineries as they promote the best farming. Council does not wish to consider additional Type 2 Wineries, as their operations are often on an industrial scale.

On October 21, 2015, staff attended a Professional Development Session organized by the Ministry of Agriculture with ALC staff in attendance at the Metro Vancouver office, to state that:

- the City of Richmond would like to allow only Type 1 wineries where at least 50% of the farm product used to make the wine be produced on the farm where the winery is located, and
- as the City has limited resources, the Ministry and ALC should monitor and enforce Provincial ALR guidelines and requirements (e.g., the amount of winery farm products provided under contracts, and whether the contracts are properly renewed). Other municipalities attending the Session agreed with this approach.

3. ALR Wineries, ALR Monitoring and Enforcement Recommendations

As staff could not address all of Richmond's concerns at the Session, it is recommended that Council make the following requests to the Ministry of Agriculture and Agricultural Land Commission (ALC):

- 1. That the City of Richmond have:
 - (a) the authority to allow only Type 1 Wineries which grow at least 50% of the farm product used to make the wine on the farm where the winery is located, and
 - (b) the authority to not allow Type 2 Wineries which are industrial-scaled operations with limited ALR farming activity.
- 2. That, as some current ALR winery operators have indicated that off site farm wine product growers are willing to provide only a year to year supply contract, rather than the Provincially required three year minimum, one year contracts be allowed.
- 3. That the Ministry and / or ALC staff:
 - (a) monitor and enforce all Provincial ALR Ministry and ALC regulations, and requirements, as municipalities have limited resources, and
 - (b) review Provincial ALR Ministry and ALC regulations more frequently in consultation with municipalities to determine their effectiveness, practicality and ease of enforceability.

Financial Impact

None.

Conclusion

The Ministry of Agriculture has prepared a Discussion Paper to assist local government in preparing agri-tourism, agri-tourism accommodation and farm retail sales bylaw amendments, and has requested that comments be provided by November 30, 2015.

Staff recommend that the Ministry and ALC be requested to make changes to the proposed ALR agri-tourism and farm retails sales criteria, clarify ALR winery requirements and take the lead role in ALR regulation monitoring and enforcement, as municipalities have limited resources.

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Attachment 1: Discussion Paper and Proposed Minister's Bylaw Standards



Ministry of Agriculture

Regulating Agri-tourism and Farm Retail Sales in the Agricultural Land Reserve

DISCUSSION PAPER AND PROPOSED MINISTER'S BYLAW STANDARDS

September 14, 2015

Prepared by: Strengthening Farming Program Innovation and Adaptation Services Branch

Executive Summary

This discussion paper ('white paper') has been prepared by the B.C. Ministry of Agriculture (AGRI) Strengthening Farming Program, Innovation and Adaptation Branch for input on the establishment of a Minister's Bylaw Standard to assist local government bylaw development regarding agri-tourism, agri-tourism accommodation and farm retail sales.

Its preparation follows the 2014 AGRI's consultation on the Agricultural Land Reserve (ALR) Use, Subdivision and Procedure Regulation (ALR USP Regulation) in which local governments expressed strong support for AGRI to provide greater clarity in guidance to local government bylaws on agri-tourism.

The proposed Minister's Bylaw Standard criteria, set out in Part 3.0, result from input contributed by the Agricultural Land Commission (ALC), local governments and the agricultural sector. While the proposed Minister's Bylaw Standard provisions apply to land in the Agricultural Land Reserve (ALR), local governments may also wish to adopt for all agriculturally zoned property.

AGRI invites local governments to review the proposed Minister's Bylaw Standard and provide feedback to the contact listed on page 13 by November 30, 2015. Feedback received will be analysed by AGRI staff, with updates and improvements made to the proposed Minister's Bylaw Standard in preparation for the Minister of Agriculture's (Minister) consideration.

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Introduction

This paper outlines draft criteria to assist local governments in regulating their agri-tourism, agri-tourism accommodation and farm retail sales bylaws, aiming to encourage further discussion on the matter with local governments, the ALC and the farm sector. It is important that the bylaw standard criteria effectively guide local government land use regulations within the context, and intents, of the *Agricultural Land Commission*, Farm Practices Protections (Right to Farm), and Local Government and Community Charter Acts and their regulations. The draft criteria reflect analysis undertaken by AGRI staff, previous consultations with local governments, the ALC, industry, and the Ministry of Community, Sport and Cultural Development (CSCD).

1.0 Part one - The Criteria Development Process

This paper explores and proposes land use regulation and policy guidance for local governments to address agri-tourism and farm retail sales issues in their communities, while recognizing these uses are permitted (with exceptions) within the ALR.

Following consultation with stakeholders and approval by the Minister, the bylaw criteria will become a Minister's Bylaw Standard and incorporated within the "Guide for Bylaw Development in Farming Areas" (Bylaw Guide).¹

1.1 Purpose and Goals

The purposes of establishing land use regulation criteria to address local government concerns regarding agri-tourism and farm retail sales are to:

- Establish a Minister's Bylaw Standard that provides flexibility for local governments to shape agri-tourism activity in their community while ensuring that agriculture in the ALR continues as a priority use;
- 2. Address the needs of the agriculture sector/industry to supplement farming income;
- 3. Minimize the impact of agri-tourism and retail sales on farm practices and farming potential in farming areas;
- Minimize loss and/or fragmentation of farmland due to agri-tourism and retail sales uses;
- Reduce the financial imbalance that results from large scale commercial operations locating inexpensively in the ALR and outcompeting those that have located in appropriate commercial zones; and
- 6. Minimize the risk of agri-tourism and farm retail sales buildings and structures being used for non-farm purposes.

1.2 Stakeholders

Stakeholders involved in developing these Bylaw Standard criteria include:

¹ Under the Local Government Act (Part 26, Division 8, Section 916), the Minister responsible for the Farm Practices Protection (Right to Farm) Act can develop bylaw standards to guide the development of zoning and farm bylaws. Development of provincial standards is intended to promote consistency in the regulation of, and planning for, farming. However, provision has been made under Section 916(3) to allow the standards to differ, if necessary, to respond to BC's diverse farming industry and land base.

- a) Local governments and their Agricultural Advisory Committees (AAC);
- b) Agriculture industry;
- c) ALC:
- d) Strengthening Farming Directors Committee,
- e) CSCD; and
- f) Ministry of Jobs, Tourism and Skills Training.

1.3 Objectives of the Process

The objectives of the process are to:

- 1. Create a set of Bylaw Standard criteria for stakeholder review;
- 2. Consult with stakeholders; and
- 3. Develop a Minister's Bylaw Standard that local governments can apply as regulation or policy.

1.4 Key Steps

The key steps in creating the Minister's Bylaw Standard are:

- 1. Review relevant literature including AGRI and ALC policies;
- 2. Review and compare local government regulations and policies;
- 3. Develop draft criteria;
- 4. Consult with internal and external stakeholders on the draft criteria;
- 5. Revise criteria for consideration by the Minister:
- 6. Seek Minister's approval; and
- 7. Encourage local governments to adopt and apply criteria.

1.5 Current Status (August 2015)

AGRI staff have:

- Reviewed previous agri-tourism and farm retail sales consultations with local governments, industry, the ALC and CSCD;
- Reviewed existing ALC policies on agri-tourism, agri-tourism accommodation and farm retail sales; and,
- Prepared this draft discussion 'white paper' on agri-tourism and farm retail sales land use bylaw guidance for further local government consultations over the 2015/2016 fall and winter.

1.6 Context for Bylaw Standard Establishment

AGRI has initiated Minister's Bylaw Standards in the past for three significant agricultural issues which have been approved by the Minister. AGRI staff use the Minister's Bylaw Standards to encourage local governments to adopt them into their land use bylaws. They are:

- Regulating Medical Marihuana Production Facilities in the ALR (2014);
- Combined Heat and Power Generation at Greenhouses in the ALR (2013); and

Siting and Size of Residential Uses in the ALR (2011).

These Minister's Bylaw Standards can be found in AGRI's "Guide for Bylaw Development in Farming Areas" with additional information at: http://www2.gov.bc.ca/gov/content/industry/agriculture-seafood/agricultural-land-and-environment/strengthening-farming/local-government-bylaw-standards-and-farm-bylaws.

2.0 Part two - Background

2.1 Context

Farmers throughout B.C. are looking for options to increase their economic viability, including agri-tourism and farm retail sales. These two particular issues have become more prominent in recent years and local governments are amending their agri-tourism, agri-tourism accommodation and farm retail sales bylaws, sometimes causing frustration with farmers and the public. Sometimes there may be conflicting community views on what actually constitutes agri-tourism activities, and what 'accessory', 'seasonal', and 'temporary' within this context really mean.

While the ALC provides direction regarding agri-tourism and farm retail sales in the ALR, one of the questions asked during the Ministry's 2014 ALR USP Regulation consultation process included agri-tourism, with local governments indicating strong support for AGRI to develop greater clarity in bylaw guidance for agri-tourism. Incorporating analysis from previous consultation, AGRI staff anticipate strong response from stakeholders on the subject.

Ideally, developing this new Minister's Bylaw Standard will assist in balancing stakeholder concerns, minimize community frustration, and provide greater certainty while maintaining the flexibility required for local government community decision making and variation. The proposed Minister's Bylaw Standard applies to property in the ALR. Given, however, that agricultural activity in B.C. takes place both on ALR and non-ALR property, local governments with agriculturally zoned land may also consider adopting it.

2.2 Current Policy, Legislation and Regulation

Agri-tourism and farm retail sales are defined as farm uses by the ALR USP Regulation² of the Agriculture Land Commission Act where a farm use means an occupation or use of land for farm purposes, including farming of land, plants and animals and any other similar activity designated as farm use by regulation, and includes a farm operation as defined in the Farm Practices Protection (Right to Farm) Act:

- Agri-tourism is a tourist activity, service or facility <u>accessory</u> to ALR land classified as a
 farm under the *Assessment Act*, if the use is <u>temporary and seasonal</u>, and promotes
 or markets farm products grown, raised or processed on the farm.
- Farm retail sales if all of the farm product offered for sale is produced on the farm on
 which the retail sales are taking place, or at least 50% of the retail sales area is limited to
 the sale of farm products produced on the farm on which the retail sales are taking place

² B.C. Reg. 171/2002 Agricultural Land Reserve Use, Subdivision and Procedure Regulation. Last retrieved August 24, 2015 from http://www.alc.gov.bc.ca/alc/content.page?id=A631A2319799460A98F62978A2FE60E3

and the total area, both indoors and outdoors, used for the retail sales of all products does not exceed $300 \, \text{m}^2$.

Local governments cannot prohibit agri-tourism activities, other than agri-tourism accommodation, or farm retail sales regulated by the ALR USP Regulation unless by a Farm Bylaw designated by the Minister by Section 917 of the *Local Government Act*.

The ALC also publishes several policy documents on agri-tourism, agri-tourism accommodation and farm retail sales with respect to land in the ALR.

"The policies of the Commission provide interpretation and clarification of the regulations; outline guidelines, strategies, rules or positions on various issues and provides clarification and courses of action consistently taken or adopted, formally or informally." ALC

These ALC policies include their terms of 'seasonal' and 'temporary':

- **Temporary** —means a use or activity in a facility or area that is established and used on a limited time basis for agri-tourism activities. If a building or structure is required for this use, temporary use of the building or structure means a use for agri-tourism for less than 12 months of the year. The building or structure may be used for other permitted uses during the course of, or for the remainder of the year.
- Seasonal means a use or activity in a facility or area for less than 12 months of the year.4

A recent 2015 B.C. Supreme Court ruling *Heather Hills Farm Society v. Agricultural Land Commission*, addresses the subject of agri-tourism, and in this case whether a particular golf course and sheep pasture is a permitted agri-tourism use. Interestingly, within the reasons for judgement that ultimately dismisses the petition; the judge also references what cannot be described as reasonably temporary, with respect to what is written in the ALR USP Regulation:

[51] The Regulation also requires that an agri-tourism use be temporary and seasonal. A golf course requires alteration of the land in the form of particular landscaping, sand traps, water hazards etc. Photographs that were put into evidence show changes of precisely that kind to the petitioners' property. Those changes must remain in place as long as operation of the golf course continues and cannot reasonably be described as temporary.⁵

The intent of this proposed Bylaw Standard is to provide greater clarity on what constitutes agritourism, agri-tourism accommodation, farm retail sales, and the definitions of temporary and seasonal.

³ ALC. Legislation and Regulation. Last retrieved August 24, 2015 from

http://www.alc.gov.bc.ca/alc/content.page?id=4179AB0F33494261A5B6CEF2A4F8F296

⁴ ALC. Policy #4 Activities designated as Farm Use: Agri-tourism Activities in the ALR, 2003. Last retrieved August 24, 2015 from

http://www.alc.gov.bc.ca/alc/DownloadAsset?assetId=9A907E9B31224D808675BE2E5D78ADBB&filename=policy_4_agri-tourism_activities.pdf

⁵ Heather Hills Farm Society v. Agricultural Land Commission, 2015 BCSC 1108

For farm retail sales, the processing/marketing of off-farm products may not be protected under the Farm Practices Protection Act unless there are limits prescribed by the Minister under the Farm Practices Protection Act. This has implications for farms considering those options.

3.0 Part three - Proposed Set of Criteria

Part three introduces a set of criteria in which local governments would be encouraged to consider when developing or amending their own bylaws on agri-tourism, agri-tourism accommodation and farm retail sales. A rationale is provided for why certain criteria provisions should be introduced and a proposed list is summarized of criteria and definitions.

3.1 Proposed Definitions

Accessory (agritourism)

means that the *agri-tourism* is subordinate to the active *farm* operation on the same lot. *Agri-tourism* uses and activities only augment a farmer's regular farm income, not exceed or replace it

Agri-tourism

is travel that combines agricultural or rural settings with products of agricultural operations — all within a tourism experience that is paid for by visitors. It is a tourist activity, service or facility which is accessory to a farm operation, as defined in the Farm Practices Protection (Right to Farm) Act, where the land is classified as a farm under the Assessment Act; and, where the farm is in active operation each year.

Off-farm and nonfarm products means products that are not from the *farm unit* of which the subject property is part.

Regular Seasonal (agri-tourism)

means the occurrence over the same season(s), or at the same time, each year.

Season (agritourism)

means:

one of the four periods of the year: spring, summer, autumn or winter;

the period of the year when something that regularly occurs every year happens; e.g. pumpkin festival before Halloween; and/or

the period(s) when most people take their holidays, go to visit

places, or take part in an activity outside of work.

Seasonal (agritourism)

means:

relating to, dependant on, determined by, or characteristic of a

particular season of the year;

fluctuating according to the season; and/or

⁶ For more information, readers may wish to review the September 7, 2011 BC Farm Industry Review Board decision *Maddalozzo v. Pacfic Coast Fruit Products Ltd* last retrieved September 8, 2015 from http://www2.gov.bc.ca/assets/gov/business/natural-resource-industries/agriculture/agriculture-documents/bc-farm-industry-review-board-docs/maddalozzo_v_pcfp_dec_sep7_11.pdf

available, or used, during one or more *seasons*, or at specific times of the year - for less than twelve months of the year.

Small-scale (agritourism)

means to be minor or limited in size, scope, or extent. [Local governments could specify amounts.]

Temporary (agritourism)

means having a limited duration, lasting or designed to last for only a limited time each week, month, or year. E.g. an activity occurs each year at the same time at a nearby festival, or other event, or only a maximum duration of three days at a time.

3.2 Accessory Farm Activity

Local governments should identify agri-tourism as a permitted accessory use in all zones where agriculture or farming is a permitted use. Accessory agri-tourism use in the ALR is subordinate and customarily incidental to the active farm operation on the same lot. Agri-tourism uses and activities only augment a farmer's regular farm income, rather than exceed or replace it.

Table 1. Examples of Agri-Tourism and Farm Incomes

Column A	Column B
Agri-tourism Income	Farm Income
Entry or participation fees, tour fees	Primary agricultural production income
Fees for tours, services and workshops related to	Value-added operations: processing of own farm
the farm operation	products
Retail sales of off-farm or non-farm products	Retail sales of own farm products
Agri-tourism accommodation charges	

To be considered *accessory*, the annual income from *agri-tourism* [Column A] must be no more than the annual regular farm income [Column B]. The ALC may allow a larger proportion of *agri-tourism* activity on a farm, if the farmer applies for a non-farm use approval.

Examples include a farmer intending to regularly host special events such as commercial weddings, conferences or an annual music festival. A local government could decide whether to support those commercial activities in its zoning if it is authorized by the ALC.

3.3 Farm Class

Income from accessory agri-tourism activities is not used to define farm class under the Assessment Act (Sec 23 and Farm Class Reg. 411/95). Income for the purposes of farm class is calculated based on the farm gate amounts for qualifying agricultural products and must be generated in one of two relevant reporting periods (i.e., once every two years).

3.4 Agri-tourism Temporary and Seasonal Use in the ALR

Local governments should regard agri-tourism uses as a temporary and seasonal use. See the definitions for guidance on defining these terms.

3.5 Permitted and ALC approval required agri-tourism activities

Table 2. Tiers of Agri-tourism Activities

Activities	Tier 1 Permitted Agri-tourism activities	Tier 2 Activities/events that require ALC approval
On-farm	 educational tours – general public, school children on-farm marketing, including U-pick and pumpkin patches temporary corn maze or Christmas tree maze agricultural heritage events ranch or farm tours livestock shows harvest festivals on-farm classes and/or workshops related to the farm operation farm stays or B&B on-farm processing facility tours 	 Non-farm-uses and commercial entertainment activities which do not have an agricultural component: e.g., paint ball course, dirt bike trails, all-terrain vehicles trails, mini-train parks, remote control runways, helicopter tours, etc. event and facility rentals concerts, theatre or music festivals commercial weddings, banquets, celebrations and any other commercial assembly activity
Parking	 self-contained, off-road parking some overflow could be on neighbouring farm(s) provided it's for infrequent events, no permanent alterations to the agricultural land, and no resurfacing such as with gravel or asphalt paving allow for school and tour buses on-road parking at the discretion of the local government or Ministry of Transportation in Regional Districts 	Off-site overflow parking that is used on a frequent basis or that requires resurfacing
ALC non-farm use application approval or local government	No local government temporary use or rezoning permits required,; outright use is permitted	ALC non-farm use application approval Local government non-agriculture related activities or

permit • No ALC non-farm use application approval	events may also require a separate zone or temporary use permit Special local government permits per event or per day, or both
---	--

3.6 Agri-tourism Accommodation

Section 3 of the ALR USP Regulation permits accessory accommodation for agri-tourism on a farm in the ALR, but allows a local government to regulate and/or prohibit the use.

Where accommodation for agri-tourism is allowed by a local government the following standards are recommended:

- Total developed area for buildings, landscaping and access to the accommodation must be no more than 5% of the parcel area;
- Could include a maximum of 10 sleeping units composed of:
 - Seasonal campsites, seasonal cabins, or bed-and-breakfast (B+B) bedrooms (maximum of four) B+B bedrooms per legal parcel is recommended);
 - Unless ALC consent is received, accommodation must not include cooking facilities because doing so may result in long term rental housing on farm land;
 - The local government could specify the number of persons per unit;
 - Should an operator wish to have more than 10 sleeping units, he/she could apply
 to the local government and the ALC;
 - On smaller lots, a local government may wish to set a lower number of allowed sleeping units;
 - The BC Building Code should be the minimum standard applied for sleeping units such as cabins.
- Should be located close to the front of the lot, or an adjacent side road, and clustered with the *home plate*(s) of the farm residence(s). A farmer may wish to vary this location to minimise impact on his/her farm.
- Depending on the location of the farm, the *agri-tourism* accommodation may need to be available during more than one *season*, or its availability may vary with the *seasons*; e.g., horseback riding on trails in spring, summer, and fall, and cross-country skiing in the winter.
- Occupation of a lot by agri-tourism accommodation are only permitted to be temporary, seasonal, and/or regular seasonal, to a maximum stay per person or per family of 30 consecutive days in any 12 calendar-month period. The ALC may allow longer occupation if the farmer applies for a non-farm use; local zoning would also have to allow it.
- Each local government which permits *agri-tourism* accommodation could develop a monitoring methodology to ensure the occupation meets the above criteria.

3.7 Other Agri-tourism Criteria

3.7.1 Off-street Loading Areas and Parking

Off-street loading areas may be needed to transfer field products to a market stand/shop, and to the customer's vehicle. For criteria, see Part 2 of the "Guide for Bylaw Development in Farming Areas".

All vehicles visiting the *agri-tourism* activities must be parked on site, or as otherwise permitted by the local government. The parking capacity could be based on the average daily vehicle numbers (recommended); local parking bylaws may have a different measure and short term events with large numbers of people may require different parking standards. Overflow parking occurs on public roads should adhere to local bylaws including clearances for emergency vehicles and farm machinery.

For farm site parking overflow situations, *agri-tourism* operators should provide alternate means of transportation, such as shuttles, bicycle parking, or horse corrals and off-site horse trailer parking areas.

To minimise impacting farm land, parking should be along field edges, adjacent to farm roads, farm yard areas near farm structures.

- The parking and loading area surfaces should maximize infiltration of precipitation to limit impacting a farm's ground and surface water; pavement may not be appropriate.
- The depth and type of fill for agri-tourism parking and loading areas should facilitate
 possible future removal e.g., if the agri-tourism activity ceases.

3.7.2 Site Layout for Agri-tourism Activities

Site coverage and setbacks for agri-tourism structures must follow the standards for farm structures provided in Part 2 of the "Guide for Bylaw Development in Farming Areas". Agri-tourism facilities should be located to minimize coverage of farm land and minimise disturbance of the present and potential future operation of the farm, neighbouring farms or nearby urban uses; e.g., close to the road, and/or clustered with other farm structures.

3.7.3 Lights

Floodlights and spotlights for *agri-tourism* activities should be directed away and/or screened from adjacent farms and other land uses.

3.7.4 Signage

Each agri-tourism and farm retail operation, and the farm itself, should be allowed at least one sign of at least 1.0 square metre. Normally, signs are located at the farm entrance, but variation should be allowed for different building and site layouts and to ensure traffic safety. Third-party signs and lighting of signs should follow local bylaws.

3.7.5 Noise

Loudspeakers and other noise sources associated with the *agri-tourism* activity could be regulated with local government noise bylaws.

3.8 Farm Retail Sales and Marketing

For on-farm retail marketing, farmers sell their own farm products, and may sell some off-farm or non-farm products directly from the farm unit and may require a retail indoor and/or outdoor sales and display area.

Areas necessary for on-farm retail sales but not calculated as part of the on-farm retail sales area are:

- storage space for products awaiting display and/or bulk sales; larger storage areas may be available in a barn;
- an office area for doing sales and farm-related paperwork;
- washrooms;
- driveways, parking and loading areas; and
- some preparation space where products are put in packages for display or shipping.

Local governments should not limit retail sales area of a farmer's own farm products i.e. the direct farm marketing area. The ALR USP Regulation does not state an upper limit.

Local government regulations must allow for the possibility of a retail sales area for complementary off-farm or non-farm products. The ALR USP Regulation requires at least 50% of the total retail sales area be devoted to that farm's products, and where both farm products and off-farm or non-farm products being sold, the allowed upper limit of the total of the indoor and outdoor sales area is 300 square metres. This should be adopted by local governments and not reduced.

To develop a larger retail sales area, or to sell less than 50% of that farm's farm products, a farmer must have both local government and ALC non-farm use application approval.

3.9 Local Government Permits and Fees

Other than the usual permits and fees required for construction, local governments should only require permits and fees for operations that require a non-farm application to the ALC and should not require the use of temporary (commercial) use permits.

Local governments should only request reimbursement of extra local government costs generated by the event or operation; e.g., policing, fire service, road clean-up, and/or traffic management.

3.10 Commercial Weddings

The use of the ALR for commercial weddings is considered a non-farm use which requires approval of the ALC. Where a farm has received non-farm use approval from the ALC, the local

government may require a rezoning or temporary use permit. Temporary use permits are the preferred method of dealing with this use as the local government can place additional controls on the use that are not possible through zoning. These requirements could include hours of operation.

3.11 Bistros and Restaurants

Bistros, cafes and restaurants are considered in most cases non-farm uses which require non-farm use approval of the ALC. Under specific criteria in the ALR USP Regulation, however, winery, brewery, cidery, distillery, and meadery lounges are permitted which do not require non-farm use approval.

4.0 Ministry Contact Information

Stakeholders are welcome to provide feedback on the content of this discussion by email or letter.

Email: Mailing Address: AgriServiceBC@gov.bc.ca

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