



Planning Committee

Anderson Room, City Hall
6911 No. 3 Road

Tuesday, February 4, 2020
4:00 p.m.

Pg. # ITEM

MINUTES

PLN-5 *Motion to adopt the **minutes** of the meeting of the Planning Committee held on January 8, 2020.*

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PLN-8 *Motion to amend and adopt the **minutes** of the meeting of the Planning Committee held on December 17, 2019.*

☐

NEXT COMMITTEE MEETING DATE

March 3, 2020, (tentative date) at 4:00 p.m. in the Anderson Room

PLANNING AND DEVELOPMENT DIVISION

1. **RICHMOND COMMUNITY SERVICES ADVISORY COMMITTEE (RCSAC) 2019 ANNUAL REPORT AND 2020 WORK PLAN**
(File Ref. No. 01-0100-30-RCSA1-01) (REDMS No. 6368161 v.3)

PLN-15

See Page PLN-15 for full report

Designated Speaker: Kim Somerville

STAFF RECOMMENDATION

That the staff report titled “Richmond Community Services Advisory Committee (RCSAC) 2019 Annual Report and 2020 Work Plan”, dated December 17, 2019, from the Director, Community Social Development, be approved.



2. **CHILD CARE DEVELOPMENT ADVISORY COMMITTEE 2019 ANNUAL REPORT AND 2020 WORK PROGRAM**

(File Ref. No. 07-3070-01) (REDMS No. 6355766 v.2)

PLN-53

See Page PLN-53 for full report

Designated Speaker: Chris Duggan

STAFF RECOMMENDATION

That the Child Care Development Advisory Committee’s 2019 Annual Report and 2020 Work Program, as outlined in the staff report titled, “Child Care Development Advisory Committee 2019 Annual Report and 2020 Work Program,” dated January 3, 2020, from the Director, Community Social Development, be approved.



3. **COUNCIL REFERRAL ON SIGNAGE IMPROVEMENTS FOR REZONING AND DEVELOPMENT PROJECTS – REVISED REPORT**

(File Ref. No. 08-4100-01) (REDMS No. 6361217)

PLN-63

See Page PLN-63 for full report

Designated Speaker: Suzanne Smith

STAFF RECOMMENDATION

(1) *That Richmond Official Community Plan Bylaw No. 9000, Amendment Bylaw 10125, introducing Official Community Plan (OCP) signs, be introduced and given first reading;*

(2) *That Bylaw 10125, having been considered in conjunction with:*

- *the City’s Financial Plan and Capital Program; and*
- *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 477(3)(a) of the Local Government Act.

- (3) *That Bylaw 10125, having been considered in accordance with OCP Bylaw Preparation Consultation Policy 5043, is hereby found not to require further consultation.*
- (4) *That Richmond Zoning Bylaw No. 8500, Amendment Bylaw 10004, respecting changes to rezoning signs, be introduced and given first reading; and*
- (5) *That Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273, Amendment Bylaw 10005, respecting changes to Development Permit and Development Variance Permit signs and to add Temporary Use Permit signs, be introduced and given first reading.*



4. **APPLICATION BY ECOWASTE INDUSTRIES LTD. FOR AN AGRICULTURAL LAND RESERVE NON FARM USE FOR THE LANDS BOUNDED BY THE GRANVILLE AVENUE, NO. 7 ROAD, BLUNDELL ROAD AND SAVAGE ROAD ALLOWANCES**

(File Ref. No. AG 19-863866) (REDMS No. 6216673)

PLN-97

See Page PLN-97 for full report

Designated Speakers: Barry Konkin & Steven De Sousa

STAFF RECOMMENDATION

That the Agricultural Land Reserve (ALR) Non-Farm Use Application (AG 19-863866) by Ecowaste Industries Ltd. to revise the previously approved ALR Non-Farm Use Application (AG 14-654361) in order to:

- (a) *replace the operator of one of the previously approved materials recovery facilities and increase the size from 1.3 ha to 3.3 ha and processing capability of the facility;*
- (b) *add two new materials recovery facilities to the four facilities previously approved; and*
- (c) *add 20 years to the previously approved term to allow landfill activities to continue until 2055;*

on the lots bounded by the Granville Avenue, No. 7 Road, Blundell Road and Savage Road allowances be endorsed and forwarded to the Agricultural Land Commission.



5. **APPLICATION BY DA ARCHITECTS & PLANNERS FOR A
TEMPORARY COMMERCIAL USE PERMIT AT 8991 CHARLES
STREET**

(File Ref. No. TU 20-891050) (REDMS No. 6389247)

PLN-126

See Page PLN-126 for full report

Designated Speakers: Wayne Craig & Nathan Andrews

STAFF RECOMMENDATION

That the application by DA Architects & Planners for a Temporary Commercial Use Permit for the property at 8991 Charles Street be considered at Public Hearing to be held March 16, 2020 at 7:00 p.m. in the Council Chambers of Richmond City Hall, and that the following recommendation be forwarded to that meeting for consideration:

“That a Temporary Commercial Use Permit be issued to DA Architects & Planners for property at 8991 Charles Street to allow “Vehicle Rental, Convenience” limited to the storage of rental vehicles only with no associated buildings and no public access as a site specific additional use for a period of three years.”

☐

6. **MANAGER’S REPORT**

ADJOURNMENT

☐



Planning Committee

Date: Wednesday, January 8, 2020

Place: Anderson Room
Richmond City Hall

Present: Councillor Alexa Loo, Vice-Chair
Councillor Carol Day
Councillor Bill McNulty
Councillor Harold Steves

Absent: Councillor Linda McPhail, Chair

Also Present: Councillor Michael Wolfe

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 December 17, 2019, be adopted as circulated.

CARRIED

NEXT COMMITTEE MEETING DATE

February 4, 2020, (tentative date) at 4:00 p.m. in the Anderson Room

PLANNING AND DEVELOPMENT DIVISION

Planning Committee
Wednesday, January 8, 2020

1. **HOUSING AGREEMENT BYLAW NO. 10057 TO PERMIT THE CITY OF RICHMOND TO SECURE AFFORDABLE HOUSING UNITS AT 5591, 5631, 5651 AND 5671 NO. 3 ROAD AND REVISED REZONING CONSIDERATIONS**

(File Ref. No. 08-4057-05) (REDMS No. 6332267 v. 2)

In response to a query from Committee, staff noted that rezoning applications received prior to the adoption of the Affordable Housing Strategy Update on July 24, 2017, follow the 5% requirement for affordable housing units.

It was moved and seconded

- (1) *That Housing Agreement (5591, 5631, 5651 and 5671 No. 3 Road) Bylaw No. 10057 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 483 of the Local Government Act, to secure the Affordable Housing Units required by Rezoning Application RZ 17-779262; and*
- (2) *That the rezoning considerations associated with Richmond Zoning Bylaw 8500, Amendment Bylaw 9860, for the creation of a "High Density Mixed Use (ZMU38) - Lansdowne Village (City Centre)" zone, and for the rezoning of 5591, 5631 5651 and 5671 No. 3 Road from "Office Commercial (ZC8)", "Office Commercial (ZC9)" and "Auto-Oriented Commercial (CA)" to "High Density Mixed Use (ZMU38) - Lansdowne Village (City Centre)", be revised so that the minimum unit size of 3-bedroom Low End Market Rental units be adjusted from 91m² (980 ft.²) to a minimum size consistent with market units of the same type, approximately 86 m² (924/925 ft.²).*

CARRIED

2. **HOUSING AGREEMENT BYLAW NO. 10090 TO PERMIT THE CITY OF RICHMOND TO SECURE AFFORDABLE HOUSING UNITS AT 7811 ALDERBRIDGE WAY**

(File Ref. No. 08-4057-05) (REDMS No. 6338241 v. 2)

It was moved and seconded

That Housing Agreement (7811 Alderbridge Way) Bylaw No. 10090 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 483 of the Local Government Act, to secure the Affordable Housing Units required by Rezoning Application RZ 17-765420.

CARRIED

Planning Committee
Wednesday, January 8, 2020

3. **MANAGER'S REPORT**

None.

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (4:03 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 Wednesday, January 8,
2020.

Councillor Alexa Loo
Vice-Chair

Stephanie Walrond
Legislative Services Coordinator

Planning Committee

Date: Tuesday, December 17, 2019

Place: Anderson Room
Richmond City Hall

Present: Councillor Linda McPhail, Chair
Councillor Alexa Loo
Councillor Carol Day
Councillor Bill McNulty
Councillor Harold Steves

Also Present: Councillor Chak Au
Councillor Michael Wolfe

Call to Order: The Chair called the meeting to order at 4:00 p.m.

The Chair advised that the order of the agenda would be varied to consider Item No. 3 last.

MINUTES

It was moved and seconded

That the minutes of the meeting of the Planning Committee held on December 3, 2019, be adopted as circulated.

CARRIED

NEXT COMMITTEE MEETING DATE

January 8, 2020, (tentative date) at 4:00 p.m. in the Anderson Room

PLANNING AND DEVELOPMENT DIVISION

1. 2019 SUMMARY REPORT – COMMUNITY INFORMATION SESSIONS ON DEVELOPMENT, AFFORDABLE HOUSING, TRANSPORTATION AND SUSTAINABILITY IN THE CITY

(File Ref. No. 08-4040-01) (REDMS No. 6343684)

Staff noted that (i) the Community Information Sessions provided information and consulted with the public on development applications and new policies and regulations, (ii) the sessions featured a drop-in Open House format, (iii) the sessions attracted 63 attendees across four events in different locations in the City, (iv) attendees were most interested in transportation and housing matters, (v) future events will be combined with other City efforts resulting in more community members with which to engage, (vi) the plan for future Community Information Sessions is two sessions per year, and (vii) Council will be kept informed of events in 2020.

It was moved and seconded

That staff be directed to proceed with the Community Information Session Program for 2020 as described in the Staff Report titled “2019 Summary Report - Community Information Sessions on Development, Affordable Housing, Transportation and Sustainability in the City” from the Director, Development.

CARRIED

2. AGRICULTURAL LAND RESERVE EXCLUSION APPLICATION BY JNA HOLDINGS INC. AT 14540 BURROWS ROAD; AGRICULTURAL LAND RESERVE EXCLUSION APPLICATION BY KARL, LYDIA & ULRICH WACKER AT 14680 BURROWS ROAD; AND AGRICULTURAL LAND RESERVE EXCLUSION APPLICATION BY SHOREWOOD DEVELOPMENTS LTD. AT 14920 BURROWS ROAD

(File Ref. No. AG 19-855723; AG 19-855800; AG 19-855911) (REDMS No. 6350060 v. 2)

Staff reviewed the application and noted that this application is to exclude the three subject properties from the Agricultural Land Reserve (ALR), and the proposal is inconsistent with the land use designation, the Official Community Plan (OCP), and the Metro Vancouver Regional Growth Strategy.

Colin Fry, Agent representing the Applicants, noted that (i) the Agricultural Land Commission’s responsibility is to determine whether the land is agriculturally capable and suitable for farming, (ii) all land in the ALR is not necessarily agriculturally viable, and (iii) the applicant has provided a fulsome application with expert reports prepared.

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It was moved and seconded

- (1) *That authorization for JNA Holdings Inc. to forward an Exclusion Application to the Agricultural Land Commission for exclusion of 14540 Burrows Road from the Agricultural Land Reserve be denied.*
- (2) *That authorization for Karl, Lydia & Ulrich Wacker to forward an Exclusion Application to the Agricultural Land Commission for exclusion of 14680 Burrows Road from the Agricultural Land Reserve be denied.*
- (3) *That authorization for Shorewood Developments Ltd. to forward an Exclusion Application to the Agricultural Land Commission for exclusion of 14920 Burrows Road from the Agricultural Land Reserve be denied.*

CARRIED

4. APPLICATION BY BENN PANESAR FOR REZONING AT 10931 SEAWARD GATE FROM THE “SINGLE DETACHED (RS1/E)” ZONE TO THE “COMPACT SINGLE DETACHED (RC2)” ZONE

(File Ref. No. RZ 19-858458) (REDMS No. 6347906)

Staff reviewed the application and highlighted that (i) the applicant has proposed a secondary suite in each of the single-family dwellings, (ii) vehicle access will be from the existing rear lane, and (iii) one tree is to be retained and protected.

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10120, for the rezoning of 10931 Seaward Gate from “Single Detached (RS1/E)” to “Compact Single Detached (RC2)” to facilitate the creation of two new single-family lots with vehicle access from the existing rear lane, be introduced and given first reading.

CARRIED

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3. APPLICATION BY IBI GROUP ARCHITECTS TO AMEND SCHEDULE 2.10 OF OFFICIAL COMMUNITY PLAN BYLAW 7100 (CITY CENTRE AREA PLAN), AMEND THE RESIDENTIAL/LIMITED COMMERCIAL (RCL3) ZONE, AND REZONE 5740, 5760, AND 5800 MINORU BOULEVARD FROM INDUSTRIAL RETAIL (IR1) TO RESIDENTIAL/LIMITED COMMERCIAL (RCL3)

(File Ref. No. RZ 18-807640) (REDMS No. 6195106 v.5)

Staff reviewed the application and highlighted that the proposed development will consist of (i) 333 market units, (ii) a stand-alone affordable housing building with 47 low-end-of-market units, (iii) affordable replacement non-profit space, (iv) a 7 metre (23 foot) wide strip along the Lansdowne Road frontage as a linear park, off-site works including the conversion of an existing lane to a local street, and (v) a provision of a low carbon energy plant to facilitate connection to a City district energy utility.

In reply to queries from Committee, staff noted that (i) city policy encourages affordable housing units to be dispersed throughout the building; however, in the event they are consolidated in one area it is required that a non-profit housing operator be involved in the management, (ii) an operator for the affordable housing units has not been identified, (iii) legal agreements ensure there will be a non-profit housing operator involved, (iv) space replacement for non-profit organizations will be like-for-like, (v) existing non-profit organisations will have the first right of refusal, (vi) net rental will be capped at 50% of net market rent, (vii) the development proposal includes more than triple the amount of current commercial space, (viii) the Richmond School District is consulted if there is an amendment to the OCP for additional residential units, (ix) summary sheets of current applications are provided to the Richmond School District on a quarterly basis, and (x) the applicant is providing the 10% requirement of affordable housing units.

Tony Wai, IBI Group Architects, Martin Bruckner, Director, IBI Group Architects, and Lu Tang, Senior Development Manager, Thind Properties Ltd., provided the following information:

- various locations for the affordable housing units were discussed and it was determined that a stand-alone building was the best option;
- non-profit social services space being provided is larger than requested by the organisation;
- the property management company has been in contact with all the commercial tenants;
- the 10% requirement for affordable housing was met;
- amenity space will include a gym, party room, kitchen and board room;

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- the amenity space for the affordable housing building includes the same amenities as the market units with the details determined in conjunction with the non-profit housing operator; and
- the developer is working with BC Housing and various other organizations to find a housing operator.

Janice Barr, Executive Director, Richmond Society for Community Living, advised that (i) non-profit organizations are struggling to find space in the City Centre, (ii) replacement space in the proposed development will be replaced square footage for square footage but will not include other necessary modifications for accessibility, (iii) two of the current programs have already been relocated to a space in Ironwood Plaza, (iv) cost for relocation and renovations to outfit the space for program needs was in excess of \$200,000 with an additional developer contribution of \$200,000, (v) non-profit organizations are finding it difficult to afford commercial space in the City Centre, and (vi) it is difficult for program participants to travel to locations outside of the City Centre due to transit restrictions and mobility restrictions.

In reply to queries from Committee, Ms. Barr noted that (i) ensuring people are integrated into the community is more beneficial than separating them, (ii) government funding does not increase and does not cover capital costs, and (iii) funding for renovations is achieved through fundraising efforts.

Robert Grosz made allegations of fraud in relation to the acquisition of the subject property.

Ahlay Chin, Founder and Executive Director, Community Wellness Association of Canada, expressed concern with obtaining a replacement space that is suitable for the program.

Michael Lok, Martial Arts Instructor, Lok's Hapkido School, expressed concern with relocating outside of the City Centre, noting that it would significantly affect the school and families as accessibility would be difficult.

Aneez Devji, a partner of the law firm Richards Buell Sutton and counsel to the current owner of the property, responded to some of the allegations made by Robert Grosz.

In response to a further query from Committee, staff advised that the tenant relocation requirements are secured through the rezoning considerations and must be complete prior to final adoption.

Discussion took place on (i) increasing the affordable housing requirements, (ii) integration of affordable housing units throughout the proposed development, and (iii) finding appropriate space for displacement of businesses during redevelopment.

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

It was moved and seconded

That the Application by IBI Group Architects to Amend Schedule 2.10 of Official Community Plan Bylaw 7100 (City Centre Area Plan), Amend the Residential/Limited Commercial (RCL3) Zone, and Rezone 5740, 5760, and 5800 Minoru Boulevard from Industrial Retail (IR1) To Residential/Limited Commercial (RCL3) be referred back to staff to:

- (a) speak with the developer about integration of affordable housing units within the development;*
- (b) determine the non-profit housing operator; and*
- (c) investigate the treatment of the tenants.*
- (d) explore options to increase the affordable housing requirement to above 10%.*

The question on the motion was not called, as there was agreement to deal with Parts (a) (b) (c) and (d) separately.

The question on Parts (a) (b) and (c) was called and it was **CARRIED** with Cllr. Loo opposed.

The question on Part (d) was called and it was **CARRIED** with Cllrs. Loo and McPhail opposed.

It was moved and seconded

That staff explore options to increase the affordable housing requirement to above 10%.

CARRIED

5. MANAGER'S REPORT

BC Building Code update

Staff provided an update on the BC Building Code and noted that a report will come forward for Council consideration in the New Year.

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (5:47 p.m.).

CARRIED

6.

Planning Committee
Tuesday, December 17, 2019

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 17, 2019.

Councillor Linda McPhail
Chair

Sarah Goddard
Legislative Services Coordinator



City of Richmond

Report to Committee

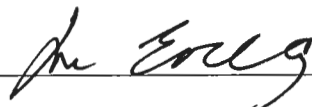

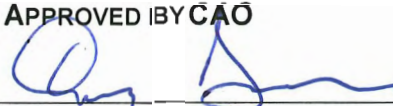
To: Planning Committee **Date:** December 17, 2019
From: Kim Somerville **File:** 01-0100-30-RCSA1-
Director, Community Social Development 01/2019-Vol 01
Re: **Richmond Community Services Advisory Committee (RCSAC) 2019 Annual
Report and 2020 Work Plan**

Staff Recommendation

That the staff report titled "Richmond Community Services Advisory Committee (RCSAC) 2019 Annual Report and 2020 Work Plan", dated December 17, 2019, from the Director, Community Social Development, be approved.

Kim Somerville
Director, Community Social Development
(604-247-4671)

Att. 4

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
SENIOR STAFF REPORT REVIEW	INITIALS: 
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 supports Council's Strategic Plan 2018-2022 Focus Area #1 A Safe and Resilient City:

Enhance and protect the safety and well-being of Richmond.

1.4 Foster a safe, caring and resilient environment.

This report supports Council's Strategic Plan 2018-2022 Focus Area #4 An Active and Thriving Richmond:

An active and thriving community characterized by diverse social and wellness programs, services and spaces that foster health and well-being for all.

4.1 Robust, affordable, and accessible sport, recreation, wellness and social programs for people of all ages and abilities.

4.2 Ensure infrastructure meets changing community needs, current trends and best practices.

This report also supports Social Development Strategy (2013-2022) Action 38:

Nurture and enhance existing communication channels and networks with community agencies (e.g. through staff support to the Richmond Community Services Advisory Committee, participation in networking groups).

This report presents the RCSAC 2019 Annual Report (Attachment 1) and proposed 2020 Work Plan (Attachment 2).

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 inter-agency 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.

2019 Annual Report

The 2019 RCSAC Annual Report, based on a number of Council Strategic Plan 2018-2022 focus areas (Attachment 1), includes the following highlights:

- The Non-Profit Social Purpose Space Needs Review, including the results of a space needs survey of Richmond-serving non-profit social service agencies (NPOs), was presented to Planning Committee in the 1st Quarter of 2019. This review was funded by the City and the Richmond Community Foundation based on background information provided in the RCSAC’s “Richmond Non-Profit Space Review, Phase 1” report previously presented to Council (3rd Quarter of 2017);
- Members provided agency-specific space needs information to staff for consideration by Planning Committee and Council in the 4th Quarter of 2019;
- The RCSAC and member agencies participated in the Community Action Team, led by Vancouver Coastal Health with a grant from the provincial government to address the opioid overdose crisis. This initiative included significant involvement of those with lived experience, who worked with peers and service providers to raise awareness and reduce stigma; and
- The inventory of community-based tables and committees relevant to social services was updated (Attachment 3).

2020 Work Plan

The RCSAC's 2020 Work Plan includes building on previous undertakings as well as new initiatives:

- Continuing work on social service space needs by participating in the “Rent-Lease-Own” survey of NPO space needs conducted by the Social Purpose Real Estate Collaborative (SPRE), of which the City is a member. Results will be analyzed by municipality, as well as regionally, and shared with City Council in the 3rd Quarter of 2020;
- Participating in a SPRE-sponsored workshop about real estate fundamentals for social purpose organizations to increase sector capacity;
- Conducting the Jennifer Larsen Gains and Losses Survey about non-profit finances and related service impacts, particularly the impact of Federal and Provincial policy and funding decisions on Richmond services;
- Supporting service providers by bringing in guest speakers about Compassion Fatigue; and
- Continuing to apprise Council of matters affecting community agencies and Richmond residents.

As indicated, this work program will be revised as necessary, based on emerging issues as well as future Council priorities.

Financial Impact

There is no financial impact.

Conclusion

The RCSAC 2020 Work Plan is designed to reflect the Council Strategic Plan (2018–2022) and to advance Social Development Strategy (2013–2022) actions by strengthening social infrastructure and addressing emerging issues impacting the community. Through its annual work plans, the RCSAC continues to play a vital role in sustaining and enhancing the social services sector, and thereby the social well-being and quality of life of Richmond residents.



Lesley Sherlock
Social Planner
(604-276-4220)

- Att. 1: RCSAC 2019 Final Annual Report
2: RCSAC 2020 Work Plan and Budget
3: RCSAC Community Table/Committees Inventory
4: RCSAC Charter



2019 Final Report

2019 RCSAC Executive Committee Report

2019 Executive Committee Membership:

Sarah Louie, Atira Women's Resources Society	Co-Chair
Calum Scott, Family Services of Greater Vancouver	Co-Chair
Rick Dubras, Richmond Addiction Services Society	Treasurer
Janice Lambert, Richmond Family Place	Member-at-Large
Ling Chu, SUCCESS	Member-at-Large
Kathie Chiu, The Salvation Army	Member-at-Large
Councillor Michael Wolfe	City Council Liaison
Lesley Sherlock	City Staff Liaison

Results of Executive Elections at the November 14, 2019 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	Rick Dubras, Richmond Addiction Services Society
Co-Chair	Sarah Louie, Atira Women's Resources Society
Treasurer	Janice Lambert, Richmond Family Place
Member-at-Large	Kathie Chu, Salvation Army
Member-at-Large	Ling Chu, SUCCESS
Member-at-Large	Tabitha Geraghty, Chimo Community Services

Cllr. Bill McNulty was welcomed as the new City Council Liaison to the RCSAC.

Executive Committee Summary of 2019 Activities:

Membership

- Membership numbers increased in 2019
- New members in 2019: Parampal Sharma (WorkBC), Rachel Ling (Citizen Appointee), Neelu Kang Dhaliwal (Individual Member) and Kim Adamson (YMCA of Greater Vancouver)

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 2019:

- Addictions and Mental Health
- NPO Space Needs
- RCSAC Website

Additionally, the RCSAC receives semi-regular reports from the City of Richmond's Affordable Housing team to keep the RCSAC informed on housing and homelessness issues.

Action Group Reports

RCSAC Addictions and Mental Health Task Group

Membership: Brenda Plant (Chair), Belinda Boyd, Kathie Chiu, Rick Dubras, Heather Hall, Jamie Smulders (on leave), Claire Pitcher, Una Mulhall (left during the year), Kiran Toor, Stasa Pasic (stepped down during the year), Ling Chu, Morgan Meloche, Sean Spear, Shannon Guiboche.

Mandate: To support the RCSAC's advisory capacity to the City of Richmond on issues related to Addictions and Mental Health (AMH); to enhance the continuum of AMH services in Richmond; and to develop partnerships and identify funding sources for the implementation of AMH working group initiatives.

Activities:

Many of the initiatives of the AMH Working Group during the year were informed by the work being done in our community through the Richmond Community Action Team (CAT) to address the current opioid crisis and the impacts this is having on Richmond's most vulnerable citizens and the community at large.

Activities of the CAT Team included hosting a series of "Belonging Matters" dialogue sessions, the creation of a visual legacy (poster project) highlighting peer's voices, holding "How to Tell Your Story" workshops and Health Champion Conversations; convening peer meetings and hosting the final event held in October. The final event celebrated the success of the initiative by supporting participants and those with lived-experience to tell their stories and express their unique voices.

Other highlights during the year included continuing to advocate and support the development of the Foundry Youth Services Centre; the opening of the temporary Modular Housing in Richmond in April, and ensuring local agencies have access to Naloxone training and supplies.

The Resource Guide for Richmond was updated by the OARS program with a final version completed in October. Over 500 copies were produced and have been circulated. The Richmond Addiction and Mental Health Resources Wallet Card has also been updated, printed and circulated. A revised version is under consideration.

Of note: Vancouver Coastal Health - Richmond has released a new Mental Health and Substance Use one number access line (604-204-1111).

NPO Space Needs

Membership:

Janice Barr, Rick Dubras, Janice Lambert, Sandy McIntosh, Judy Valsonis

Mandate:

To explore the space needs of Richmond's NPOs and find collaborative solutions to report back to the RCSAC on those needs.

Activities:

The final phase of the NPO Space Needs survey and report has been completed. The results of the Phase 2 Richmond Non-Profit Social Purpose Space Needs Review report was presented to the RCSAC in September.

Report:

2019 has been a busy year for the NPO Space Needs Committee. On April 25, 2019 City Staff submitted a report on the Richmond Community Services Advisory Committee Non-Profit Social Service Agency Space Needs Review to Planning Committee. A delegation from the NPO Space Needs Committee attended the Planning Committee meeting and spoke to the issue. The report included two recommendations:

- 1. That support be extended for the RCSAC to develop a database on space needs of non-profit social service agencies, to be updated and maintained biannually through surveys of agencies; and*
- 2. That staff investigate potential options available to increase the supply of affordable non-profit social service agency space in the City Centre and other appropriate locations and report back.*

These recommendations were endorsed at the May 27, 2019 Richmond City Council meeting.

On October 8, 2019 City Staff returned to Planning Committee with the agency-specific information report, "Non-Profit Social Service Agency Current and Future Space Needs". This report included agency specific information regarding space needs and further recommendations. A delegation from the NPO Space Needs Committee attended the Planning Committee meeting and spoke to the issue. The report included three recommendations:

- 1. That non-profit social service agency space needs be communicated and a letter be sent to key stakeholders, including the Premier, the Minister of Municipal Affairs and Housing, the Minister of Social Development and Poverty Reduction, the Minister of Health and Addictions, the Leader of the Opposition and Shadow Ministries, the Richmond Members of the Legislative Assembly (MLAs), the Richmond Members of Parliament (MPs) and appropriate Federal ministers, the Richmond School District, Vancouver Coastal Health, and the Urban Development Institute, to encourage collaboration in addressing the concerns of social service agencies;*
- 2. That the City and key stakeholders seek immediate opportunities to prevent the loss of at-risk, high priority social service agencies in Richmond as described in the staff report titled "Non-Profit Social Service Agency Current and Future Space Needs", dated September 20, 2019 from the Director, Community Social Development; and*

3. *That options to increase the supply of affordable non-profit social service agency space in the City Centre and other appropriate locations be identified.*

These final recommendations were endorsed by City Council on October 15, 2019. A delegation from the NPO Space Needs Committee attended this City Council meeting.

The NPO Space Needs Committee looks forward to the final report produced by City Staff on the potential options available to increase the supply of affordable non-profit social service agency space in the City Centre and other appropriate locations in spring 2020.

In addition to the reports and recommendations to the Planning Committee and City Council, a delegation of the NPO Space Needs Committee has met with City Councillors to discuss the NPO Space needs issues in Richmond. These Councillors include:

- Councillor Bill McNulty
- Councillor Linda McPhail
- Councillor Michael Wolfe

Respectfully Submitted by Janice Barr, NPO Space Needs Committee, Chair

RCSAC Website

Membership:

Rick Dubras (RASS), Jennifer Dieckmann (RCSAC)

Mandate:

To update the RCSAC website and integrate an Addictions services calendar into it.

Activities:

Ongoing updates to make the RCSAC website a useful tool for members to showcase events and activities, share contact information and provide a centralized location to share ongoing calendared addiction services events and activities. The website also stores ongoing RCSAC minutes, reports and member information.

Community Tables/Committee Inventory

As per our 2019 Work Plan, the RCSAC keeps the Richmond Community Table/Committee Inventory. Please see the attached table for a current list of committees operating in Richmond.

Presentations

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

- **January** Smart Cities Challenge: Lisa Fedoruk, City of Richmond
- **February** Richmond Family Place Society (RFPS): Ruth Taverner, RFPS
- **March** Committee Working Groups on Hot Topics
- **April** Turning Point Recovery Society (TPRS): Morgan Meloche, TPRS
- **May** Community Action Team (CAT): Jessie Sutherland, Intercultural Strategies
- **June** Homelessness Strategy Update : Cody Spencer, City of Richmond
- **September** Truth and Reconciliation: Terry Point, Richmond School District;
Cultural Harmony Plan: Dorothy Jo, City of Richmond
- **October** SUCCESS: New Programs and Services: Ling Chu, SUCCESS;
Library Services and At-Risk Youth: Susan Walters and Anne Bechard,
Richmond Public Library
- **November** AGM Items
- **December** Task groups to discuss hot topics

Financial

A 2019 financial report and proposed 2020 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 to the City Grant. Membership has held steady at 41 members with slight changes in organizations leaving and joining throughout the year. For 2019, the RCSAC has continued to track and manage expenses effectively.

The 2020 Work Plan was approved at the November 14, 2019 RCSAC AGM as a working document that will be revisited throughout the year and revised as necessary.

RCSAC 2019 Membership

Organization	Representative(s)
Voting Members	
Atira Women's Resource Society	Sarah Louie, Janice Abbott
BC Responsible and Problem Gambling	Phyllis Chan
Boys and Girls Club of South Coast BC	Jason Lee, Letah Addison
Chimo Community Services	Tabitha Geraghty
Citizen Appointee (EX)	Rachel Ling

Coast Foundation Society (Coast Mental Health)	Darell Burnham, Tamara Speiran, Gary Jimenez
Community Living BC	George Sartori
Connections Community Services Society	Jane Reed
Developmental Disabilities Association	Donna Cain, Tasia Alexis
Family Services of Greater Vancouver	Patricia Steiner
Pacific Autism Family Centre Society	Dawn McKenna
Pathways Clubhouse Richmond	Tanya Wheatley
RCMP Richmond Detachment Mental Health Liaison	Constable Heather Hall
Richmond Addiction Services Society	Rick Dubras, Clarence Chan
Richmond Cares, Richmond Gives	Jocelyn Wong, Carol Dickson
Richmond Caring Place Society	Sandy McIntosh
Richmond Centre for Disability	Ella Huang, Eileen Kalshoven
Richmond Children First	Helen Davidson, Kerry Watts
Richmond Division of Family Practice	Denise Ralph, Sherry Wang
Richmond Family and Youth Court Committee	Judith Nixon
Richmond Family Place Society	Janice Lambert, Ruth Taverner
Richmond Food Bank Society	Hajira Hussain
Richmond Food Security Society	Ian Lai
Richmond Mental Health Consumer & Friends Society	Cory Tymich
Richmond Multicultural Community Services	Parm Grewal, Ashok Rattan
Richmond Poverty Response Committee	De Whalen, Theresa Head
Richmond Seniors Advisory Committee	Sandra Gebhardt, Diane Couser
Richmond Society for Community Living	Janice Barr, Sue Graf
Richmond Women's Resource Centre	Florence Yau, Shireen Gregorius, Tammi Belfer
S.U.C.C.E.S.S. Richmond Region	Ling Chu, Jill Lee, Jenna Park
School District No. 38 (Richmond)	Braunwyn Thompson

The Heart of Richmond AIDS Society	Carl Bailey
The Salvation Army (Richmond Community Church)	Kathy Chiu (Major) Executive Director
Touchstone Family Services	Judy Valsonis, Janice Kostiuk
Turning Point Recovery Society	Morgan Meloche, Brenda Plant, Donna Colpitts
Individual Member	Neelu Kang Dhaliwal
Vancouver Coastal Health – Richmond (Public Health & Primary Care)	Carole Gillam, Nellie Hariri
WorkBC	Parampal Sharma, Alejandro Iompietro, David Lee
YMCA of Greater Vancouver	Kim Anderson
Metro Vancouver Transit Police	Inspector Bruce Shipley, Cst. Miles Teitelbaum
Non-Voting Members	
City Council Liaison	Cllr. Michael Wolfe
City Staff Liaison	Lesley Sherlock, Social Planner

2019 RCSAC Work Plan Results

For the 2019 year, the RCSAC continued to link its annual work plan initiatives to the Richmond City Council Term Goals. Within this goal statement, the RCSAC focused on providing advice on Council's following priorities.

The RCSAC also highlighted several other areas to work towards in 2019 to ensure committee stability and to improve community agency engagement.

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, the City Council Liaison, the City Staff Liaison, Citizen Appointees and Individual Members to collaborate, share, network and learn from one another as well as from City and community guest presenters
- To identify, advise and provide recommendations to City Council and staff of trends, gaps and needs of our community

2019 Activities

- Non-Profit Space Needs Phase 2 Report, "Richmond Non-Profit Social Purpose Space Needs Review" presented to Planning Committee (January 2019)
- RCSAC members provided agency-specific space needs information to City staff for presentation to Planning Committee and Council (October 2019)

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

2019 Activities

- Increased RCSAC website utilization and webpage hits.
- Increased number of events and program information posted to the RCSAC website
- Additional social and community service organizations joining the RCSAC
- Report on successful outcomes completed and included in the RCSAC 2019 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 2019 actions
- Consult agencies working with homelessness and housing, and the City, to identify and highlight affordable and supportive housing needs and projects in Richmond
- Work collaboratively with Richmond social services and advocates to draft regular communication, highlighting housing needs and projects, to City Council and City staff

2019 Activities

- Regular updates presented to RCSAC General Committee meeting by member organizations on the state of housing and homelessness in Richmond and the updated Affordable Housing Strategy

Goal 4: Leadership in Sustainability

4.2 Innovative projects and initiatives to advance sustainability

Objectives

- Explore 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 Richmond

2019 Activities

- Food security updates were presented to the RCSAC General Committee by member organizations

Goal 5: Partnerships and Collaboration

5.1 Advancement of City priorities through strong intergovernmental relationships

Objectives

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

2019 Activities

- Jennifer Larsen Gains and Losses survey completed and communication tool planned for 2020
- Successful actions completed and included in the RCSAC 2019 Annual Report

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

2019 Activities

- See Goal 1: 2019 Activities for Non-Profit Space Needs Action Group activities
- Successful actions completed and included in the RCSAC 2019 Annual Report

Goal 9: Well-Informed Citizenry

9.2 Effective engagement strategies and tools.

Objectives

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

2019 Activities

- Presentations included in RCSAC meetings
- Information sharing included in meetings

Additional RCSAC Work Plan Activities

The RCSAC worked to support its membership in the following ways.

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

2019 Activities

- Maintained the Community Committees and Tables Inventory
- Attracted new RCSAC members
- Encouraged and facilitated sub-committees and task forces to collaborate on projects outside the scope of the RCSAC
- Promoted information sharing amongst member organizations
- Encouraged and facilitated advocacy amongst member organizations
- Continued updating and maintaining the RCSAC website

RCSAC 2019 Financial Statement

RCSAC Draft Budget 2019

Balance brought Forward December 31, 2018	\$2930.71
Revenue	
City of Richmond	\$11,000.00
Membership Dues	\$2,000.00
Bank Interest	\$5.00
Sponsorship	\$0.00
Total Revenue	\$15,935.71
Expenses	
Admin Assistant	\$8541.81
Admin Expenses	\$202.44
Forums/Meetings	\$1127.01
Website + IT	\$235.20
Website Training/Calendar	\$771.55
Post Box Renewal	\$0.00
Volunteer Appreciation	\$50.00
Sub Committee/printing/events	\$250.00
	\$11,178.01
Total Balance	\$4,757.70



RCSAC | **Richmond Community Services
Advisory Committee**

2020 Work Plan and Budget

2020 RCSAC Work Plan

The RCSAC will prioritize Council requests for advice as they arise throughout the year. The RCSAC will also continue to provide advice on social issues and community service matters that reflect Council's Strategic Plan 2018-2022 as outlined in the following proposed 2020 Work Plan.

Goal 1: A Safe and Resilient City

1.4 Foster a safe, caring and resilient environment

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 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 2020 Actions

- Continuing to support the RCSAC's Jennifer Larsen Gains and Losses Survey, about non-profit finances and related service impacts, through the Let's Talk Richmond platform in partnership with the City
- Ensure that the Non-Profit Social Purpose Space Needs Survey initiative continues through participation in the Social Purpose Real Estate Collaborative's "Rent-Lease-Own" survey
- Invite guest presenters to educate the RCSAC on topics relevant to social service providers and their clients, including community safety
- Support initiatives that reduce barriers to accessing services in the community

Outcomes/Indicators of Success

- Completion of both the Space Needs Survey and the Gains & Losses Survey by following up with the City on the outcomes
- Establish a relationship between the Social Purpose Real Estate Collaborative and the RCSAC to ensure we remain informed of the broader space needs in the region
- Advice is provided to City Council regarding community safety issues
- Communication Tools are sent to City Council, monitored and reported out to the members as appropriate

Goal 2: A Sustainable and Environmentally Conscious City

2.3 Increase emphasis on local food systems urban agriculture and organic farming

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 and steering committee for the City of Richmond

Proposed 2020 Actions

- Consult with the Food Security and Agricultural Advisory Committee regarding food security initiatives
- Support the City of Richmond's partnership with Foodmesh which provides apps and services for food businesses and charities to safely divert surplus food to the highest end use

Outcomes/Indicators of Success

- Communication Tools to Council completed as appropriate
-

Goal 3: One Community Together

3.1 Foster community resiliency, neighbourhood identity, sense of belonging and intercultural harmony.

3.3 Utilize an interagency and intercultural approach to service provision.

Objective

- To increase connections within the RCSAC membership
- To increase information and opportunities for RCSAC members to plan and promote community 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 the RCSAC

Proposed 2020 Actions

- Maintain the Community Table/Committee Inventory and provide an update to City Council in the RCSAC Annual Report
- Continue to develop a 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 invite organizations to learn more about the RCSAC
- Consider opportunities for the RCSAC to financially support community initiatives

Outcomes/Indicators of Success

- Increased RCSAC website utilization and webpage hits
 - RCSAC website “Members-Only” log-in page is used
 - Increased number of events and program information posted to the RCSAC website
 - Additional social and community service organizations join the RCSAC
 - Report on successful outcomes completed and included in the RCSAC 2019 Annual Report
-

Goal 4: An Active and Thriving Richmond

4.1 Robust, affordable, accessible sport, recreation, wellness and social programs for people of all ages and abilities.

4.2 Ensure infrastructure meets changing community needs, current trends and best practices.

Objectives

- Keep the community informed about Early Years (0-6) in order to spread the message and concerns to a larger group of people.
- RCSAC and member organizations embody mindfulness and self care practices in their policies and procedures. The RCSAC will continue to inform membership that compassion fatigue is a real issue that needs to be dealt with to avoid mental health issues.

Proposed 2020 Actions

- In partnership with Richmond Children First, prepare communication tools regarding the early years
- Provide community resource connections to support Early Years such as translation services for immunization forms and other documents.

- Encourage membership to seek support for compassion fatigue through education and providing a toolkit to engage members in accessing the needed supports.

Outcomes/Indicators of Success

- In consultation with Richmond Children First, consider bringing this table into the RCSAC.
 - Create a Compassion Fatigue Task Group that would bring in guest speakers to the RCSAC to educate the membership on this topic.
-

Goal 8: An Engaged and Informed Community

8.1 Increase opportunities for public engagement.

8.2 Ensure citizens are well-informed with timely, accurate and easily accessible communication using a variety of methods and tools.

Objectives

- To share and promote information and engagement opportunities with member agency clients
- To stay apprised of the results of engagement tools and how they impact clients

Proposed 2020 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 with member agencies and clients

Outcomes/Indicators of Success

- Communication Tools are sent to City Council as appropriate
- Presentations are included in the RCSAC meetings
- Information sharing is included in meetings

RCSAC 2020 Proposed Budget

2020 - January 1 to December 31	
Balance Projected to be brought Forward from 2019	\$4,500.00
Revenue	
City of Richmond	\$11,000.00
Membership Dues	\$450.00
Bank Interest	\$5.00
Sponsorship	\$0.00
Total Revenue	\$15,955.00
Expenses	
Admin Assistant	\$11,000.00
Admin Expenses	\$225.00
Forums/Meetings	\$1,100.00
Website + IT	\$1,400.00
Volunteer Appreciation	\$200.00
Task/Action Groups	\$2000.00
Total Expenses	\$15925.00
Total Balance	\$30.00

RCSAC Community Table / Committees Operating in Richmond

Community Tables/Committees	Mandate	Meeting Schedule	Key Contacts	Contact Info	Topic ie. Child Care, Health, Children
Richmond Autism Interagency Committee (RAIC)	A networking and information-sharing platform for professionals and community members working and/or living with children with Autism Spectrum Disorder.	RSCL Boardroom 12:30 - 2:00 p.m. 1st Tuesday of each month	Denise Abegg, RSCL	dabegg@rscl.org	Children
Richmond Child Care Development Advisory Committee (RCCDAC)	Provides advice and recommendations to Richmond City Council regarding the planning and development of quality child care.	City Hall 7:00 - 9:00 p.m., 2nd Wednesday of each month	Chris Duggan, City of Richmond	cduggan@richmond.ca	Children
Richmond Child Care Training Committee (RCCTC)	Facilitates professional development opportunities for the child care community, works in partnership with the child care community to develop, facilitate and offer professional development opportunities for child care providers and, will provide leadership to organizations in Richmond seeking to provide professional development for the child care community.	South Arm Community Centre 1st Tuesday of each month	Carrie McLellan-Haqq SCDP Coordinator	cmclellan@rscl.org	Children
Richmond Infant Development Program Local Advisory Committee	An advisory body established to guide and support the IDP agency and staff in the delivery of the Infant Development Program. The IDP is accountable to the community through its LAC.	Caring Place 3:30 - 5:00 p.m. 2-3 times per year	Elaine Kwok IDP Coordinator	ekwok@rscl.org	Children
Richmond Seniors Advisory Committee	Considers and evaluates issues affecting seniors referred by City Council, City staff and members of the community; initiates studies on matters of concern to seniors and submits information and advice to City Council.	City Hall 9:30 – 11:30 a.m., 2nd Wednesday of each month	Debbie Hertha, City of Richmond	dhertha@richmond.ca	Seniors
Richmond Supported Child Development Program Local Advisory Committee	An advisory body established to guide and support the SCDP agency and staff in the delivery of the Supported Child Development Program. The SCDP is accountable to the community through its LAC.	Caring Place 9:30 - 11:30 a.m. Mondays 3-4 times per year	Karen Jensen-Haqq SCDP Coordinator	kjensen@rscl.org	Children
Richmond Learning and the Brain Conference Organizing Committee	To organize an annual educational event to the residents in Richmond School District.	Monthly	Sarah Loat, Richmond School District	604-233-0521 sloat@sd38.bc.ca	Children, Youth
The Richmond Public Agency Partners Group, includes Vancouver Coastal Health Richmond; City of Richmond; Richmond School District; Ministry of Children and Family Development; and the RCMP.	Increase coherence amongst the five major public agencies in Richmond in promoting the physical, mental, social and emotional wellness of children and youth in our community. Commit to use an asset development philosophy. Support the PAPC to the children and youth of Richmond.	3 times per year	Dr. Meena Dawar, VCH	604-233-3170 meena.dawar@vch.ca	Children, Youth

RCSAC Community Table / Committees Operating in Richmond

Community Tables/Committees	Mandate	Meeting Schedule	Key Contacts	Contact Info	Topic ie. Child Care, Health, Seniors
Supporting Families With Parental MH and/or Addictions Committee	The program aims ultimately to foster a family-centered approach to service delivery at Richmond Mental Health and Addictions. It aims to provide parents dealing with mental illness or addictions relevant insight into their condition, and tools and strategies for successful parenting. For children and youth, Supporting Families provides information on disorders, access to services and access to others going through the same thing. Rather than focusing on the disorder itself, Supporting Families functions as a resiliency-building program to help children and families cope with disorders.	Monthly 3rd Thursdays	Rebecca Sun, Supporting Families Coordinator	rebecca@supportingfamilies.ca	Children, Youth and Families
Youth Concurrent Disorders Network	To build capacity across the system of services and supports in British Columbia to address youth and families affected by youth concurrent mental health and substance use problems.	Quarterly	Richard Dubras, RASS	604-270-9220 rick@richmondaddictions.ca	Youth
Youth Network	Anyone who works with youth is welcome.	Every three months	Krista Germyn, City of Richmond	Kgermyn@richmond.ca	Youth
Advisory Design Panel	City-appointed panel to look at universal accessibility and environmental features and all issues of urban designs in building permit applications.	Every second week on Wednesday at Richmond City Hall	Sara Badyal, City of Richmond	604-276-4282 sbadyal@richmond.ca	Disability
Community Living BC (CLBC) Community Council	To ensure self-advocates, families, community members and service providers play a major role in achieving CLBC's vision of fostering good lives in welcoming communities.	Monthly meeting at Richmond CLBC Office, usually on third Tuesday of the month	Chair: Ruth Shannon	prshannon@telus.net	Health and Well-Being
Fetal Alcohol Syndrome FASD round table	A community initiative that builds FASD awareness through preventive education.	Touchstone Family Association 1:00 - 2:30 p.m. 3rd Thursday(4 times/year)	Cheryl Penner, Touchstone	cpenner@touchstone.ca	Health and Well-Being

RCSAC Community Table / Committees Operating in Richmond

Community Tables/Committees	Mandate	Meeting Schedule	Key Contacts	Contact Info	Topic ie. Child Care, Health, Seniors
RCSAC (Richmond Community Services Advisory Committee)	To advise City Council on social policies and community planning issues. To identify and address emerging concerns by: Educating the appropriate organizations, government bodies, and community members. Sharing information and providing networking opportunities. To create awareness of relevant issues, as appropriate, at the federal, provincial, and municipal levels of government. To support local, community-based initiatives.	RCSAC Executive Committee meets 1st Thursday monthly / RCSAC General Committee meets 2nd Thursday monthly	Karen Wighton, RCSAC Executive Secretary	admin@rcsac.ca	Social Concerns (All ages)
RCSAC AMH Task Group	To work in an advisory capacity to the City of Richmond on issues related to Addictions and Mental Health (AMH); to enhance the continuum of AMH services in Richmond, and to develop partnerships and identify funding sources for the implementation of AMH working group initiatives.	As required	Brenda Plant, Turning Point	bplant@turningpointrecovery.com	Health and Well-Being
Richmond Children First	A community early and middle years planning initiative bringing together organizations who share a common vision and collective responsibility for the health and well being of all Richmond children.	Every other month	Chris Salgado, VCH- Richmond	chris.salgado@vch.ca	Children
Richmond Falls Prevention Network	The Richmond Falls Prevention Network has membership from City of Richmond, Vancouver Coastal Health Richmond, Richmond Fire Rescue, community based organizations, that focus on identifying and preventing the cause of falls in our community. The Richmond Vial of Life sub committee came out of RFPN and once they implemented VoL in Richmond and have now come back under RFPN as a regular agenda item .	Monthly 3rd Tuesday 9:30 - 11:00 am	Rishma Dhalla, VCH- Richmond	604-233-3208 Rishma.dhalla@vch.ca	Health and Well-Being
Richmond Intercultural Advisory Committee	To enhance intercultural harmony and strengthen intercultural co-operation in Richmond.	Monthly meeting at Richmond City Hall	Dorothy Jo, Inclusion Coordinator	djo@richmond.ca	Health and Well-Being

RCSAC Community Table / Committees Operating in Richmond

Community Tables/Committees	Mandate	Meeting Schedule	Key Contacts	Contact Info	Topic ie. Child Care, Health, Seniors
Richmond Literacy Now Committee	To discuss strategy and progress in our goals to connect the community to literacy initiatives. We aim to outreach to new immigrants, youth, seniors, and disadvantaged individuals. Through our goals, we assist them to be more active participants in society by developing competencies in a broad range of life skills.	Monthly	Marg Dixon, Richmond School District 604-668-6191	604-668-6191	Health and Well-Being
Affiliation of Multicultural Societies and Services Agencies in BC (AMSSA)	Provides support for immigrant serving agencies and their programs including settlement services, information on upcoming events such as the Multicultural Health Fair, AMSSA website provides settlement staff with useful information on community resources for the delivery of settlement servicesprovides a variety of publications and resources that are related to the delivery of settlement.	Monthly	Katie Rosenberger, Executive Director AMSSA	604-718-2780	Immigrant Services
Richmond Community Collaboration Table	Richmond 's Community Collaboration Table (CCT) is part of a nationwide initiative of Immigration, Refugees, Citizenship Canada to complemenet existing immigrant integration programs through commuity collaboration known as Local Immigration Partnerships (LIPS). The CCT engages commuity partners to participate in long term planning to create inclusive environments, both for the community of Richmond and for individual businesses. service organizations and institutions. The CCT believes in the capacity and ability of the community to influence and implement change through how policy is crafted and developed in the future. (Richmond Multicultural Community Services) Focused on conducting research, formulating an action plan, and implementing it with the intent to foster inclusion and reduce barriers for refugees and immigrants in feeling at home in Richmond.	Quarterly	Parm Grewal, RMCS	604-279-7160 parm@rmcs.bc.ca	Immigrant Services
Settlement Workers In School Advisory Committee.	To provide advice to Richmond School Board on the delivery of SWIS program in the school district.	Twice/Year	Marilyn Turnbull, Principal, McKay Elementary	604-668-6470 mturnbull@sd38.bc.ca	Immigrant Services

RCSAC Community Table / Committees Operating in Richmond

Community Tables/Committees	Mandate	Meeting Schedule	Key Contacts	Contact Info	Topic ie. Child Care, Health, Seniors
Metro Vancouver Living Wage for Families Campaign	The Living Wage for Families Campaign raises awareness about the negative impact of low-wage poverty on families and communities in Metro Vancouver, advocating that the key solution to low-wage poverty is to pay families a living wage – enough to cover basic living expenses for a family of 4 (2 adults and 2 children) such as food, clothing, shelter, transportation and child care. The 2019 living wage rate for Metro Vancouver is \$19.50/hour per person in a 2 income household.	Varies	De Whalen, RPRC	de_whalen@hotmail.com	Poverty Reduction
Organizing Against Racism and Hate (OARH)	The Richmond Community Protocol is designed to help organizations, community members and all relevant stakeholders react promptly and effectively whenever critical incidents of discrimination, hate crime or related incidents occur. This protocol is designed to guide both how stakeholders work with each other to coordinate organizational approaches to dealing with hate crime, and also, how individual organizations and community members support victims of hate crime in day to day situations.	Quarterly	Parm Grewal, RMCS	604-279-7160 parm@rmcs.bc.ca	Anti-Racism
Richmond Poverty Response Committee (PRC)	A coalition of Richmond residents and agencies working together to reduce poverty and the impacts of poverty with research, projects and public education. Includes PRC Transportation Task Force, Housing Task Force and the Richmond Advocacy and Support Committee (RASC).	Varies	De Whalen, RPRC	info@richmondprc.org	Poverty Reduction



RCSAC | Richmond Community Services
Advisory Committee

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

III. RICHMOND COMMUNITY SERVICES ADVISORY COMMITTEE (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.
2. The RCSAC will foster the development of services, through an asset building² approach, 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

- 7 -

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.
6. 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.
19. 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.

- 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.
- 27. 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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City of Richmond

Report to Committee

To: Planning Committee **Date:** January 3, 2020
From: Kim Somerville **File:** 07-3070-01/2020-Vol
Director, Community Social Development 01
Re: **Child Care Development Advisory Committee 2019 Annual Report and 2020 Work Program**

Staff Recommendation

That the Child Care Development Advisory Committee's 2019 Annual Report and 2020 Work Program, as outlined in the staff report titled, "Child Care Development Advisory Committee 2019 Annual Report and 2020 Work Program," dated January 3, 2020, from the Director, Community Social Development, be approved.

Kim Somerville
Director, Community Social Development
(604-247-4671)

Att. 2

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
SENIOR STAFF REPORT REVIEW	INITIALS:
APPROVED BY CAO 	

Staff Report

Origin

The City of Richmond recognizes that child care is an important service for its residents, and supports parents working or pursuing their education. The City is committed to promoting and maintaining a comprehensive system of child care to address these needs.

The Child Care Development Advisory Committee (CCDAC) was established to provide City Council with advice (e.g. information, options, analysis and recommendations) regarding the planning, development, support and promotion of a range of quality, affordable and accessible child care in Richmond. In addition, the CCDAC responds to Council requests as they arise.

This report supports Council's Strategic Plan 2018–2022 Strategic Focus Area #4 An Active and Thriving Richmond:

An active and thriving community characterized by diverse social and wellness programs, services and spaces that foster health and well-being for all.

This report supports the City's Social Development Strategy's Strategic Direction 4:

Help Richmond's Children, Youth and Families Thrive.

This report also supports the 2017–2022 Richmond Child Care Needs Assessment and Strategy:

Action 22 - Continue to support the work of the Child Care Development Advisory Committee with the view of building the capacity of the child care sector and parents understanding of child care options.

Analysis

The mandate of the CCDAC is to provide City Council with advice regarding the development of quality, affordable and accessible child care in Richmond. The City supports the CCDAC by providing an annual operating budget, a Council liaison and a staff liaison.

2019 Annual Report

Below are activities undertaken by the CCDAC and described in the 2019 Annual Report (Attachment 1). Highlights of their accomplishments are as follows:

- Provided feedback to staff throughout the year on new child care development proposals for future City-owned child care facilities as well as ideas for the future use and programming for the two City-owned Early Childhood Development Hubs currently in development.
- Planned and hosted an event for May Child Care Month titled, "Supporting Richmond's Children: a Symposium Celebrating Child Care Month for Early Childhood Educators, Child Care Providers and Parents."

- Monitored senior levels of government announcements regarding child care initiatives. This included the Provincial Child Care BC Plan and 2019 Provincial Budget to support the development of a comprehensive child care system in BC.
- Offered input to the CCDAC staff liaison on the strategies and actions being initiated from the 2017–2022 Richmond Child Care Needs Assessment and Strategy.
- Reviewed and made recommendations on the 2019 (second intake) and 2020 City Child Care Grants for inclusion in staff reports to the City Council.

2020 Work Program

The proposed 2020 Work Program (Attachment 2) was approved at the CCDAC meeting held December 4, 2019. This year the CCDAC will give priority to:

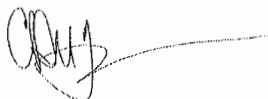
- Providing feedback to the City regarding the development of new City-owned child care centres and early childhood development hubs;
- Liaising with the Program Manager, Child Care (staff liaison) regarding issues in the community related to child care that need further attention, action or clarification;
- Participating in a review of the City's Child Care Grants program to ensure it meets the needs of non-profit child care operators; and
- Proposing activities for Child Care Month in May 2020.

Financial Impact

There is no financial impact.

Conclusion

Child care is an essential service for families who live, work and study in Richmond. The CCDAC plays an important role in supporting child care in Richmond. The Child Care Development Advisory Committee's 2019 Annual Report provides information on the activities undertaken by the Committee in the previous year and the 2020 Work Program outlines the Committee's intention to monitor and address emerging issues affecting child care services throughout the year. It is recommended that the Child Care Development Advisory Committee 2019 Annual Report and 2020 Work Program be approved.



Chris Duggan
Program Manager, Child Care
(604-204-8621)

- Att. 1: Child Care Development Advisory Committee 2019 Annual Report
2: Child Care Development Advisory Committee 2020 Work Program

City of Richmond Child Care Development Advisory Committee 2019 Annual Report

Highlights of the Child Care Development Advisory Committee (CCDAC) meetings and events are outlined below:

1. Provided feedback throughout the year on new child care development proposals for future City-owned child care facilities including ideas for the future use and programming for the two Early Childhood Development Hubs currently in development.
2. Planned and hosted an event for May Child Care Month. “Supporting Richmond’s Children: a Symposium Celebrating Child Care Month for Early Childhood Educators, Child Care Providers and Parents” included presentations by Dr. Vanessa LaPointe, Martin Guhn and Mariana Brusoni. Topics included Risk and Resiliency for Children, Social Determinants of Health and Risky Play.
3. Monitored senior levels of government announcements regarding child care initiatives. These included Provincial announcements about the implementation of the Child Care BC Plan and 2019 Provincial Budget and the numerous initiatives to support the development of a comprehensive child care system in BC.
4. Offered input to the CCDAC staff liaison on the strategies and actions being initiated from the 2017–2022 Richmond Child Care Needs Assessment and Strategy.
5. Reviewed the applications submitted for the City’s Child Care Grants for 2019 (second intake) and 2020. CCDAC made recommendations to City Council on awarding the grants.
6. Participated in the review of the City’s Child Care Grants program to ensure they are meeting non-profit child care operators’ needs (e.g. timing, number of grant cycles per year, budget). Review the Child Care Grant Program guidelines eligibility criteria for organizations and types of projects).

Members of The 2019 Child Care Development Advisory Committee

Voting:

1. Kathy Moncalieri (Chair)
2. Jarrod Connolly (Vice Chair)
3. Maryam Bawa
4. Manvir Johal
5. Agnes Lee
6. Diana Ma
7. Gordon Surgeson
8. Rasika Aklujkar (January to June)
9. Heather Logan (January to June)

10. Aaron Manalo (January to June)
11. Ofra Sixto (January to March)
12. Sarah Louie (July to December)
13. Chantelle Pereira (July to December)
14. Elana van Veen (July to December)

Non-voting:

1. Jocelyn Wong (Richmond Child Care Resource and Referral)

Council Representative (Non-Voting)

1. Councillor Kelly Greene

School Board Liaison (Non-Voting)

1. Trustee Heather Larson

Staff Liaison (Non-Voting)

1. Chris Duggan, Program Manager, Child Care

Recording Secretary (Non-Voting)

1. Karlee Grant (October to December)

2019 CCDAC Budget

CCDAC received an operating budget of \$5,000 for 2019. The funds were allocated as follows:

Item	Cost
Recording Secretary Salary	\$2,400.00
Meeting and Miscellaneous Expenses	\$1,600.00
Child Care Month Event	\$ 500.00
Child Care Month Dinner	\$500.00
Total	\$5000.00

Closing Comments

The Committee has a wide range of representation from both operators and providers of licensed child care; parents who use child care services in Richmond; teachers and service providers who support the provision of child care including Supported Child Development and Child Care Resource and Referral. The diversity of perspectives and experiences provided opportunities to problem solve, engage in debate and creatively identify ways to support the development of a comprehensive child care system in Richmond.

Committee members shared feedback on their experience as CCDAC members over the past year during the December meeting. All members present described their experience as positive. The following quotes are a sample of the overall comments about the role of the Committee and the member's involvement:

- “CCDAC is acting as a doorway between the families I work with and the City. CCDAC gives insight at the user level to steer direction for Richmond. It has a good pulse on the current situation in child care from all sectors in this area.”
- “CCDAC provides a view from many different perspectives on child care issues in Richmond. It shows that the City cares about child care and has a desire to ensure that families are taken care of.”
- “The table has provided me the opportunity to create partnerships with other individuals and agencies which allows us to fill in gaps in service.”
- “I am proud to be associated with such dedicated and hard working members and proud to relay to others that I serve on the CCDAC.”
- “The opportunity for everyone to share their knowledge and wisdom is valuable. As an individual I have learned what our City does when it comes to child care and it is very positive.”

The Committee benefitted from the participation and support of Councillor Kelly Greene and Trustee Heather Larson as the Council and School Board liaisons. Councillor Greene has regularly shared information and highlights on matters related to child care which were being dealt with by City Council. She also contributed valuable insights to discussions on child care issues, both from a professional perspective and as a parent of young children herself. It has been a great benefit to the Committee to have regular updates from the School Board particularly on the school district’s plans for long-range facility planning and proposed school boundary revisions.

Chris Duggan, staff liaison, was a respected resource for all committee members and her expertise and collaboration were appreciated. We value her hard work in shepherding the committee through 2019.

As Chair, I have felt honoured to be a part of a committee with such enthusiasm and dedication for improving the experiences of those who live and work in Richmond.

Prepared by:

Kathy Moncalieri. Chair, Child Care Development Advisory Committee, December 2019

Child Care Development Advisory Committee's 2020 Work Program

The proposed 2020 Work Program is consistent with the Child Care Development Advisory Committee's mandate to act as a resource and provide advice to City Council regarding the planning, development, support and promotion of a range of quality, affordable and accessible child care in Richmond.

The 2020 Work Program supports Council's Strategic Plan 2018–2022 Strategic Focus Area #4 An Active and Thriving Richmond:

An active and thriving community characterized by diverse social and wellness programs, services and spaces that foster health and well-being for all.

The 2020 Work Program supports the City's Social Development Strategy's Strategic Direction 4:

- *Help Richmond's Children, Youth and Families Thrive.*

The 2020 Work Program also supports the 2017–2022 Richmond Child Care Needs Assessment and Strategy:

- *Strategic Direction - Collaboration and Partnership: Action 22. Continue to support the work of the Child Care Development Advisory Committee with the view of building the capacity of the child care sector and parents understanding of child care options.*

2020 CCDAC Budget

CCDAC annually receives an operating budget of \$5,000.

2020 CCDAC Work Program

Advocacy	
Initiative #1	Make recommendations to City Council regarding advocacy that could be undertaken with senior levels of government regarding the ongoing implementation of the Federal Multilateral Early Learning and Care Framework and the Provincial Child Care BC plan (including funding, changing policies, and licensing issues for child care providers).
CCDAC Action/Steps	<ul style="list-style-type: none"> • Monitor child care issues and emerging trends; • Monitor senior government announcements and changes re: child care policy and funds for creating new child care spaces; • Discuss, consider roles, and summarize issues that come to the CCDAC's attention; • Pass motions or resolutions; • Prepare letters and briefs; and • Submit advice to City Council through Staff Liaison.
Expected Outcome	Council will be informed about child care issues in the community that may be pursued with senior levels of government.

Indicator of Success	Improved funding, implementation of a new Provincial child care plan and child care licensing.
Partners	<ul style="list-style-type: none"> • City Council • Child Care Licensing (VCH) • Federal Govt. • Provincial Govt.
Initiative #2	Liaise with the Program Manager, Child Care regarding issues that need further attention, action or clarification.
CCDAC Action/Steps	<ul style="list-style-type: none"> • At monthly meetings, provide the Program Manager, Child Care with information and CCDAC's perspective on key child care issues impacting Richmond operators, providers and families; • Participate in actions noted in the 2017-2022 Richmond Child Care Needs Assessment and Strategy that are identified as needing CCDAC involvement; • Provide advice on the future City of Richmond child care initiatives; • Provide ideas for communication materials that will assist child care operators and parents; and • Respond to Council referrals through the Program Manager, Child Care.
Expected Outcome	The Program Manager, Child Care, as the staff liaison to CCDAC, will be informed regarding CCDAC's perspective on key child care issues.
Indicator of Success	<ul style="list-style-type: none"> • The Program Manager, Child Care working under City Council's direction and with CCDAC's advice will address priority child care issues for Richmond; and • Liaising with CCDAC, assist the Child Care section to successfully address the City's objectives.
Partners	<ul style="list-style-type: none"> • City Council • Stakeholders • Child care providers and early childhood educators
Initiative #3	Participate in City consultations.
CCDAC Action/Steps	<ul style="list-style-type: none"> • Continue to participate in discussions about the implementation of the actions with or related to child care in the City's Social Development Strategy and the 2017-2022 Richmond Child Care Needs Assessment and Strategy; and • Provide input into other City consultation processes as they relate to the CCDAC's mandate (e.g. City Budget).
Expected Outcome	<ul style="list-style-type: none"> • Implementation of actions with or related to child care in the City's Social Development Strategy and the 2017-2022 Richmond Child Care Needs Assessment and Strategy incorporates CCDAC's perspective; and • CCDAC's advice is provided to City consultation processes that are relevant to its mandate.
Indicator of Success	Plans for future growth of City services and amenities will address the need for quality, affordable childcare.
Partners	<ul style="list-style-type: none"> • City Council • Stakeholders • Child care providers and early childhood educators
Initiative #4	Advise the City regarding the development of new child care centres and early childhood development hubs.

CCDAC Action/Steps	<ul style="list-style-type: none"> • CCDAC to be consulted at the earliest point possible in the development process; and • Review proposals for City-owned child care facilities and early childhood development hubs.
Expected Outcome	CCDAC is consulted regarding the planning and development of new City-owned child care facilities secured through rezoning processes.
Indicator of Success	City-owned child care facilities and early childhood development hubs are well designed and meet community needs regarding size, location, and programs offered.
Partners	<ul style="list-style-type: none"> • City Council • City Planners • Developers • Stakeholders • Childcare operators
Initiative #5	Identify and provide information to CCDAC members on community advocacy initiatives that impact children and families.
CCDAC Action/Steps	At monthly meetings, or as relevant, share information with CCDAC regarding key, related community advocacy initiatives impacting Richmond child care operators, providers and families.
Expected Outcome	CCDAC will be informed about community advocacy issues related to children and families.
Indicator of Success	CCDAC members have better access to information on advocacy initiatives related to child care, children and families.
Partners	Stakeholders.

Child Care Grants	
Initiative	Recommend Child Care Grant Allocations.
CCDAC Action/Steps	<ul style="list-style-type: none"> • Review City child care grant applications; and • Make grant recommendations to Council.
Expected Outcome	<ul style="list-style-type: none"> • Council endorses grant recommendations and allocates grants to non-profit societies so these organizations will be able to undertake capital projects to improve the quality of their furnishings, equipment and physical space; and • Richmond's early childhood educators will receive training opportunities as a result of the City's allocation of Professional and Program Development Grants.
Indicator of Success	The quality and capacity of child care programs will be enhanced as a result of the City's Child Care Grants Program.
Partners	<ul style="list-style-type: none"> • City Council • Stakeholders • Child care operators

Child Care Month	
Initiative	Propose and implement activities for Child Care Month in May.
CCDAC Action/Steps	<ul style="list-style-type: none"> • Plan for an annual event to occur in Richmond during May Child Care Month which will include professional development opportunities for Richmond child care providers and/or exhibitions to showcase the work

	<p>of Richmond's child care providers; and</p> <ul style="list-style-type: none"> • Participate in the Annual Child Care Month Dinner.
Expected Outcome	<ul style="list-style-type: none"> • Richmond residents will learn about child care services in their community; and • Richmond child care providers will have an opportunity to receive useful information for professional development <p>Richmond child care providers will be supported and celebrated for their work.</p>
Indicator of Success	May Child Care Month activities enhance the work of child care professionals in Richmond.
Partners	<ul style="list-style-type: none"> • Stakeholders • Child care providers and early childhood educators

2017 – 2022 Richmond Child Care Needs Assessment and Strategy - Implementation Actions	
Initiative	Assist with the implementation of the following actions noted in the City's 2017-2022 Richmond Child Care Strategy.
CCDAC Action/Steps	<ul style="list-style-type: none"> • Action 19 – with input from other organizations such as Vancouver Coastal Health, School District 38, Richmond Child Care Resource and Referral, Richmond Children First, etc. collaborate to improve availability of information to Richmond families on child care and family-related resources; • Action 22 – continue to support the CCDAC in building the capacity of the child care sector and parents understanding of child care options (e.g. host events to celebrate child care month, hold information sessions for parents on finding child care, organize networking events for child care providers, and support professional development opportunities for early childhood educators); • Action 23 – facilitate and promote the delivery of professional development training for those employed in licensed child care programs with the goal of maintaining and enhancing the quality of programs offered in Richmond; and • Provide advice on other actions related to the Strategy as requested by the Program Manager, Child Care.
Expected Outcome	Short term actions noted in the Strategy are completed; particularly those identified as involving the CCDAC.
Indicator of Success	<ul style="list-style-type: none"> • The Child Care Grant Program is enhanced and better meets needs of applicants with clear eligibility criteria; • Richmond families have better access to information on child care and other family-related resources; and • Richmond early childhood educators have more professional development opportunities and the quality of child care programs in Richmond is enhanced.
Partners	<ul style="list-style-type: none"> • Council • Stakeholders • Child care operators, providers and early childhood educators



City of Richmond

Report to Committee

To: Planning Committee
From: Wayne Craig
Director, Development

Date: January 10, 2020
File: 08-4100-01/2019-Vol 01

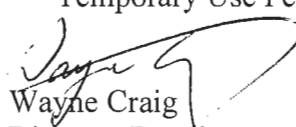
Re: Council Referral on Signage Improvements for Rezoning and Development Projects – Revised Report

Staff Recommendation

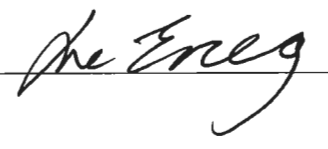

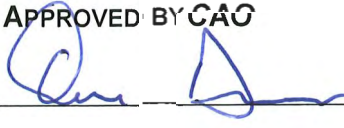
1. That Richmond Official Community Plan Bylaw No. 9000, Amendment Bylaw 10125, introducing Official Community Plan (OCP) signs, be introduced and given first reading;
2. That Bylaw 10125, having been considered in conjunction with:
 - the City's Financial Plan and Capital Program; and
 - the Greater 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 477(3)(a) of the *Local Government Act*.

3. That Bylaw 10125, having been considered in accordance with OCP Bylaw Preparation Consultation Policy 5043, is hereby found not to require further consultation.
4. That Richmond Zoning Bylaw No. 8500, Amendment Bylaw 10004, respecting changes to rezoning signs, be introduced and given first reading; and
5. That Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273, Amendment Bylaw 10005, respecting changes to Development Permit and Development Variance Permit signs and to add Temporary Use Permit signs, be introduced and given first reading.


Wayne Craig
Director, Development
(604-247-4628)

WC:ss
Att. 2

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
City Clerk	<input checked="" type="checkbox"/>	
Customer Service	<input checked="" type="checkbox"/>	
Law	<input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO 

Staff Report

Origin

At the April 17, 2018 Planning Committee Meeting, the following referral motion was passed:

That staff look at improving signs for rezoning and development projects that will communicate the projects better, hopefully increase neighbourhood engagement and enhance upon the ways the City connects with citizens.

A Staff Report dated April 10, 2019 was prepared in response to the referral (Attachment A), providing information on the current signage requirements in the City of Richmond and other municipalities in the Metro Vancouver region and recommending a number of changes to existing standards.

The Staff Report was considered at the May 7, 2019 Planning Committee Meeting and the following motion was passed:

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10004, respecting changes to rezoning signs, be introduced and given first reading; and

That Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273, Amendment Bylaw 10005, respecting changes to Development Permit and Development Variance Permit signs and to add Temporary Use Permit signs, be introduced and given first reading.

The Staff Report was subsequently considered at the May 13, 2019 Council Meeting where following motion was passed:

That the Staff Report titled "Signage Improvements for Rezoning and Development Projects" from the Director, Development dated April 10, 2019 be referred back to staff to further refine the proposed sign specifications.

Discussion centered around additional modifications including the use of more general language on the signs for project descriptions, adjusting the font size in some locations (City contact information), incorporating renderings of the project where possible, the use of additional colours and further highlighting the information regarding when the project will be considered at Public Hearing.

A revised set of signage responding to these comments has been prepared and is attached to this Staff Report (Attachment B).

Related Reports, outlining amendments to the Heritage Procedures Bylaw (including signage improvements) and changes to notification requirements for developments (City Clerk's department) will be considered in separate reports.

This Staff Report supports Council's Strategic Plan 2018-2022 Goal #6 Strategic and Well-Planned Growth and Strategy #8 – An Engaged and Informed Community:

6.1 Ensure an effective OCP and ensure development aligns with it; and

8.2 Ensure citizens are well-informed with timely, accurate and easily accessible communication using a variety of methods and tools.

Findings of Fact

As outlined in the Staff Report dated April 10, 2019 (Attachment A), the City of Richmond has established signage requirements for most development application types through the adoption of measures in the Zoning Bylaw No. 8500, in accordance with the provisions of the *Local Government Act*. In the past, these signage requirements were not applied to all types of development applications through bylaws although common for signs to be installed at staffs' request. This Report includes recommendations to entrench standards through the introduction of bylaw requirements for signage across all development application categories. This requires amendments to the Zoning Bylaw No. 8500, the Official Community Plan No. 9000 and the Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273.

Heritage related sign requirements will be addressed in a related Staff Report in conjunction with other amendments to the Heritage Procedures Bylaw.

It should be noted that the proposed changes to signage requirements outlined in this Staff Report are in addition to the statutorily prescribed notice requirements that the City would continue to satisfy as outlined in the *Local Government Act*.

Analysis

The main purpose of the application sign is to inform members of the public that an application has been made.

The current signage requirements for Rezoning (including Text Amendments), Development Permit, and Development Variance Permit applications require the following:

- The City's project file number.
- The project address.
- The present zone.
- The proposed new zone.
- A general description of the proposed development project.
- The applicant's name.
- The appropriate phone number of a City contact for further information.
- A location map.

With these requirements, the signs provide basic information about the application.

The applicant is responsible for the cost and installation of the sign or signs on the site.

Signage Improvements

The improvements envisioned for the City's development application signage aim to improve the appearance of the signs as well as the accessibility of information on current applications under consideration. The signs include all of the new information outlined in the Staff Report dated April 10, 2019 (Attachment A) including the addition of a rendering on Development Permit signs.

A rendering is included only on Development Permit signs for a number of reasons. Certain applications cannot be represented by an image e.g. a Development Variance Permit to reduce parking requirements or a Zoning Amendment application to add an additional use. Bylaw requirements are not discretionary and as such it is not possible to require a rendering for certain applications and not for others. Furthermore, the Development Permit stage is the stage when the detailed design of the development is confirmed. Including an image prior to this stage would risk confusion for members of the public should there be any changes to the design prior to Development Permit.

Further enhancements to the signs presented here include; additional changes to the format, colour, font size, language used; and the addition of the City webpage and logo on the signs.

An effort has been made to ensure the signage appears more current and easy to read while retaining elements of the existing signage (including some blue and red colours) so that community members will continue to recognize the signs.

Content

The new signage would include:

- The City's project file number.
- The project address.
- The present zone (reference removed).
- The proposed new zone (reference removed).
- A general description of the proposed development project (simplified).
- The applicant's name.
- The applicant's contact information (NEW).
- The appropriate phone number of a City contact for further information.
- Project Milestones (NEW).
- Information on public input opportunities (NEW).
- City website (NEW).
- City logo (NEW).
- A location map.
- A rendering (image) of the proposed development at Development Permit stage (NEW).

Image/Colour

The design of the sign has been modernized without losing some familiar design elements (base colour). The revised sign provides the larger font for the title, file number and City website. This provides higher visibility for those passing by quickly.

Information on opportunities for public input into the process is included on the right hand side of the sign for those looking to review the sign in more detail. In this section, the spaces designated for future information on Public Hearing or Development Permit Panel date/time will be added inside a blue or red box as the information becomes available (more information on this is in Attachment A). The addition of colour in this section will ensure the new information (blue or red box added with date/time when available) stands out on the sign. Yellow circles are also used to highlight opportunities during the project milestones for public input.

Language

The language to be used in the description on future signage will be more general and easier for community members to understand. Where previously an application was described on the sign as rezoning from one zone to another, the new approach will focus on describing the intent of the application in more simple terms.

Revised Text

Changes have been made to the location and size of City contact information. In this manner the application description is paired with the applicant contact information on the left hand side of the sign and the City contact information is grouped with the information on input opportunities on the right hand side.

City Logo and Website

The City's logo is included on the revised signage. The majority of applications involve private property and are not City initiated amendments. However the inclusion of the logo could be seen as a signal that the changes are being considered by Richmond City Council and may help prompt community members to contact staff for information or provide input on the application.

The signage also includes the City's website address.

Improved Access to Information

The City website address is included on the sign as a prompt to find more information on developments on the City website. While information on in-stream development applications is currently available on the website, plans are in place to look at enhancements to improve the accessibility of the information.

Next Steps

In order to implement the above revisions, amendments to Richmond Zoning Bylaw No. 8500, Official Community Plan Bylaw 9000 and Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273 are required.

Amendments to the Zoning and Official Community Plan Bylaws require a Public Hearing. Amendments to the Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273 do not. Staff propose coordinating the consideration of final adoption for all three amendment bylaws. This would see the consideration of final adoption to follow the conclusion of the Public Hearing and its associated readings.

It is worthwhile to note that the new signage templates will only apply to new applications following the adoption of the amending bylaws. Existing signage installed on development application sites prior to bylaw changes will be maintained.

Financial Impact

None.

Conclusion

This Staff Report responds to a Council referral to review development application signage to better communicate projects and increase citizen engagement. Staff recommend implementing the proposed signage changes to formalize the existing process and implement improvements. It is recommended that Richmond Official Community Plan No. 9000, Amendment Bylaw 10125, Richmond Zoning Bylaw No. 8500, Amendment Bylaw 10004 and Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273, Amendment Bylaw 10005 be introduced and given first reading.



Suzanne Smith
Program Coordinator, Development
(604-276-4138)

SS:blg

Attachments:

Attachment A: Staff Report: Signage Improvements for Rezoning and Development Projects
Attachment B: Updated Sign Specifications



City of Richmond

Report to Committee

To: Planning Committee

Date: April 10, 2019

From: Wayne Craig
Director, Development

File: 08-4100-01/2019-Vol 01

Re: Signage Improvements for Rezoning and Development Projects

Staff Recommendation

1. That Richmond Zoning Bylaw 8500, Amendment Bylaw 10004, respecting changes to rezoning signs, be introduced and given First Reading; and
2. That Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273, Amendment Bylaw 10005, respecting changes to Development Permit and Development Variance Permit signs and to add Temporary Use Permit signs, be introduced and given First Reading.

Wayne Craig
Wayne Craig
Director, Development
(604-247-4625)

WC:ss
Att. 2

REPORT CONCURRENCE		
ROUTED TO: City Clerk Customer Service Law	CONCURRENCE <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	CONCURRENCE OF GENERAL MANAGER <i>Wayne G. for Soc. Exec.</i>
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: <i>WC</i>	APPROVED BY CAO <i>George Duncan</i>

Staff Report

Origin

At the April 17, 2018 Planning Committee meeting, the following referral motion was passed:

That staff look at improving signs for rezoning and development projects that will communicate the projects better, hopefully increase neighbourhood engagement and enhance upon the ways the City connects with citizens.

This report responds to the referral by providing information on the current signage requirements in the City of Richmond and other municipalities in the Metro Vancouver region and recommending a number of changes to existing standards. These changes are anticipated to improve communication on development projects and better engage local residents. A related report on development application notification requirements is being brought forward by the City Clerk's Office.

Findings of Fact

In accordance with provisions in the *Local Government Act*, the City of Richmond has established signage requirements for different development application types through the adoption of measures in the Zoning Bylaw 8500, and the Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273.

While there are currently no formal bylaw-based signage requirements for Official Community Plan (OCP) Amendment and Temporary Use Permit (TUP) applications, a consistent process is employed for these types of applications. Historically, signs have been required for Official Community Plan Amendment applications and signs for Temporary Use Permit applications have been considered on a case by case basis. This report includes recommendations to update this process with the introduction of bylaw requirements for signage across these categories. Heritage Alteration Permit (HAP) sign requirements will be addressed in a future staff report in conjunction with other amendments to the Heritage Procedures Bylaw.

It should be noted that the proposed changes to signage requirements outlined in this report are in addition to the statutorily prescribed notice requirements that the City would continue to satisfy as outlined in the *Local Government Act*.

Current Procedures for Signage

The current process for rezoning (including text amendments) and development applications begins with receipt of the application followed by an acknowledgement letter from City staff. The letter contains the required wording for the signage to be posted on the property. If a development site has multiple street frontages, signs will be posted on each road frontage. The applicant is required to install the sign or signs on the development site and maintain the signage throughout the application review process. Applicants are required to provide staff with verification that the signage has been installed.

The main purpose of the application sign is to inform members of the public that an application has been made. Contact information is included on the sign so that any interested party can access additional information and provide input into the process. Staff document any correspondence received (emails, letters) in reports to Council for the Planning Committee and the Development Permit Panel, respectively. The public also has the ability to delegate at Planning Committee, Council and the Public Hearing for rezoning, OCP Amendment and Temporary Use Permit applications or at the Development Permit Panel Meeting for Development Permits and Development Variance Permits.

Analysis

Current Signage Requirements

The current signage requirements for Rezoning (including Text Amendments), Development Permit, and Development Variance Permit applications require the following: the City's project file number, the project address, the present zone, the proposed new zone, a general description of the proposed development project, the applicant's name, the appropriate phone number of a City contact for further information, and a location map. The applicant is responsible for the cost and installation of the sign or signs on the site.

With these requirements, the signs provide basic information about the application. Due to the consistent use of background colors of red and blue, the signs are easily recognizable by the public as a being associated with a development project. Including the City's contact information also allows people to provide input and ask questions about proposed developments.

Signage Requirement Research

In considering improvements to the development application signage, staff conducted an environmental scan of signage requirements in other municipalities in Metro Vancouver and compared them with the City's signage requirements and processes (Attachment 1). The results of the scan determined that:

- Most municipalities require applicants to produce the signs.
- A limited number of signs in Metro Vancouver municipalities include a Public Hearing date.
- Most signs include both the municipality and the applicant's contact information.
- Most signs are 4 ft. x 8 ft. in size.
- Some municipalities require a rendering of the proposed development, and all require a location map.
- All municipalities require a sign on each road frontage.
- The timeframe within which a sign has to be posted varies across the municipalities, but is typically at least 14 days prior to a Public Hearing or Council date.

Recommendations

Based on the review of signage procedures and requirements and internal discussion of the pros and cons of different approaches, staff have identified a few specific changes to improve the quality of development application signs in the City which would lead to better communication and engagement with citizens.

The proposed changes to development application signs include:

- 1) ***Signs to include project milestones.*** The sign template has been modified to include a section highlighting key project milestones for the application.
 - All development application sign types to include the date the application was received.
 - Rezoning (including Text Amendments), OCP Amendment and Development Permit application signs to include the ability to add details regarding a Public Information Meeting where applicable. This meeting type is employed for early input on large, complex and/or controversial projects.
 - Rezoning (including Text Amendments) and OCP amendment application signs to include the date of the Public Hearing once assigned.
 - Temporary Use Permit application signs to include the date of the Public Hearing.
 - Development Permit and Development Variance Permit application signs to include the Development Permit Panel meeting date.
- 2) ***Signs to include public input opportunities.*** The proposed new template includes wording regarding opportunities for public input throughout the process as well as meetings that are open to public input:
 - Information to residents about opportunities to provide input and when decisions will be made.
 - Note: each sign will need to be updated by the applicant with the date, time and location of any upcoming meetings a minimum of 14 days prior to the meeting. Provision for this change is included in the new template. Staff have been in contact with a number of sign companies in Richmond to confirm that this process is achievable. This approach has been used elsewhere in the region. The applicant is to provide staff with verification of the updated sign once completed.
- 3) ***Signs to include renderings, where appropriate.*** Renderings are proposed to be required and included on Development Permit application signs as they address the form and character of planned developments. Renderings are coloured, perspective drawings of the proposed development in context. Staff will advise the applicant which rendering to include on the sign.

- Renderings add a visual element that may encourage people to read the signs and see what the proposed development may look like.

4) Signs to include applicant contact information.

- In addition to having a staff contact on the sign, the public would also have direct contact with the applicant for any questions regarding the development.

The City process for ensuring development application signage on sites will remain largely the same as the current process with the exception of confirming the update of pertinent meeting information on the signs. The information posted on signs will continue to be reviewed and approved by staff prior to being posted on-site. The proposed changes will result in both reinforcing the existing signage process and better highlighting the opportunities for public input on development applications.

The updated signage templates incorporating the above noted enhancements for Rezoning, Development Permit, and Development Variance Permit applications and formalized sign specifications for Temporary Use Permit and Official Community Plan (OCP) Amendment applications are included in Attachment 2.

It is worthwhile to note the proposed new signage will continue to feature a solid red (Rezoning, OCP amendment, Temporary Use Permit) or blue (Development Permit, Development Variance Permit) background as the current signs do which will ensure they are easily recognizable to community members.

Next Steps

In order to implement the above revisions, amendments to Richmond Zoning Bylaw 8500 and Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273 are required.

Staff propose concurrent adoption of the two amendment bylaws. Amendments to the Zoning Bylaw 8500 require a Public Hearing. Amendments to the Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273 do not. Staff propose holding final adoption of the Procedure Bylaw so both bylaws could be considered for adoption at the first Council Meeting following the Public Hearing.

It is worthwhile to note that the new signage templates will only apply to new applications following the adoption of the amending bylaws. Existing signage installed on development application sites prior to bylaw changes will be maintained.

Financial Impact

None.

April 10, 2019

- 6 -

Conclusion

This report responds to a Council referral to review development application signage to better communicate projects and increase citizen engagement. Staff recommend implementing the proposed signage changes to both formalize the existing process and make those improvements. It is recommended that Richmond Zoning Bylaw 8500, Amendment Bylaw 10004 and Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273, Amendment Bylaw 10005 both be introduced and given First Reading.



Suzanne Smith
Program Coordinator, Development
(604-276-4138)

SS/NC:blg/rg

Attachments:

Attachment 1: Summary Table of Signage Requirements in Other Municipalities

Attachment 2: Updated Sign Specifications.

Jurisdiction	Type of Application*	Produced by City or Applicant		Public Hearing Date is Included	Contact Information Listed on Sign			Signage Size	Development Rendering is Included	One Sign is Posted on Each Frontage	Location Map is Included	When Sign is Posted
		City	Applicant		City	Applicant	Both					
Richmond (current)	DP, DVP, RZ		•		•			•		•	•	Within 3 weeks of receiving acknowledgement letter
Richmond (proposed)	DP, DVP, HAP, OCP amendment, RZ, TUP		•	•			•	•	•	•	•	Within 3 weeks of receiving acknowledgement letter. It is updated with Public Hearing date a minimum of 14 days before Public Hearing
Burnaby	RZ		•	•			•	•		•	•	10 days before Public Hearing
Coquitlam	LUC discharge, OCP amendment, RZ		•			•		•	•	•	•	No later than 2 weeks before scheduled Council Date.
Delta	DP, DVP, HAP, LUC and OCP amendments, RZ, SD, TUP		•				•	4x6 ft		•	•	Not more than 10 days after submitting an application
City of Langley	RZ	• Approx. \$600		•			•	•		•	•	Prior to Public Hearing. After 2 nd reading of zoning amendment
Township of Langley	LUC discharge or amendment of HRA that includes land use change, RZ		•				•	•		•	•	At least 14 days prior to proceeding to a Public Hearing
New Westminster	RZ		•		•			•	•	•	•	At least 14 days prior to Advisory Planning Commission meeting date
North Vancouver	DP, LUC amendment and discharge, RZ, SD, TUP		•				•	•	•	•	•	Maximum of 20 days following submission of application
Surrey	DP, LUC amendment and discharge, NCP amendment, OCP amendment of RZ, SD, TUP		•				•	•		•	•	At least 2 weeks prior to application being forwarded to Council
Vancouver	DP, RZ		•	•			•	•	•	•	•	No later than 14 days prior to a City-hosted rezoning open house for the project

*Acronyms of Application Types

DP: Development Permit

NCP: Neighbourhood Concept Plan

DVP: Development Variance Permit

OCP: Official Community Plan

HAP: Heritage Alteration Permit

RZ: Rezoning

HRA: Heritage Revitalization Agreements

SD: Subdivision

LUC: Land Use Contract

TUP: Temporary Use Permit

4. Red background (Warm Red) with white Helvetica Medium lettering.
5. Site map will have white background with red lines.
6. The map will show the project location, adjoining roads and proposed

6165828

Arial Bold
All Caps
250pt

Arial Bold
200pt

10pt rule

Arial Bold
200pt

Arial Regular
130pt

PLN - 172
PLN - 78

Arial Bold
130pt

Arial Bold
100pt
Arial Regular
100pt

TEMPORARY USE PERMIT APPLICATION
Application No. <number>

Address
<Name of applicant> has applied to the City of
Richmond for permission to <outline description of
project>

Applicant: <Name of applicant>
Contact: <Phone number of applicant>

For more information please contact:
Planning and Development Department
Richmond City Hall, 6911 No. 3 Road
604-276-4395 | DevApps@richmond.ca

**Subject
Property
Map**

PUBLIC INPUT:
Input on the application may be received
throughout the process up to and
including the Public Hearing.

PROJECT MILESTONES
Application Received:
Date _____ Staff Review
Public Hearing
TBD or Date, Time
Location

Circle
diameters:
70mm
Arial Bold
80pt
Arial Regular
80pt

100mm 100mm 50mm 500mm 525mm 100mm
1200mm 780mm 50mm 200mm 50mm

100mm 1125mm 50mm 500mm 525mm 100mm
2450mm

SPECIFICATION

1. Red background (Warm Red) with white Helvetica Medium lettering.
2. Site map will have white background with red lines.
3. The map will show the project location, adjoining roads and properties, address and north arrow.

Artal Bold
100pt

Artal Regular
100pt

80pt
Arial Regular
80pt

Arial Bold
All Caps
250pt

Arial Bold
200pt

10pt rule

Arial Bold
200pt

Arial Regular
130pt

PLN - 174
PLN - 80

Arial Bold
130pt

Arial Bold
100pt
Arial Regular
100pt

DEVELOPMENT VARIANCE PERMIT APPLICATION
Application No. <number>

Address
<Name of applicant> has applied to the City of
Richmond for permission to <outline description of
project>

Applicant: <Name of applicant>
Contact: <Phone number of applicant>

For more information please contact:
Planning and Development Department
Richmond City Hall, 6911 No. 3 Road
604-276-4395 | DevApps@richmond.ca

**Subject
Property
Map**

PUBLIC INPUT:
Input on the application may be received
throughout the process up to and
including the Public Hearing.

PROJECT MILESTONES
Application Received:
Date
Staff Review
Development Permit Panel
TBD or Date, Time
Location

Circle
diameters:
70mm
Arial Bold
80pt
Arial Regular
80pt

1200mm
100mm
750mm
50mm
200mm
100mm
100mm
50mm
525mm
50mm
500mm
50mm
2450mm
1125mm

SPECIFICATION

1. Blue background (Reflex Blue) with white Helvetica Medium lettering.
2. Site map will have white background with blue lines.
3. The map will show the project location, adjoining roads and properties, address and north arrow.

Colours:

Black
Pantone Reflex Blue C
Pantone Red 032 C
Pantone Yellow C

Arial Bold
All Caps
250pt

Arial Bold
200pt

10pt rule

Arial Bold
200pt

Arial Regular
130pt

Arial Bold
130pt

Arial Bold
160pt

Arial Bold
120pt
Arial Regular
80pt

Arial Bold
All Caps
120pt

Arial Bold
80pt
Arial Regular
80pt

Circle
diameters:
70mm

Arial Bold
100pt
Arial Regular
68pt

Rezoning Application

Application No. <number>

Address

The City of Richmond has received and application to
<outline description of project> _____

Applicant: <Name of applicant>
Contact: <Phone number of applicant>

richmond.ca



Subject Property Map

Public input:
Input on the application may be received throughout the process up to and including the Public Hearing.

Project milestones

Application Received:
Date _____

Staff Review

Public Input

Public Information Meeting*
TBD or Date, Time _____

Public Hearing
TBD or Date, Time _____

Public Input

For more information please contact:
Planning and Development
Department
Richmond City Hall
6911 No. 3 Road
604-276-4395
DevApps@richmond.ca

*Public Information Meeting details to be included only as applicable.

Colours:

Black
Pantone Reflex Blue C
Pantone Red 032 C
Pantone Yellow C

Arial Bold
All Caps
250pt

Arial Bold
200pt

10pt rule

Arial Bold
200pt

Arial Regular
130pt

Arial Bold
130pt

Arial Bold
160pt

Official Community Plan Amendment

Application No. <number>

Address

The City of Richmond has received and application to
<outline description of project>

Subject
Property
Map

Applicant: <Name of applicant>
Contact: <Phone number of applicant>

richmond.ca



Public input:
Input on the application may be
received throughout the process
up to and including the Public
Hearing.

Project milestones

Application Received:

Date
Staff Review

Public
Input

Public Information Meeting*

TBD or Date, Time
Location

Public
Input

Public Hearing

TBD or Date, Time
Location

Public
Input

For more information please contact:

Planning and Development
Department
Richmond City Hall
6911 No. 3 Road
604-276-4395
DevApps@richmond.ca

*Public Information Meeting details to be included only as applicable.

Colours:
Black
Pantone Reflex Blue C
Pantone Red 032 C
Pantone Yellow C

Development Permit Application	
Application No. <number>	
Address The City of Richmond has received and application to <outline description of project>	
Applicant: <Name of applicant> Contact: <Phone number of applicant>	
richmond.ca	
Rendering	
Subject Property Map	
Public input: Input on the application may be received throughout the process up to and including the Development Permit Panel.	
Project milestones	
Application Received: Date Staff Review	
Development Permit Panel TBD or Date, Time Location	
For more information please contact: Planning and Development Department Richmond City Hall 6911 No. 3 Road 604-276-4395 DevApps@richmond.ca	

*Public Information Meeting details to be included only as applicable.

Colours:

Black
Pantone Reflex Blue C
Pantone Red 032 C
Pantone Yellow C

Arial Bold
All Caps
240pt

Arial Bold
200pt

10pt rule

Arial Bold
200pt

Arial Regular
130pt

Arial Bold
130pt

Arial Bold
160pt

Development Variance Permit Application

Application No. <number>

Address

The City of Richmond has received and application to
<outline description of project> _____

Applicant: <Name of applicant>

Contact: <Phone number of applicant>

richmond.ca



Subject Property Map

Public input:

Input on the application may be received throughout the process up to and including the Development Permit Panel.

Project milestones

Application Received:
Date

Staff Review

Development Permit Panel
TBD or Date, Time
Location

For more information please contact:

Planning and Development
Department
Richmond City Hall
6911 No. 3 Road
604-276-4395
DevApps@richmond.ca

Black
Pantone Reflex Blue C
Pantone Red 032 C
Pantone Yellow C

Arial Bold
All Caps
250pt

Arial Bold
200pt

10pt rule

Arial Bold
200pt

Arial Regular
130pt

Temporary Use Permit Application

Application No. <number>

Address

The City of Richmond has received and application to
<outline description of project>



Applicant: <Name of applicant>
Contact: <Phone number of applicant>

richmond.ca



Arial Bold
120pt
Arial Regular
80pt

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All Caps
120pt

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Arial Regular
80pt

Circle diameters:
70mm

Arial Bold
100pt
Arial Regular
68pt

Public input: Input on the application may be received throughout the process up to and including the Public Hearing.

Project milestones

Application Received: _____
Date _____

Staff Review

Public Hearing TBD or Date, Time Location

**For more information
please contact:**

Planning and Development
Department
Richmond City Hall
6911 No. 3 Road
604-276-4395
DevApps@richmond.ca

PLN - 85



**Richmond Zoning Bylaw 8500
Amendment Bylaw 10004 (Signage Improvements)**


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 deleting Section 2.4 [Notification Signs] in its entirety and replacing it with the following, in numerical order:

“2.4 Notification Signs

- 2.4.1 The applicant for rezoning amendment shall post a notification sign(s) on the **site** which must be maintained and continue to be erected a minimum of 14 days prior to and up to the date of the Public Hearing on the application.
- 2.4.2 All required notification signs for rezoning applications must comply with the specifications shown in Section 2.4.8.
- 2.4.3 The sign must indicate the project address, the **City’s** project file number, a general description of the **uses** which could be developed under the proposed **zone**, the applicant’s name and contact number, the **City’s** website address, the **City’s** logo, a location map, information on public input opportunities, and a **City** contact for further information.
- 2.4.4 When the **City** advises the applicant that the sign required is deficient, including new information on meeting dates that involve public input, all corrections and modifications to such signage must be completed as soon as possible and approved by the Director of Development not less than 14 days prior to the Public Hearing.
- 2.4.5 In every case, a sign shall be located on the **site** near the **front lot line**. A sign must be placed so as to be clearly visible from the fronting **road** but must not be located so as to interfere with pedestrian or vehicular traffic or obstruct visibility from **roads, lanes** or driveways.
- 2.4.6 Where the **site** also **abuts** a separate unconnected improved public **road**, a second sign shall be located **adjacent** to the second **road** as determined by the Director of Development or the Director’s designate.
- 2.4.7 A notification sign must be capable of withstanding weather, and be installed and maintained in a sound professional manner. A notification sign shall remain in place until **Council’s** final decision or the rezoning is abandoned. All signs shall be removed within 21 days of the completion of **Council’s** final decision or if the rezoning amendment application is abandoned.

2.4.8 Rezoning Sign

<p>Colours:</p> <ul style="list-style-type: none"> Black Pantone Reflex Blue C Pantone Red 032 C Pantone Yellow C 	<div style="background-color: #e61e1e; color: white; padding: 20px;"> <h1 style="text-align: center;">Rezoning Application Application No. <number></h1> <hr/> <h2 style="text-align: center;">Address</h2> <p>The City of Richmond has received and application to <outline description of project></p> <hr/><hr/><hr/><hr/><hr/><hr/> <p>Applicant: <Name of applicant> Contact: <Phone number of applicant></p> <p style="text-align: right;">richmond.ca</p> </div> <div style="text-align: right; margin-top: -100px;">  </div> <div style="background-color: #e61e1e; color: white; padding: 20px; margin-top: 20px;"> <h2 style="text-align: center;">Subject Property Map</h2> </div> <div style="margin-top: 20px;"> <p>Public input: Input on the application may be received throughout the process up to and including the Public Hearing.</p> <p>Project milestones</p> <div style="display: flex; justify-content: space-around;"> <div style="background-color: #c00000; color: white; padding: 10px; width: 15%;"> Application Received: Date _____ Staff Review </div> <div style="background-color: #c00000; color: white; padding: 10px; width: 15%;"> "Public Information Meeting" TBD or Date, Time _____ Location _____ </div> <div style="background-color: #c00000; color: white; padding: 10px; width: 15%;"> Public Hearing TBD or Date, Time _____ Location _____ </div> </div> <p>For more information please contact: Planning and Development Department Richmond City Hall 6911 No. 3 Road 604-276-4395 DevApps@richmond.ca</p> </div>	<p>Arial Bold 120pt Arial Regular 80pt</p> <p>Arial Bold All Caps 120pt Arial Bold 80pt Arial Regular 80pt</p> <p>Circle diameters: 70mm</p> <p>Arial Bold 100pt Arial Regular 68pt</p>
<p>Arial Bold All Caps 250pt Arial Bold 200pt 10pt rule Arial Bold 200pt Arial Regular 130pt</p>	<p>1200mm</p> <p>750mm</p> <p>500mm</p> <p>100mm</p>	<p>100mm</p> <p>1125mm</p> <p>500mm</p> <p>500mm</p> <p>500mm</p> <p>100mm</p> <p>525mm</p> <p>100mm</p> <p>2450mm</p>

Specificity:

1. Red background (Red 032) with white Helvetica. Medium lettering.
2. Site map will have white background with red lines.
3. The map will show the project location, adjoining roads and properties, address and north arrow.

- 2.4.9 Notwithstanding Section 2.4.1, a notification sign is not required for **City-**initiated rezoning or text amendments.”
2. This Bylaw may be cited as **“Richmond Zoning Bylaw 8500, Amendment Bylaw 10004”**.

FIRST READING

PUBLIC HEARING

SECOND READING

THIRD READING

ADOPTED



MAYOR

CORPORATE OFFICER



**Development Permit, Development Variance Permit and Temporary
Commercial and Industrial Use Permit Procedure Bylaw No. 7273
Amendment Bylaw 10005 (Signage Improvements)**

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

1. Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273, as amended, is further amended by deleting Section 1.2 [Sign Posting Requirements – Development Permits and Development Variance Permits] in its entirety and replacing it with the following, in numerical order:

“1.2 Sign Posting Requirements – Development Permits, Development Variance Permits, and Temporary Use Permits

- 1.2.1 After having complied with the requirements of the applicable provisions of section 1.1, an **applicant** for a **development permit**, a **development variance permit**, or a **temporary use permit** must:

- (a) post a clearly visible sign on the subject site indicating the intent of the **development permit**, **development variance permit**, or **temporary use permit**, whichever is applicable, within three weeks of being notified of the sign requirements by the **Director, Development**;
- (b) send a digital copy of the sign to the **Director, Development** for review and approval prior to posting on site;
- (c) inform the **Director, Development** when such sign has been posted, before the **development permit** application, **development variance permit** application, or **temporary use permit** application, whichever is applicable, will be presented to the Development Permit Panel; and
- (d) update the sign when informed of the meeting dates that involve public input as soon as possible, and notify the **Director, Development** for approval when such updates have been made prior to the Development Permit Panel.

- 1.2.2 The sign required under the provisions of clauses (a) and (b) of subsection 1.2.1:

- (a) must comply with the specifications shown on Schedule A, Schedule B, or Schedule C, whichever is applicable, all of which are attached and form a part of this bylaw including the project address, the **City’s**

project file number, a general description of the proposed development, the applicant's name and contact number, the **City's** website address, the **City's** logo, a location map, a rendering image for **development permits**, information on public input opportunities, and a **City** contact for further information; and

(b) does not apply to **development permit** applications for a **granny flat** or a **coach house**."

2. Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273, as amended, is further amended by deleting Schedule A and Schedule B in their entirety and replacing them with Schedule A attached hereto.
3. This Bylaw may be cited as "**Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273, Amendment Bylaw 10005**".

FIRST READING

SECOND READING

THIRD READING

ADOPTED



MAYOR

CORPORATE OFFICER

SCHEDULE A to BYLAW NO. 7273

Colours:
Black
Pantone Reflex Blue C
Pantone Red 032 C
Pantone Yellow C

Arial Bold
All Caps
250pt

Arial Bold
200pt

10pt rule

Arial Bold
200pt

Arial Regular
130pt

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All Caps
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Arial Bold
80pt

Arial Regular
80pt

Circle
diameters:
70mm

Arial Bold
100pt

Arial Regular
69pt

Development Permit Application
Application No. <number>

Address

The City of Richmond has received and application to
<outline description of project>

Applicant: <Name of applicant>
Contact: <Phone number of applicant>
richmond.ca

Rendering

Subject
Property
Map

Public input:
Input on the application may
be received throughout the
process up to and including the
Development Permit Panel.

Project milestones

Application Received:
Date

Start Review

Development Permit Panel
TBD or Date, Time
Location

For more information
please contact:

Planning and Development
Department
Richmond City Hall
6911 No. 3 Road
604-276-4395
DevApps@richmond.ca

100mm

1125mm

50mm

500mm

50mm

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525mm

100mm

2450mm

1200mm

750mm

50mm

50mm

100mm

50mm

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100mm

*Public Information Meeting details to be included only as applicable.


Specification:

1. Blue background (Reflex Blue) with white Helvetica Medium lettering.
2. Site map will have white background with blue lines.
3. The map will show the project location, adjoining roads and properties, address and north arrow.

PLN - 91

6366222

SCHEDULE B to BYLAW NO. 7273

<p>Colours:</p> <ul style="list-style-type: none"> Black Pantone Reflex Blue C Pantone Red 032 C Pantone Yellow C 	<h1 style="margin: 0;">Development Variance Permit Application</h1> <h2 style="margin: 0;">Application No. <number></h2> <hr/> <h2 style="margin: 0;">Address</h2> <p>The City of Richmond has received and application to <outline description of project> _____ _____ _____ _____</p> <p>Applicant: <Name of applicant> Contact: <Phone number of applicant></p> <p>richmond.ca</p> 	<div style="background-color: white; color: black; padding: 10px; margin-bottom: 10px; text-align: center;"> Subject Property Map </div> <div style="border: 1px solid black; padding: 10px;"> <p>Public input: Input on the application may be received throughout the process up to and including the Development Permit Panel.</p> <p>Project milestones</p> <table border="0" style="width: 100%;"> <tr> <td style="background-color: #003366; color: white; padding: 5px; width: 50%; vertical-align: top;"> Application Received: Date _____ Staff Review </td> <td style="background-color: #003366; color: white; padding: 5px; width: 50%; vertical-align: top;"> Development Permit Panel TBD or Date, Time _____ Location _____ </td> </tr> </table> </div> <p>For more information please contact: Planning and Development Department Richmond City Hall 6911 No. 3 Road 604-276-4395 DevApps@richmond.ca</p>	Application Received: Date _____ Staff Review	Development Permit Panel TBD or Date, Time _____ Location _____
Application Received: Date _____ Staff Review	Development Permit Panel TBD or Date, Time _____ Location _____			

Specification:

1. Blue background (Reflex Blue) with white Helvetica Medium lettering.
2. Site map will have white background with blue lines.
3. The map will show the project location, adjoining roads and properties, address and north arrow.

SCHEDULE C to BYLAW NO. 7273

Colours:

- Black
- Pantone Reflex Blue C
- Pantone Red 032 C
- Pantone Yellow C

Temporary Use Permit Application


Application No. <number>

Address

The City of Richmond has received and application to
<outline description of project> _____

Applicant: <Name of applicant>
Contact: <Phone number of applicant> _____

richmond.ca



Subject Property Map

Public input:
Input on the application may be received throughout the process up to and including the Public Hearing.

Project milestones

Application Received: <small>Date</small>	Public Hearing <small>TBD or Date, Time Location</small>
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For more information please contact:
Planning and Development Department
Richmond City Hall
6911 No. 3 Road
604-276-4395
DevApps@richmond.ca

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Arial Bold All Caps 120pt Arial Bold 80pt Arial Regular 80pt Circle diameters: 70mm

50mm 100mm 200mm 50mm 750mm 50mm 100mm 525mm 50mm 100mm 500mm 50mm 1125mm 100mm

2450mm

Specification:

1. Red background (Red 032) with white Helvetica. Medium lettering.
2. Site map will have white background with red lines.
3. The map will show the project location, adjoining roads and properties, address and north arrow.



**Richmond Official Community Plan Bylaw 9000,
Amendment Bylaw 10125 (Signage Improvements)**

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

1. Richmond Official Community Bylaw 9000, as amended, is further amended by adding under Section 13.1.4 [OCP Monitoring, Review and Amendments] the following:

“c) notification signs are required when an application is made to amend the OCP:

- an applicant for an amendment to the OCP must post a notification sign(s) on the site;
- sign must be maintained and continue to be erected a minimum of 14 days prior to and up to the date of the Public Hearing on the application;
- sign must remain in place until City Council’s final decision or the OCP amendment application is abandoned;
- all signs must be removed within 21 days of the completion of Council’s final decision or if the OCP amendment application is abandoned;
- sign must indicate the project address, the City’s project file number, a general description of the purpose of the OCP amendment, the applicant’s name and contact number, the City’s website address, the City’s logo, a location map, information on public input opportunities, and a City contact for further information;
- all required notification signs for rezoning applications must comply with the specifications shown in the figure below:

OCP Amendment Notification Sign Specifications


Official Community Plan Amendment
Application No. <number>

Address

The City of Richmond has received and application to
<outline description of project>

Applicant: <Name of applicant>
Contact: <Phone number of applicant>

richmond.ca



Subject
Property
Map

Public input:
Input on the application may be received throughout the process up to and including the Public Hearing.

Project milestones

Application Received: Date	Public Input
Staff Review	
"Public Information Meeting" TBD or Date, Time	Public Input
Location	
"Public Hearing" TBD or Date, Time	Public Input
Location	

For more information please contact:
Planning and Development Department
Richmond City Hall
6911 No. 3 Road
604-276-4395
DevApps@richmond.ca

Colours:
Black
Pantone Reflex Blue C
Pantone Red 032 C
Pantone Yellow C

Arial Bold 120pt
Arial Regular 80pt
Arial Bold 120pt
Arial Bold 80pt
Arial Regular 80pt
Circle diameters: 70mm
Arial Bold 118pt
Arial Regular 90pt

1200mm

100mm 200mm 50mm 750mm 50mm 100mm

1125mm 50mm 500mm 50mm 100mm 525mm

2450mm

*Public Information Meeting details to be included only as applicable.

Specification:

1. Red background (Red 032) with white Helvetica, Medium lettering.
2. Site map will have white background with red lines.
3. The map will show the project location, adjoining roads and properties, address and north arrow.

- if the City advises the applicant that the sign is deficient, including new information on meeting dates that involve public input, all corrections and modifications must be completed as soon as possible and approved by the Director of Development not less than 14 days prior to the public hearing in respect of the OCP amendment application;
- sign must be located on the site near the front lot line, and be placed so as to be clearly visible from the fronting road, but not be located so as to interfere with pedestrian or vehicular traffic or obstruct visibility from roads, lanes or driveways;
- where the site also abuts a separate unconnected improved public road, a second sign must be located adjacent to the second road as determined by the Director of Development or the Director's designate;
- sign must be capable of withstanding weather, and be installed and maintained in a sound professional manner; and
- notwithstanding the above, a notification sign is not required for City-initiated OCP amendments.”.

2. This Bylaw may be cited as **“Richmond Official Community Bylaw 9000, Amendment Bylaw 10125”**.



FIRST READING

PUBLIC HEARING

SECOND READING

THIRD READING

ADOPTED

CITY OF RICHMOND
APPROVED by 
APPROVED by Director or Solicitor 

MAYOR

CORPORATE OFFICER



City of Richmond

Report to Committee

To: Planning Committee
From: Wayne Craig
Director, Development

Date: January 22, 2020
File: AG 19-863866

Re: **Application by Ecowaste Industries Ltd. for an Agricultural Land Reserve Non-Farm Use for the lands bounded by the Granville Avenue, No. 7 Road, Blundell Road and Savage Road allowances**

Staff Recommendation

That the Agricultural Land Reserve (ALR) Non-Farm Use Application (AG 19-863866) by Ecowaste Industries Ltd. to revise the previously approved ALR Non-Farm Use Application (AG 14-654361) in order to:

- a) replace the operator of one of the previously approved materials recovery facilities and increase the size from 1.3 ha to 3.3 ha and processing capability of the facility;
- b) add two new materials recovery facilities to the four facilities previously approved; and
- c) add 20 years to the previously approved term to allow landfill activities to continue until 2055;

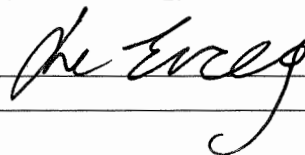
on the lots bounded by the Granville Avenue, No. 7 Road, Blundell Road and Savage Road allowances be endorsed and forwarded to the Agricultural Land Commission.


Wayne Craig
Director, Development

WC:sds
Att. 9

REPORT CONCURRENCE

CONCURRENCE OF GENERAL MANAGER



Staff Report

Origin

Ecowaste Industries Ltd. has submitted an Agricultural Land Reserve (ALR) Non-Farm Use Application on the following properties (subject site):

- Lot 1 Section 15 Block 4 North Range 5 West Plan LMP40687 – 132.5 acres (53.6 ha); and
- Lot 2 Section 15 Block 4 North Range 5 West Plan LMP40687 – 17.5 acres (7 ha).

The subject site is located in the Agricultural Land Reserve (ALR) bounded by the road allowances of Granville Avenue, No. 7 Road, Blundell Road and Savage Road and zoned “Agriculture (AG1)”. A location map and aerial photograph are provided in Attachment 1.

The subject site is currently occupied by an active landfill operated by Ecowaste Industries Ltd., operating under previous approvals from Council and the Agricultural Land Commission (ALC) for the landfill operation. Most recently, the following was endorsed by Council and approved by the ALC in 2015 (AG 14-654361):

- Continued operation of the existing landfill activities for a period of 20 years (ending in 2035) in order to comply with the Design, Operations and Closure Plan (DOCP) approved by the Ministry of Environment (with a final elevation of 18 m geodetic); and
- Four soil processing operations (materials recovery facilities) related to the landfill for a period of 20 years on the subject site (ending in 2035).

The purpose of the subject ALR Non-Farm Use Application is to revise the previous approval in order to:

- a) replace the operator of one of the previously approved materials recovery facilities and increase the size from 1.3 ha to 3.3 ha and processing capability of the facility;
- b) add two new materials recovery facilities to the four facilities previously approved; and
- c) add 20 years to the previously approved term to allow landfill activities to continue until 2055.

The purpose of the materials recovery facilities (MRF) is to accept and process demolition, land clearing and construction (DLC) waste. The products are used for internal landfill activities (incl. filling and closure) or recycled and sold commercially. The primary function of the three MRFs previously approved is soil processing, used for landfill closure activities or sold commercially. The purpose of the new MRFs would be to recover and repurpose more DLC waste material (i.e. lumber, plastics, carpet, roofing and aggregates), currently going into the landfill.

No change to the finished site elevation of the landfill or waste stream is proposed. The proposal is consistent with Ministry of Environment approvals.

A site plan illustrating the previous approval and changes proposed through the subject application is provided in Attachment 2. If the subject application is endorsed by Council, the application will be forwarded to the Agricultural Land Commission (ALC) for consideration. Should the ALR Non-Farm Use Application be endorsed by Council and approved by the ALC, a subsequent Zoning Text Amendment application, subject to Council approval, would be required in order to allow the proposed materials recovery facilities.

Findings of Fact

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

Surrounding Development

- To the North: Across the Granville Avenue unopened road allowance, properties zoned “Agriculture (AG1)”, designated “Agriculture (AGR)” in the Official Community Plan (OCP) and located in the Agricultural Land Reserve (ALR), and a drainage canal designated RMA.
- To the South: Across Blundell Road, property zoned “Industrial (I)” and designated “Industrial (IND)” in the OCP, owned by Ecowaste Industries Ltd. A Development Permit (DP 11-566011) was issued in 2017 to permit a 65 ha (161 acres) Industrial Logistics Park (currently under construction). A Development Variance Permit application (DV 19-869780) is currently under staff review to increase the permitted building height.
- To the East: Across the No. 7 Road unopened road allowance, land zoned “Agriculture (AG1)” and designated “Industrial (IND)” in the OCP, and a drainage canal designated RMA. This area is under federal jurisdiction (Port Metro Vancouver).
- To the West: Across the Savage Road unopened road allowance, properties zoned “Golf Course (GC)” and “Agriculture (AG1)”, designated “Agriculture (AGR)” in the OCP and located in the ALR.

Related Policies & Studies

Official Community Plan

The Official Community Plan (OCP) land use designation for the subject site is “Agriculture (AGR)”, which comprises of those areas of the City where the principal use is agriculture and food production, but may include other uses as permitted under the *Agricultural Land Commission Act* (ALCA), including non-farm uses approved by Council and the ALC. The proposed materials recovery facilities are temporary land uses and will be removed when the limits of the Ministry of Environment landfill operational certificate are reached and no later than the term associated with the non-farm use approval. The long term objective for the site is to be remediated in order to support agricultural uses. No amendments are required to the OCP.

Environmentally Sensitive Area Designation

An area is designated Environmentally Sensitive Area (ESA) located within the Savage Road unopened road allowance along the west property line of the subject site. The proposed materials recovery facilities are not located within the designated ESA and will not be impacted by the proposal. No ESA Development Permit is required.

Riparian Management Area Designation

A 15 m wide Riparian Management Area (RMA) exists along the subject site's north and east edges associated with a drainage canal along the Granville Avenue and No. 7 Road unopened road allowances. Environmental Sustainability staff have reviewed the proposal and confirm there is no encroachment into the RMA proposed and no additional approvals are required.

Food Security and Agricultural Advisory Committee

The proposal was reviewed by the Food Security and Agricultural Advisory Committee (FSAAC) at the meeting on November 28, 2019. The Committee generally supported the proposal, but expressed concerns regarding the proposed extended timeframe to return to agriculture and ensuring the site will be actively farmed after the site is remediated. The Committee passed the following motion:

That the Food Security and Agricultural Advisory Committee support the Non-Farm Use Application (AG 19-863866) to move forward to Council subject to the following considerations:

- 1. Financial commitment towards the investment in farming infrastructure to benefit agriculture during the life of the proposal (e.g., funding for farm access, irrigation and drainage to no access parcels); and*
- 2. Ensuring the agricultural land is available and actively used for farming after the land is remediated for agriculture (e.g., legal agreement).*

An excerpt from the November 28, 2019 FSAAC meeting minutes is provided in Attachment 4. Staff note that should Council endorse the application to move forward to the ALC and the ALC approve the proposed non-farm use, the considerations recommended by the FSAAC will be reviewed through future development applications required for the proposal to proceed. More information regarding required future development applications is provided in the "Analysis" section of this report.

Background

From 1971 to 1986, the company (then called Richmond Landfill Ltd.) operated a municipal solid waste landfill on the property to the east of the subject site. As this property was being filled, Ecowaste Industries Ltd. purchased the subject site and received approvals from Council, the ALC, the Ministry of Environment, and Metro Vancouver to operate a landfill for demolition, land clearing and construction (DLC) waste. Over the past 30 years Ecowaste has added recycling operations to its landfill operations, including conversion of yard waste into

compost, clean wood into biofuels, and concrete into aggregate. Landfill activities on-site that provide a benefit to agriculture include:

- harvesting plant biomass irrigated with treated leachate (as part of the leachate treatment process), used as soil and sediment control;
- composting operations to produce soil blends and site cover; and
- noxious weed management (i.e. Japanese knotweed).

Previous Approvals

In 1993, the ALC approved a non-farm use application for the landfill and a City of Richmond soil permit was issued for five years (Permit S-271). In 1998, Ecowaste applied to the City of Richmond and the ALC to extend the permit for a period of 10 years, which was approved. Ecowaste then started preparing for a comprehensive non-farm use application in consideration of the long-term industrial development on the property south of the subject site. In 2015, a Non-Farm Use Application (AG 14-654364) was endorsed by Council and approved by the ALC, which included allowing the continued operation of the landfill until 2035, filling the site consistent with the Design, Operations and Closure Plan (DOCP) approved by the Ministry of Environment (with a final elevation of 18 m geodetic), and four materials recovery facilities. A timeline related to the Ecowaste landfill approvals is provided in Attachment 5.

Project Description

Project Description – Landfill

Ecowaste Industries Ltd. currently operates an active landfill on the subject site. The site accepts demolition, land clearing and construction (DLC) waste. Based on the approved Ministry of Environment's DOCP and 2015 approval, the landfill will be filled to an ultimate finished elevation of 18 m geodetic at the highest elevation. The previous non-farm use approval also included permitting four materials recovery facilities (MRF) to assist in the processing of soils and associated landfill activities.

No changes are proposed to the ultimate elevation of the landfill through the subject application. Currently, the landfill on the subject site is approximately 70% filled based on the approved DOCP. This amount has remained unchanged from the previous approval in 2015, due to the continuing filling of Ecowaste's industrial site, south of the subject site. Once filling and closure of the landfill site for the industrial lands is completed, fill activities will resume on the subject site as per the previous approval.

Project Description – Materials Recovery Facilities

The primary function of the three MRFs previously approved is soil processing to either support landfill activities (incl. filling and closure) or to sell remediated products commercially. These MRFs consist of temporary structures and outdoor storage to support these activities. The purpose of the proposed new MRFs would be to recover and repurpose more DLC waste material (i.e. lumber, plastics, carpet, roofing and aggregates), currently going into the landfill, resulting in a diversion of DLC waste from the landfill. These types of facilities support the

City's Demolition Waste and Recyclable Materials Bylaw No. 9516, which aims to divert waste from disposal and promotes recycling of materials. The increased recycling capacity of the facility is expected to extend the life of the landfill until 2055. No change to the waste stream (DLC waste—no organics or green waste is accepted), source (primarily Lower Mainland), or final site elevation of the landfill is proposed.

One of the MRFs (previously approved to be operated by "Urban Wood Recyclers") is proposed to be replaced with a different operator (Ecowaste Industries Ltd.), with an increased footprint of 1.3 ha to 3.3 ha, and be able to process a broader range of waste than had been anticipated in 2015. This MRF would also consist of a large steel structure, unlike the other MRFs, but be designed to be disassembled when the facility is closed.

The proposed MRFs are temporary land uses and will be removed when the landfill is closed, as per the Ministry of Environment approval, and no later than the term associated with the non-farm use approval. The long term objective for the subject site is to be remediated in order to support agricultural uses after the landfill closure.

Project Description – Return to Agriculture

The conditions associated with the ALC approval (Resolutions #384/2015 and #385/2015) for non-farm use required that the MRFs be removed when the landfill closed and that the site be returned to agriculture. The final improved agricultural rating, with irrigation, is to be Class 2A. The 2015 approval included a Soil Survey Rehabilitation Assessment produced by a Professional Agrologist, which is provided in Attachment 6 for reference. A letter from the Project Agrologist was provided confirming the subject application would have no impact on the approved 2015 plan to return the site to agriculture (Attachment 7).

Provincial Permits and Licenses

All of Ecowaste's landfill activities are permitted and regulated through an operational certificate issued by the BC Ministry of Environment (Operational Certificate 4922). The current operational certificate regulates the current design, operations and closure plan (DOCP) approved by the Ministry. The revised DOCP submitted by Ecowaste in 2019 to the Ministry is consistent with the original operational certificate approved. A letter from the Ministry confirming this is provided in Attachment 8. The operational certificate does not specify an expiry date, however, it does require compliance with a specific closure plan for the landfill, including an ultimate elevation of 18 m. Ecowaste is permitted to accept up to 320,000 tonnes of demolition, land clearing and construction (DLC) waste per year at the landfill. No changes to the Ministry of Environment approvals are required. The landfill also holds licenses and permits from Metro Vancouver in relation to the landfill operation and composting activities (soils).

Analysis

Agriculture (AG1) Zoning

The subject site is zoned "Agriculture (AG1)". The proposed materials recovery facilities (MRFs) will contribute to providing a portion of the necessary soils and fill materials required to remediate the closed landfill in order to support agricultural uses. The landfill and supporting

MRFs are temporary uses, and once closed and removed, will result in the site being capable of supporting land uses and activities that are consistent with the existing AG1 zoning.

Considering the longer time frame for landfill activities and the buildings required to support the proposed additional MRFs, a Zoning Text Amendment would be required to allow the construction of the proposed MRFs in the interim on the subject site only. Should Council endorse the application to move forward to the ALC and the ALC approve the non-farm use, a subsequent Zoning Text Amendment would be required in order for Building Permits to be issued for the proposed MRFs.

The landfill site operated by Ecowaste Ltd. and the proposed MRFs are all individual commercial businesses. As a result, each will be required to apply for and obtain the necessary business license(s) from the City if the application is supported by Council and approved by the ALC.

Transportation and Site Access

The subject site is bounded by the Granville Avenue, No. 7 Road, Blundell Road and Savage Road allowances. Ecowaste Industries Ltd. owns the properties south of the subject site, extending south to Williams Road. The extension of Blundell Road, generally between No. 7 Road and Savage Road, recently completed construction as part of Ecowaste's industrial development to the south. Previously, access to the landfill was through Williams Road. Prior to closure of the south landfill, the main access route will be moved to Blundell Road. A wheel washing system will be installed to minimize debris on public roads.

A Traffic Impact Study (TIS) was submitted and reviewed by the City and Port Metro Vancouver through the industrial development to the south. The applicant has provided an updated TIS to address the changes proposed through the subject application, which indicated a minimal impact to the road network from the 2015 approval. Transportation staff reviewed the TIS and have no concerns.

Adjacency Impacts

The applicant has provided a list of controls and mitigation measures already in place to deal with adjacency concerns, including:

- Dust and mud control: the on-site roads are frequently watered during dry weather to limit dust from roads and working surfaces. Additionally a wheel-wash will also be installed to prevent any remaining dirt or mud from being transferred to public roads.
- Litter control: trucks are required to remain tarped until the vehicle is at its designated de-tarping area. There are also regular litter patrols and cleanup conducted on-site.
- Noise control: where the proposed MRFs are located is a significant distance from any adjacent neighbours. The MRFs will also be enclosed further reducing noise. Hours of operation will comply with both the City's Noise Bylaw and Metro Vancouver permit. No MRF will operate later than 8 pm.

- Odour control: there are no organics proposed for processing. DLC waste is inert, which does not generate odour.

Sustainability

Should the application be endorsed by Council and approved by the ALC, it will enable the landfill operation to recycle 45 to 50% more DLC waste each year, recycle/recover more types of waste, and extend the life of the landfill to 2055 with no change to the ultimate elevation. The applicant has provided a letter regarding the Sustainability impacts provided in Attachment 9.

Financial Impact

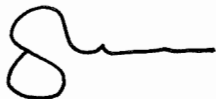
None.

Conclusion

Ecowaste Industries Ltd. has submitted an Agricultural Land Reserve (ALR) Non-Farm Use Application to revise the previously approved ALR Non-Farm Use Application (AG 14-654361) in order to:

- a) replace the operator of one of the previously approved materials recovery facilities and increase the size from 1.3 ha to 3.3 ha and processing capability of the facility;
- b) add two new materials recovery facilities to the four facilities previously approved; and
- c) add 20 years to the previously approved term to allow landfill activities to continue until 2055.

It is recommended that the ALR Non-Farm Use Application be forwarded to the Agricultural Land Commission (ALC).



Steven De Sousa
Planner 1

SDS:cas

Attachment 1: Location Map & Aerial Photo

Attachment 2: Site Plan

Attachment 3: Development Application Data Sheet

Attachment 4: Excerpt from the November 28, 2019 FSAAC Meeting Minutes

Attachment 5: Timeline of Approvals

Attachment 6: 2015 Soil Survey Rehabilitation Assessment

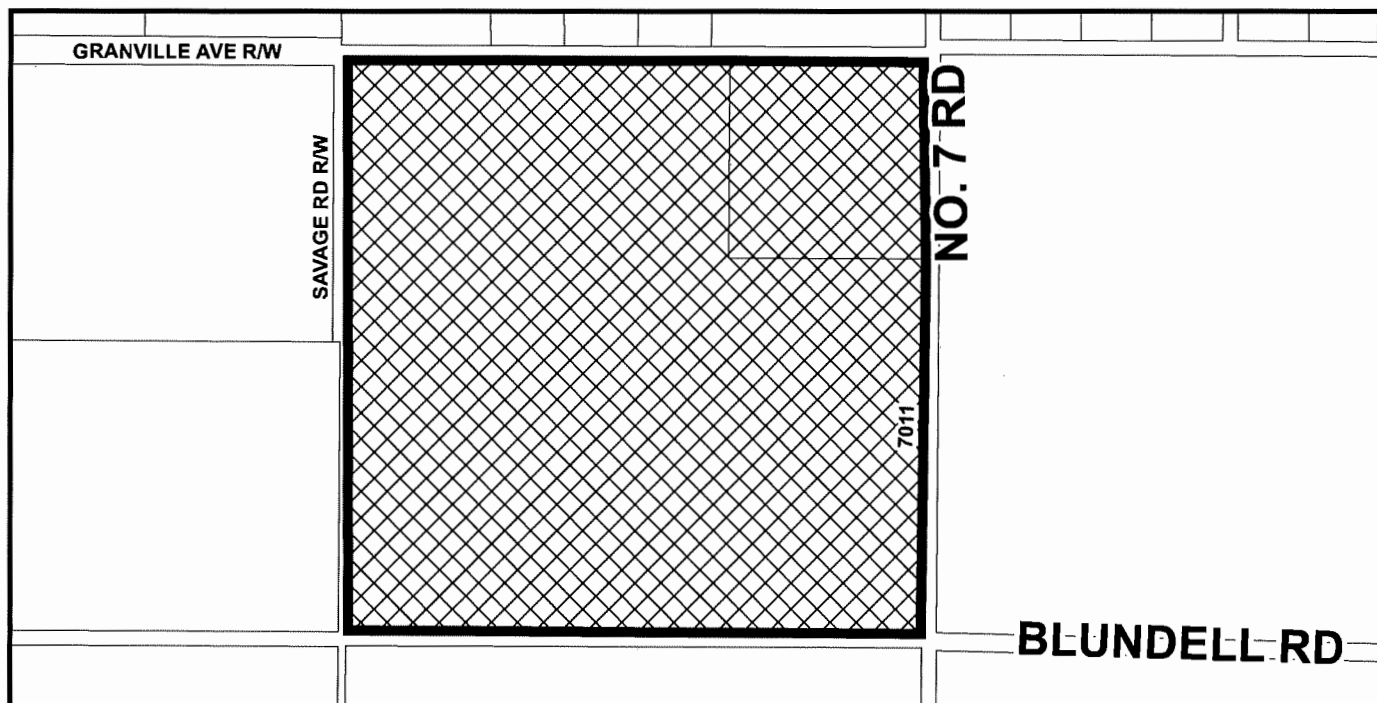
Attachment 7: Letter from the Professional Agrologist

Attachment 8: Letter from the Ministry of Environment & Climate Change Strategy

Attachment 9: Applicant's Sustainability Response



City of
Richmond



AG 19-863866

PLN - 105

Original Date: 06/20/19

Revision Date: 01/08/20

Note: Dimensions are in METRES



City of Richmond



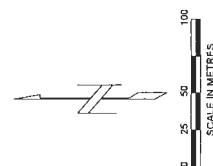
AG 19-863866

PLN - 106

Original Date: 06/21/19

Revision Date: 01/08/20

Note: Dimensions are in METRES



Ecowaste Industries

Application to Agricultural Land Reserve

Updated to June 3, 2019

ECOWASTE INDUSTRIES LTD

100 – 3031 Viking Way
Richmond BC, V6V 1W1

GNH Consulting Ltd
Landfill Management
11413 88a Ave
Delta, B.C. V4C3E3
604-307-5159
604-250-4817

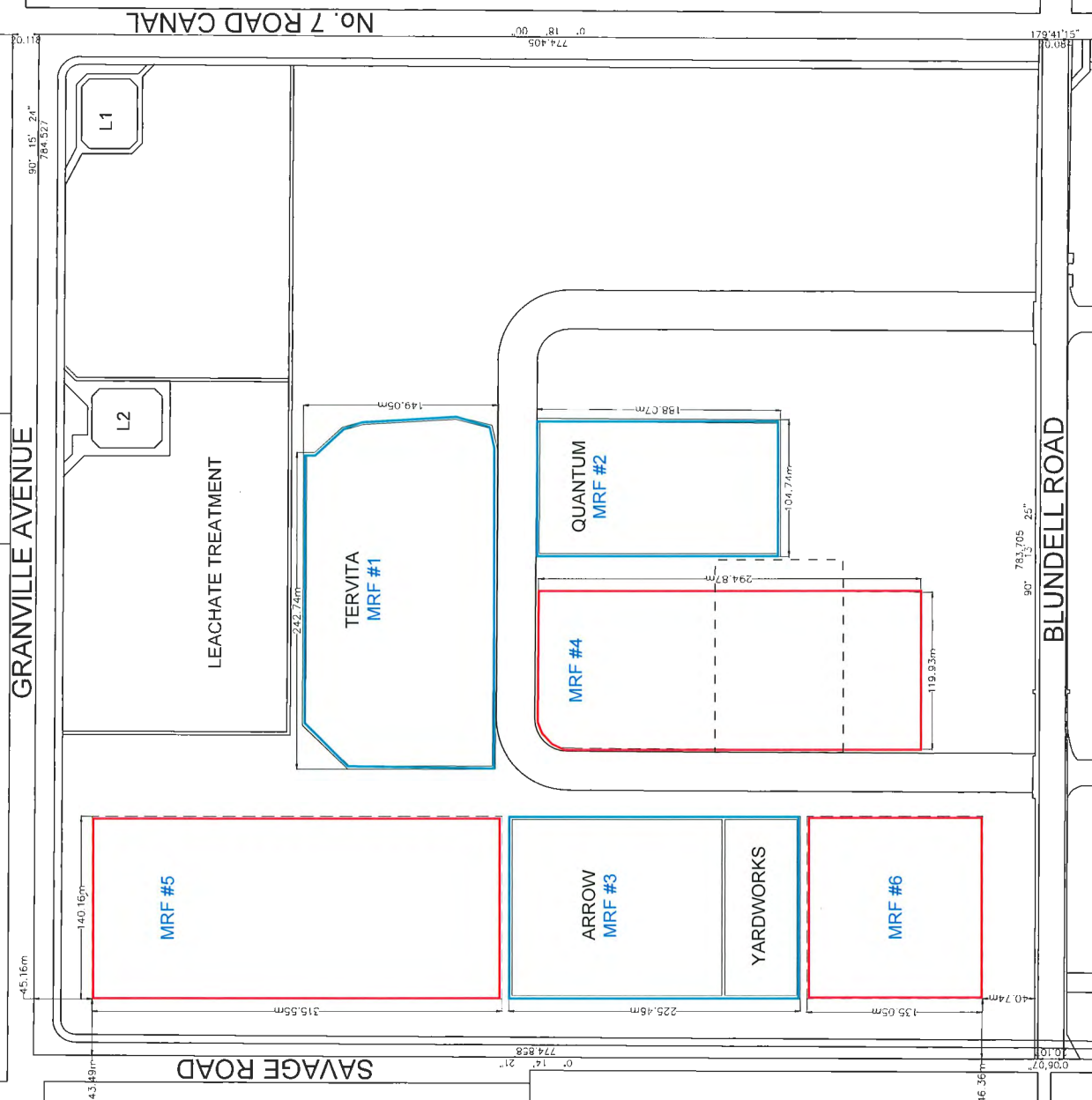
Previous application:

- MRF #1-4 approved by Council and ALC in 2015
- Continued operation of the landfill for 20 years (ending in 2035)

Subject application:

- Replace operator and increase size of MRF #4
- Add two additional MRFs (#5 & 6)
- Add 20 years to the previously approved term (ending in 2055)

MRF #4 original area

PLN - 107



AG 19-863866

Attachment 3

Address: Land Reserve Non-Farm Use for the lands bounded by the Granville Avenue, No. 7 Road, Blundell Road and Savage Road allowances

Applicant: Ecowaste Industries Ltd.

Planning Area(s): East Richmond

	Existing	Proposed
Owner:	Ecowaste Industries Ltd.	No change
Site Size:	- Lot 1 Section 15 Block 4 North Range 5 West Plan LMP40687: 132.5 acres (53.6 ha) - Lot 2 Section 15 Block 4 North Range 5 West Plan LMP40687: 17.5 acres (7 ha) - Total: 150 acres (60.6 ha)	No change
Land Uses:	Landfill activities and related uses with approvals until 2035 (including four materials recovery facilities).	<ul style="list-style-type: none">• replace the operator of one of the previously approved materials recovery facilities and increase the size from 1.3 to 3.3 ha and processing capability of the facility;• add two new materials recovery facilities to the four facilities previously approved; and• add 20 years to the previously approved term to allow landfill activities to continue until 2055.
OCP Designation:	Agriculture (AGR)	No change
Zoning:	Agriculture (AG1)	Should the ALR Non-Farm Use application be approved a Zoning Text Amendment would be required.
Agricultural Land Reserve:	The site is contained in the ALR	No change
Other Designations:	<ul style="list-style-type: none">• ESA outside of and along the west edge of the site.• 15 m RMA along the north and east edges of the site.	Existing ESA and RMA designations will not be impacted.

**Excerpt from the Meeting Minutes of the
Food Security and Agricultural Advisory Committee (FSAAC)**

**Thursday, November 28, 2019 – 7:00 p.m.
Rm. M.2.002
Richmond City Hall**

Agricultural Land Reserve Non-Farm Use Application – Ecowaste

Steven De Sousa, Planner 1, introduced the proposed non-farm use application and provided the following comments:

- The site is an existing landfill operation, which originally operated on the property south of the subject site, but was moved north as the property to the south was filled for industrial development;
- Landfill activities on the subject site were approved by Council and the ALC in the early 1990s;
- In 2015, a non-farm use application was approved by Council and the ALC for the following:
 - To allow the continued operation of the existing landfill activities for a period of 20 years (up to an ultimate elevation);
 - To locate four soil processing operations (material recovery facilities) related to the landfill for a period of 20 years.
- The purpose of the subject non-farm use application is for the following:
 - To replace the operator of one of the previously approved material recovery facilities and increase the size and processing capability of the facility;
 - To add two new material recovery facilities to the four facilities previously approved; and
 - To add 20 years to the previously approved term to allow the landfill activities to continue until 2055.
- The purpose of the material recovery facilities is to increase the recycling capacity of the facility to address the increasing amounts of demolition land clear (DLC) waste arriving each year; and
- Ultimately, the material recovery facilities will be removed and the site will be remediated to support agricultural uses.

Tom Land, President & CEO of Ecowaste, provided the following additional comments regarding the proposal:

- Ecowaste is investing over \$500 million in redevelopment of the former landfill south of Blundell into a distribution warehouse hub and \$50 million in construction and

demolition waste management capacity to extend the life of the existing landfill on the subject site;

- There are a number of current agricultural activities on-site including soil bioremediation, harvesting of crops (forage) from leachate treatment for biofuels and sediment control, compost from yard waste and mulch from wood processing;
- The Vancouver Landfill in Delta is proposed to be closed in 2028, Ecowaste will be the only landfill in the region;
- In order to address the increasing amount of DLC waste being generated by the region every year, the proposed material recovery facilities will increase the recycling capability of the facility and prolong the life of the landfill until 2055;
- There are no proposed changes to waste stream, source of waste, or final site elevation; and
- Benefits to agriculture include generating more topsoil and ground wood for farmers, providing a landfill for DCL waste, and rehabilitating the site for agriculture after closure.

Discussion ensued regarding traffic impacts, the industrial development to the south of the subject site, and origins of the landfill.

In response to questions from the Committee, the Applicant noted that when the landfill closes and the site is remediated for agriculture, the intention is to enter into land leases with farmers to farm the land.

The Committee expressed concerns regarding the proposed extended timeframe for the subject site to return to agriculture and ensuring the site will be actively farmed after the site is remediated.

As a result of the discussion, the Committee passed the following motion:

That the Food Security and Agricultural Advisory Committee support the Non-Farm Use Application (AG 19-863866) to move forward to Council subject to the following considerations:

- 1. Financial commitment towards the investment in farming infrastructure to benefit agriculture during the life of the proposal (e.g. funding for farm access, irrigation and drainage to no access parcels); and*
- 2. Ensuring the agricultural land is available and actively used for farming after the land is remediated for agriculture (e.g. legal agreement).*

*Carried
Abstained: Doug Wright*

Timeline – Ecowaste Landfill Activities in the ALR

- 1993: Approval to allow the applicant to operate a landfill in the ALR under the Soil Conservation Act (Permit S-271).
- 1999: Approval for a 10 year renewal to Permit S-271 to allow the continued operation of the landfill in the ALR.
- 2002: Repeal of the Soil Conservation Act resulting in soil removal and filling in the ALR being regulated and permitted through the ALC Act and related regulations (i.e. non-farm use application).
- 2009-2011: Exploration and development planning by Ecowaste for a large scale phased industrial development proposed for the portions of the landfill site south of Blundell Road (outside of the ALR, zoned and designated in the OCP for industry), which resulted in the following:
 - Ecowaste obtained appropriate amendments to the operational certificate by the Ministry of Environment (Operational Certificate 4922) to facilitate re-opening and vertical expansion to the landfill outside of the ALR and modify the closure plan to accommodate a suitable grade and structural base to support the industrial development; and
 - Focus on landfill and site modification on Ecowaste industrial lands. When filling and closure of the landfill site for the industrial lands is completed, fill activities will resume on the ALR portion of the landfill site north of Blundell Road (subject site). Currently, active filling on the ALR portion of the landfill site is not being undertaken as the site to the south is filled.
- December 19, 2011: Council granted authorization to open a number of un-built road allowances to allow construction of future public roads to facilitate Ecowaste's development of their industrial land, including Blundell Road between No. 7 Road and Savage Road, in coordination with Ecowaste's redevelopment of their industrial zoned and designated lands to the south of the subject site.
- 2015: endorsement by Council and approval by the ALC for a Non-Farm Use application (AG 14-654361) on the ALR property (subject site) to achieve the following:
 - Continued operation of the existing landfill activities for a period of 20 years (ending in 2035) in order to comply with the Design, Operations and Closure Plan (DOCP) approved by the Ministry of Environment (with a final elevation of 18 m geodetic); and
 - Four soil processing operations (materials recovery facilities) related to the landfill for a period of 20 years on the subject site (ending in 2035).
- January 23, 2017: Development Permit (DP 11-566011) for the industrial land south of Blundell Road was issued by Council to permit a 65 ha (161 acres) Industrial Logistics Park (currently under construction).

Agricultural Capability and Suitability on Completion of Project

**Ecowaste Landfill
7011 No. 7 Road
Richmond, BC**



Prepared for:
Ecowaste Industries Ltd.
200 – 10991 Shellbridge Way
Richmond, BC
V6X 3C6

Prepared by:
Pottinger Gaherty Environmental Consultants Ltd.
#1200 – 1185 West Georgia Street
Vancouver, BC
V6E 4E6

PGL File: 079-04.02

December 2014



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1.0 INTRODUCTION

Ecowaste Industries Ltd. (Ecowaste) asked Pottinger Gaherty Environmental Consultants Ltd. (PGL) to provide a short report discussing the agricultural capability and suitability of their landfill following completion of closure and reclamation.

Our report includes a description of the site, a description of the historical and current Site soils, and an assessment of the Site's future agricultural capability/suitability.

2.0 SITE DESCRIPTION

The Site is located in the City of Richmond (Figure 1) and is part of the Ecowaste landfill operated by Ecowaste at 15111 Williams Road in Richmond, BC. The Ecowaste Landfill is comprised of 118ha located between No. 6 and No. 7 Roads and between Granville Avenue and Williams Road. Of the 118ha, a 61ha parcel consisting of two lots are located within the Agricultural Land Reserve (ALR) (ALR site). The remainder is located on a 57ha non-ALR parcel (Industrial Site).

The Ecowaste landfill, including the non-ALR portion, accepts the disposal of inert waste primarily from construction and demolition activities. The landfill also accommodates several related industries as tenants, including yard waste composting facilities, wood processing facilities, and two soil remediation facilities all of which will operate on the ALR portion of the site for the next period of operation.

Following placement of the solid waste, the completed landfill will be improved by placement of a soil cover suitable for agriculture. Soils placed on the ALR-zoned portions of the property are required to meet the BC Contaminated Sites Regulation's Agricultural Land Use Standards and will be designed to enable a wide range of soil bound agricultural uses.

The surrounding area is characterized by:

- North: ALR Agricultural Land Use;
- West: ALR agricultural with a mix of non-farm uses including a golf course/driving range and as well as farm uses;
- South: Non-ALR Ecowaste land fill which will be developed as a logistics-based industrial park once filling is complete; and
- East: Non-ALR Industrial land use operated by Port Metro Vancouver and developed for port-related industrial purposes.

All of the surrounding uses would be compatible with future use of the Site for agriculture.

3.0 BACKGROUND

PGL conducted site investigations and reviewed existing historical reports, maps, and aerial photographs of the Site, pertinent documents at the Agricultural Land Commission (ALC), developing a detailed soil sampling plan, and conducting a Site visit to describe soils.

The entire property has been disturbed from original conditions due to peat extraction and subsequent waste filling activities. Soils vary across the site depending on the state of filling and typically fall into three categories: road network, areas undergoing filling and filled/rehabilitated areas.

This ALR portion of the site will have four sub-contracted operators who will support and enhance Ecowaste's landfill operation. The operators include Tervita Corporation, Quantum Murray, Urban Wood Waste Recyclers and Yardworks/Arrow. Yardworks/Arrow is already located on the site while the remaining three operations are currently located on Ecowaste's industrial property.

4.0 1993 ALC APPROVAL CONDITIONS

The 1993 ALC Resolution #173/93 allowed peat extraction and the deposition of fill to be undertaken on the Ecowaste property subject to Rehabilitation of the Filled Area, and installation of irrigation and drainage. The plan was to reclaim the site to Class 2 agricultural capability with only minor limitations to soil bound agriculture.

4.1 Final Site Preparation and Filling Procedures

Once the final closure elevation has been achieved the Site will be covered with 2m of soils which meet the BC Contaminated Sites Regulations standards for Agricultural Land Use. The final 0.5m of the subgrade will consist of free draining, permeable soil, sand or gravel, while the overlying topsoil will be clean with a coarse fragment content less than 5% with no texture finer than silty clay loam and no coarser than sandy loam. The topsoil will also be placed evenly over the surface to the finish grade.

4.2 Rehabilitation of the Filled Area Procedures

The original approval for fill/rehabilitation as approved by the ALC by resolution #173/93 required that the final improved agricultural capability rating, with irrigation is to be Class 2A. To meet the improved classification, the resolution also required that rehabilitation of the filled area:

- Upon completion of filling , the fill is to be capped with a minimum of 1.0m of medium-textured glacial till material;
- Upon completion of spreading and compacting the capping, a minimum of 0.8m of medium-textured sands are to be placed over the capping;
- The final upper 0.3m is to be loamy sand;
- Encouraging backhauling of good quality agricultural soil for rehabilitation purposes;
- Application of suitable organic matter to the upper 0.3m of reclaimed soil; and
- Preparation of a seedbed if no immediate agricultural use is planned.

Following rehabilitation, the rehabilitated site will be maintained in a high state of agricultural management for a period of no less than five years following completion. Already rehabilitated areas have been either seeded with a forage crop or used for agro-forestry.

4.3 Drainage Control and Drainage System Installation

Drainage control and drainage system installation is detailed in Ecowaste's January 2013 Design, Operations and Closure Plan Submission which is included in Ecowaste's Application for Non-Farm Use and Soil Permit Renewal.

Stormwater and runoff from the site are managed through a storm water drainage and collection system. The leachate that percolates through the cap is managed in a separate leachate collection system. It then undergoes additional treatment via an aeration pond and passage through a constructed wetland before ultimately being discharged to the No. 7 Canal via the Granville Avenue ditch. If appropriate, this leachate could be used for irrigation post closure. If not, irrigation water will be sourced from the local agricultural drainage and irrigation ditches.

4.4 Irrigation Installation

In 2006, Ecowaste retained SYLVIS to design and construct a soil-plant system for use as an irrigation-based leachate treatment option. In 2007, SYLVIS began fabricating topsoil using combinations of sand, biosolids, recycled paper fines and wood waste. These fabricated topsoils were used in the establishment of three treatment plots covering capped portions of the landfill and planted with fast-growing hybrid poplar trees (in 2007), coppicing willows (planted between 2008 and 2010) and forage grasses (seeded in 2010). The soil-plant treatment plots are irrigated with leachate which has undergone treatment in the aeration pond, providing additional leachate treatment capacity, leachate quality improvement, and harvestable biomass. This system also satisfies the agricultural zoning requirement of the site and provides Ecowaste with a biomass crop for harvest and use.

By the end of 2012, the soil plant system was irrigated with a total leachate volume of 4,225mm (308,422m³) in both woodlots combined and 10,359mm (321,141m³) in the grass lot. The poplars, willows, and grasses are in their active phase of establishment, and should continue to increase in their capacity to assimilate leachate and leachate constituents over the near-term.

4.5 Reporting and Monitoring

Monitoring will include preparation of semi-annual reports by a reclamation specialist to ensure compliance with the conditions of the Commission's approval.

5.0 CONCLUSION

On completion of landfilling, the ALR portion of the site will be covered with 2m of soils which will meet the BC Contaminated Sites Regulations standards for Agricultural Land Use as well as provide a Class 2A agricultural capability.

In addition to improving agricultural capability following peat extraction, Ecowaste has continued to meet the conditions of the 1993 ALC Resolution #173/93.

PGL's report established baseline conditions for the portion of the site still undergoing filling activities as proposed in the non-farm use application. This area is proposed for four sub-contracted operators who will support and enhance Ecowaste's landfill operation. The site is primarily composed of three land uses: areas undergoing filling, rehabilitated areas, and road access.

The ongoing filling and rehabilitation works will benefit agriculture through improvements to the agricultural capability and suitability of the ALR site. Filling and subsequent rehabilitation will increase the agricultural capability from 100% 4W in the western portion of the property and 100% Ø5WP in the eastern portion of the property to and agricultural capability of 2A.

On completion of reclamation and preparing the soils for agricultural, the site will be capable of growing a wide range of soil bound agricultural crops. The types of crops and the agricultural systems would be difficult, but the site will be in an area with compatible uses and enough separation from non-farm uses to allow for a wide range of choices.

Respectfully submitted,

POTTINGER GAHERTY ENVIRONMENTAL CONSULTANTS LTD.

Per:



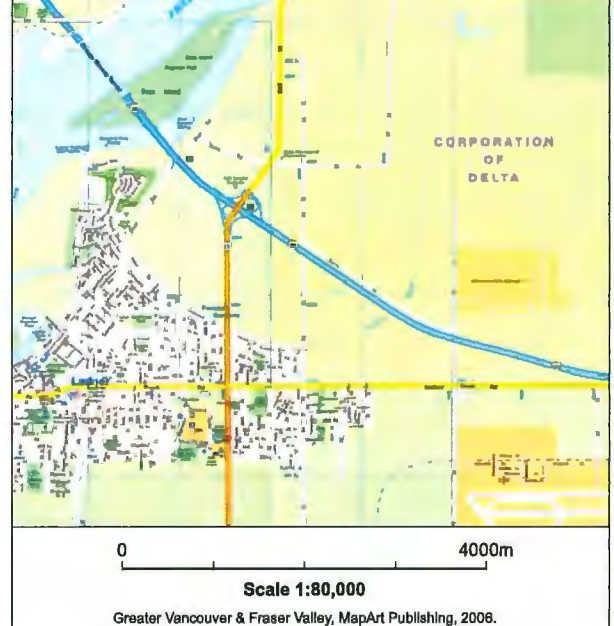
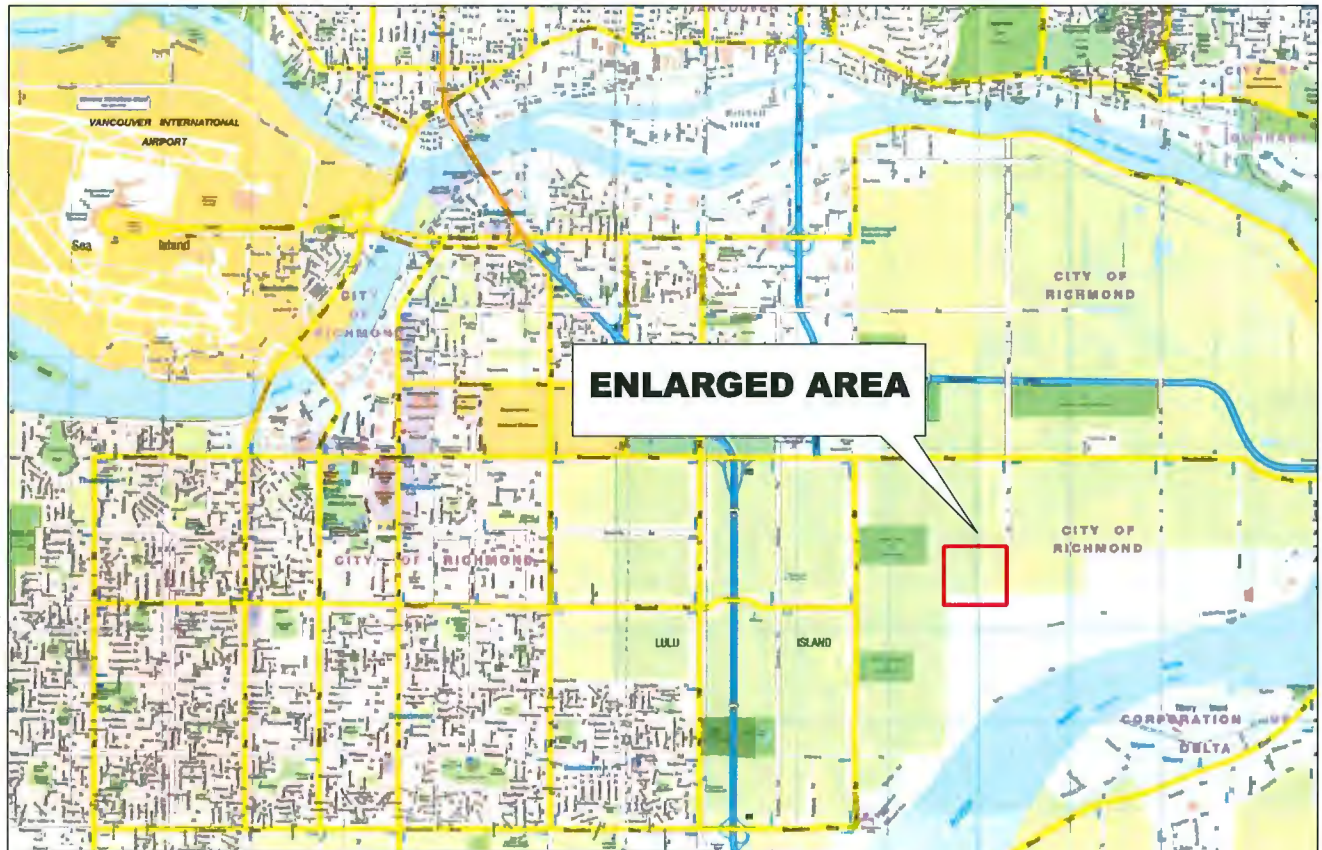
E.L. (Ned) Pottinger, M.Sc., P.Geo., P.Ag.
Senior Consultant and Principal





Stewart Brown, M.Sc., P.Ag., R.P.Bio.
Senior Environmental Scientist

ELP/CSB/slr
r-079-04-02-Dec14-Final.doc

Figure



SITE LOCATION		<div>N</div> 	
7011 No. 7 Road, Richmond, BC			File No.: 0079-04.01
Ecowaste Industries Ltd.			Date: JULY 2013
			Dwg No.: F1.1
		Drawn by: IRB	
 PGL Pottinger Gaherty ENVIRONMENTAL CONSULTANTS		FIGURE 1	

PLN - 119

ORIGINAL IN COLOUR



1500 - 1185 West Georgia Street
 Vancouver, BC V6E 4E6
 604 682 3707
pggroup.com

May 28, 2019
 PGL File: 0079-04.06

Via E-mail: **tland@ecowaste.com**

Ecowaste Industries Ltd.
 100-3031 Viking Way
 Richmond, BC
 V6V 1W1

Attention: **Tom Land**

RE: REHABILITATION PLAN REVIEW, ECOWASTE LANDFILL, RICHMOND, BC

PGL Environmental Consultants (PGL) has prepared this letter in support of Ecowaste Industries Ltd.'s (Ecowaste) updated non-farm use application adding new uses and a 20-year extension. In September 2013, PGL completed a *Soil Survey & Rehabilitation Assessment* for Ecowaste's landfill in Richmond. This letter confirms that the original rehabilitation plan will accomplish the same result with the addition of three new materials recovery facilities and 20-year extension to the original approval.

In 1993, Ecowaste received approval under the *Soil Conservation Act* from the Agricultural Land Commission (ALC) to remove any remaining peat from the Agricultural Land Reserve Site, and then use the Site as part of its landfill operation. In 2015, the ALC approved the application to locate four recycling operations (known as Tervita, Quantum Murray, Yardworks-Arrow, and Urban Wood Recyclers) as an adjunct to the existing landfill on the Site. Additionally, a 20-year extension to continue operating the existing landfill was activated, and an increase to the final elevation at the Site was also approved.

The approval for fill/rehabilitation as approved by the ALC and City of Richmond required that the final improved agricultural capability rating, with irrigation, is to be Class 2A. To meet the improved classification, the resolution also required rehabilitation of the filled area, including:

- Upon completion of filling, capping the fill with a minimum of 1.0m of medium-textured glacial till material;
- Upon completion of spreading and compacting the capping, placing a minimum of 0.8m of medium-textured sands over the capping;
- The final upper 0.3m is to be loamy sand;
- Encouraging backhauling of good-quality agricultural soil for reclamation purposes;
- Applying suitable organic matter to the upper 0.3m of reclaimed soil; and
- Preparing a seedbed if no immediate agricultural use is planned.

With the addition of three more materials recovery facilities and an extra 20 years in the term, but with no changes in the waste stream or final elevations, PGL did not identify a need to make any changes to the 2013 rehabilitation plan to meet the conditions of ALC Resolution #173/93.

LIMITATIONS

This report is accurate at a high level for reasonably foreseeable conditions. The limitations of the work are not always obvious, and the best way to understand them is discussion with the authors in the context of your intended use. This work is a snapshot in time, so any use must consider that conclusions may change materially because of changes in site condition or regulatory context.

Only the addressee, our client, and their agents may rely on this report for the stated purpose. We warrant only that the work was done as described and is similar to the work that would be done by other qualified consultants in this area. Our contract includes limitations on liability related to professional errors and omissions.

CLOSING

We trust that this meets your needs. If you have any questions or require clarification, please contact Stewart Brown or Ned Pottinger at 604-895-7612 and 604-895-7600, respectively.

PGL ENVIRONMENTAL CONSULTANTS

Per:



Stewart Brown, M.Sc., P.Ag., R.P.Bio.
Lead Consultant



E.L. (Ned) Pottinger, M.Sc., P.Geo., P.Ag.
Senior Consultant & Chairman

CSB/ELP/nlo
\\pgl-van-file1\Project Files\000-099\079 - Ecowaste Industries Ltd\04-06_Client Docs\I-0079-04-06-Rehabilitation Review-May19.docx



August 27, 2019

File: 4922

VIA EMAIL: fland@ecowaste.com

Ecowaste Industries Ltd.
100 – 3031 Viking Way
Richmond BC, V6V 1W1

Attention: Tom Land, President & CEO

RE: Design, Operations and Closure Plan Update, December 2018

Ecowaste Industries Ltd. (Ecowaste) submitted to the Ministry of Environment and Climate Change Strategy (ENV) the document titled “Ecowaste Landfill 4922 Design, Operations and Closure Plan (DOCP) Update” on January 9, 2019. The DOCP improves upon previously submitted plans and reflects requirements set forth in operational certificate (OC) 4922, last amended on September 6, 2017.

It is noted that the DOCP was certified by Tyler Huculak, ASCT of GNH Consulting Ltd. The submitted DOCP supersedes all previous Design and Operations Plans and/or Closure Plans for the Ecowaste Landfill. Should there be any inconsistency between the DOCP and OC 4922, the OC must take precedence unless otherwise agreed in writing by the director.

If you have any questions, please contact Cam Webster at (604) 582-5371.

Sincerely,

Cam Webster, M.Sc., P.Ag.
A/Section Head, Solid Waste Section, Authorizations-South
Environmental Protection Division

In Support of Sustainability

We applaud Richmond Council for its *Strategic Plan 2018-2022*. It focuses on many of the same priorities as Ecowaste does for its landfill: our unique ecology, our contributions to the agricultural sector and our protection of the environment.

Ecowaste believes its request for the City's approval of an expanded Materials Recycling Facility ("MRF") and two additional MRFs on the landfill will make the landfill even more sustainable while directly supporting several of Richmond Council's key strategic focus areas, including:

A Sustainable and Environmentally Conscious City

Environmentally conscious decision-making that demonstrates leadership in implementing innovative, sustainable practices and supports the City's unique biodiversity and island ecology.

Priorities include:

1. Continued leadership in **addressing climate change** and promoting circular economic principles.
2. Policies and practices **support Richmond's sustainability goals**.
3. Increase emphasis on **local food systems, urban agriculture and organic farming**.
4. Increase opportunities that encourage daily access to nature and open spaces and that **allow the community to make more sustainable choices**.

A Supported Economic Sector

Facilitate diversified economic growth through innovative and sustainable policies, practices and partnerships.

Priorities include:

1. Demonstrate leadership through **strategic partnerships, collaborations and exploring innovative and emerging economic practices and technical advancements**.
2. Encourage a **strong, diversified economic base while preserving agricultural land** and maximizing the use of industrial land.
3. **Attract businesses** to locate in Richmond and **support employment and training opportunities** in Richmond as we grow.
4. **Inspire the farming and fishing cultures of tomorrow**.

Like the City Ecowaste is attempting to be flexible and responsive to new opportunities, issues and circumstances. And one of the most threatening – both globally and locally – is the climate emergency. One cause of that emergency is how much waste we generate as a society and how poorly that waste is treated at the end of its intended purpose. Ecowaste wants to do its small part to improve this situation by recovering and repurposing more of the demolition, construction and land clearing waste generated in Greater Vancouver every year and which has no other place to go. To do so Ecowaste needs to enlarge the MRF approved in 2015 ("MRF #4") and prepare for 2 new MRFs ("MRF #5" and "MRF #6"). We need Council's support, both for Ecowaste's Non-farm Use Application and for its Development Permit application

What is the waste emergency locally? In Metro Vancouver's November 2017 "**Biennial/5-Year Progress Report on the Integrated Solid Waste & Resource Management Plan**" the amount of construction and demolition waste disposed of at the Vancouver Landfill and by private DLC landfills (including Ecowaste's) grew from 306,065 tonnes in 2010 to 351,076 tonnes in 2016:

The total figure increased to 371,521 tonnes in 2017 [see MV's "**2017 Recycling and Solid Waste Management Summary**"] and to 420,000 tonnes in 2018. With the recent closure of two other private landfills in the region Ecowaste is having to accept a growing share. In 2010 we accepted 86,000 tonnes of DLC waste; this grew to 190,000 tonnes in 2014 and to 220,000 tonnes in 2018. When the Vancouver Landfill closes in 2028 this number will increase significantly. Partly as a reflection of the crisis, BC's Ministry of Environment increased the amount of waste that Ecowaste can accept annually to 320,000 tonnes.

Governments have not only mandated less DLC waste be generated, some like Richmond have required that more of it be recovered and repurposed. Technology has been developed to make that possible and Ecowaste wishes to employ that technology on its landfill in Richmond. It is offering to do so with no public dollars.

The three MRFs – one of which was approved in 2015 but has since been increased in size and scope – will extend the life of Ecowaste's landfill and recover/repurpose more waste. They will:

- be governed by Ecowaste's Operating Certificate issued by the Ministry of Environment and will be subject to the Closure Plan approved by the ministry;
- enable the region to recover/repurpose 45% to 50% more demolition, construction and land clearing waste from the region each year;
- recover or repurpose more types of waste;
- only increase building footprints from 2.7 ha to 6.0 ha of the 60 ha site;
- be removed at the end of the term and rehabilitated for agricultural use.

Approving the three MRFs will mean sufficient DLC waste can be recovered or repurposed to enable the landfill to continue until 2055. This will give the region more time to address the long-term waste crisis and plan for an eventual replacement of Ecowaste's landfill.

NB:

1. There will be no change to the content of the waste stream coming to the landfill – it will continue to be demolition, construction and land clearing waste.
2. There will be no change to the source of this waste, i.e. it will remain primarily the Lower Mainland.
3. There will be no change to the final site elevation of the landfill (18 m) which was approved in 2015.
4. As now, there will be no organics or "green waste" accepted

Ecowaste's plans are also supportive of Metro's **Integrated Solid Waste & Resource Management Plan**, more specifically such sustainability strategies and actions as:

- Strategy 2.4 Target demolition, land clearing and construction (DLC) sector for increased reuse and recycling
 - Action 2.4.2 Implement waste reduction strategies directed toward diverting DLC waste from disposal while supporting opportunities for beneficial use.
 - Action 2.4.3 Review existing DLC recycling and processing capacity, project future needs and develop a strategy to address any identified gaps.
- Strategy 2.7 Target wood for reuse, recycle and energy recovery
 - Action 2.7.3 Encourage highest and best use for wood following waste management hierarchy in the following priority: (a) reuse..., (b) recycle... (c) compost... (d) ...produce biofuels, (e) process wood as a fuel...
- Strategy 4.2 Ensure a disposal site is available for DLC waste
 - Action 4.2.1 Assess long-term disposal of DLC waste remaining after recycling in collaboration with the private sector
 - Action 4.2.2 Identify disposal sites for DLC waste remaining after recycling that will be available when existing disposal facilities reach their capacity

Beyond the general sustainability benefits to the City and region afforded by Ecowaste's landfill and proposed MRFs as noted above, our landfill is likely to become an emergency assembly point for debris resulting from a natural disaster. Depending on the severity of the flooding, seismic event, fire, hurricane or other disaster, Ecowaste's landfill could thus become full much sooner than currently planned. The risks of that happening may be small but the larger MRF #4 and the additional MRFs #5 and #6 would become even more crucial in the event of such a disaster.



Tom Land, President & CEO
Ecowaste Industries Ltd.



City of Richmond

Report to Committee

To: Planning Committee

Date: January 21, 2020

From: Wayne Craig
Director, Development

File: TU 20-891050

Re: Application by DA Architects & Planners for a Temporary Commercial Use Permit at 8991 Charles Street

Staff Recommendation

That the application by DA Architects & Planners for a Temporary Commercial Use Permit for the property at 8991 Charles Street be considered at Public Hearing to be held March 16, 2020 at 7:00 p.m. in the Council Chambers of Richmond City Hall, and that the following recommendation be forwarded to that meeting for consideration:

“That a Temporary Commercial Use Permit be issued to DA Architects & Planners for property at 8991 Charles Street to allow “Vehicle Rental, Convenience” limited to the storage of rental vehicles only with no associated buildings and no public access as a site-specific additional use for a period of three years.”

Wayne Craig
Director, Development
(604-247-4625)

WC:na
Att. 5

REPORT CONCURRENCE

CONCURRENCE OF GENERAL MANAGER

Staff Report

Origin

DA Architects & Planners has applied to the City of Richmond for a Temporary Commercial Use Permit (TCUP) to allow “Vehicle Rental, Convenience” limited to the storage of rental vehicles only with no associated buildings and no public access as a site-specific additional use at 8991 Charles Street (Attachment 1). The subject site is zoned “Light Industrial (IL)” and the TCUP will allow for the outdoor storage of rental vehicles associated with the primary site of the Routes Car Rental business at 9231 Beckwith Road. No new buildings are proposed and a survey of the subject property and existing condition is provided in Attachment 2.

If approved, the TCUP would be valid for a period of up to three years from the date of issuance, at which time an application for an extension of the Permit may be made and issued for up to three additional years. Only one extension is permitted, after which a new application is required. The Local Government Act allows Council to consider TCUP issuance on its own merits and does not limit the number of TCUP issuances allowed on a site.

Findings of Fact

There are no existing buildings or structures on the subject property. A Development Application Data Sheet providing details about the development proposal is attached (Attachment 3).

Surrounding Development

The subject site is located in the City Centre planning area. Development immediately surrounding the subject site is as follows:

- To the North: The Bridgeport Canada Line Station and bus loop on property zoned “Auto Oriented Commercial (CA)”.
- To the South: Across Charles Street, office and warehouse buildings with parking and unoccupied lots on property zoned “Light Industrial (IL)”.
- To the East: Across Great Canadian Way, unoccupied property zoned “Light Industrial (IL)”.
- To the West: The Bridgeport Canada Line Station and bus loop on property zoned “Auto Oriented Commercial (CA)”.

Existing Legal Encumbrances

Two Statutory Right-of-Ways (SRWs) are registered on Title that limits the placement of buildings or structures on the subject site. The following SRWs are found on the subject property but do not impact the proposed use:

- A 3.0 m wide by approximately 65.0 m in length City Utility Works SRW oriented along the majority of the south property line of the site (SRW Plan 53564).

- A 3.0 m wide by approximately 45.0 m in length City Utility Works SRW oriented along the majority of the east property line of the site (SRW Plan BCP13282).

Related Policies & Studies

Official Community Plan/City Centre Area Plan & Bridgeport Village Sub-Area Plan

The Official Community Plan (OCP) land use designation for the subject site is “Commercial (COM)” and the City Centre Area Plan designation for the subject site is “Urban Centre T5 (45m)” and permits a range of uses including commercial, retail and service uses (Attachment 4). The Temporary Use Permit proposal is consistent with these designations as well as the Bridgeport Village (2031) land uses. It is anticipated that the proposed use will not have a long-term impact on future mixed-use redevelopment of the property given the restrictive nature of the Permit.

Richmond Zoning Bylaw 8500

The subject site is zoned “Light Industrial (IL),” which allows for a range of industrial and commercial uses. Richmond Zoning Bylaw 8500 defines “Vehicle Rental, Convenience” as the rental of new or used automobiles and light trucks and utility vehicles with a gross vehicle rating of 1,815.0 kg or less, and includes those establishments that are not strictly office in nature, but form integral parts of the main operation, such as a facility for minor vehicle servicing, storing facility, fuelling facility or a car wash. The attached Temporary Commercial Use Permit would limit the proposed use to the storage of rental vehicles and for access to be by operators only.

Local Government Act

The *Local Government Act* states that TCUPs are valid for a period of up to three years from the date of issue, and that an application for one extension to the Permit may be made and issued for up to three additional years. A new TCUP application is required after one extension.

Public Consultation

Should the Planning Committee endorse this application and Council resolve to move the staff recommendation, the application will be forwarded to the March 16, 2020 Public Hearing where any area resident or interested party will have an opportunity to comment. Public notification for the Public Hearing will be provided as per the *Local Government Act*.

Analysis

Proposed Use

The subject site is currently zoned “Light Industrial (IL)”, which permits “commercial vehicle parking and storage” and “fleet service” as permitted uses, but does not permit “vehicle rental, convenience”. The proposed “vehicle rental, convenience” use would recognize the storage component of the rental car business as a secondary operation to the primary business office located at 9231 Beckwith Road. It is anticipated that approximately 130 to 150 cars may be stored within the fenced area of the subject site.

The current tenant “Routes Car Rental” has been using 8991 Charles Street as a secondary site, with the permission of the land owner, as a fully fenced and secured location for storing rental cars to compliment the office location at 9231 Beckwith Road where interactions with the public take place. To address any non-conformity with City Zoning an application was made to ensure compliance for the business use. No additional commercial services, buildings or structures, aside from fencing, are proposed at the subject site and access to the fenced area is to be restricted to operators only and no public access.

Existing Site Context

An existing chain link fence is the current extent of any type of structure on the subject property and is anticipated to accommodate the proposed additional vehicles being stored on site. The existing site consists primarily of crushed gravel with low lying grasses and vegetation.

Vehicular access to the subject site is currently provided via the existing pavement and gravel crossing off of Charles Street and immediately adjacent to the intersection of Charles Street and Great Canadian Way.

Site Planning and Landscaping

A copy of the proposed site plan and landscape plans are provided as Attachment 5. No changes are proposed to the site aside from relocating the fence and landscaping improvements along the sites road frontages and the north property line. The relocation of the chain link fence is proposed to comply with the City of Richmond Zoning Bylaw 8500 setback requirements of 3.0 m between vehicle parking and the abutting Charles Street and Great Canadian Way frontages. Relocating the fence will also ensure the improvements to the landscaping is kept outside of the fencing so that vegetation is not damaged by vehicles.

Landscaping improvements are proposed to include low lying shrubs that will be planted and maintained. A high efficiency irrigation system within the required landscape areas along Charles Street, Great Canadian Way and the northern property line frontage is also proposed. Prior to adoption, the applicant is required to provide to the City a Letter of Credit for landscaping in the amount of \$52,731.72 (inclusive of a 10% contingency), as estimated by the project’s landscape architect to ensure that on-site landscape features are implemented.

Transportation and Site Access

Access to the site is to be restricted to employees only, as provided in the Permit itself. Site access is proposed to be altered and moved westward to improve safety, vehicle movement in and out the site, and to create minimal impact on congestion at the intersection of Charles Street and Great Canadian Way. The new driveway crossing over the existing ditch has been strategically placed between two existing power poles and will require a separate watercourse crossing application after issuance of the TCUP. Vehicles entering the site would have clear sightline to enter and exit and there is sufficient space for deceleration after the intersection and before the driveway. Transportation Department staff have reviewed the access alterations and have no objection to the proposed driveway location.

Frontage Improvements

Improvements to the Charles Street frontage will include a new curb and a 2.0 m pathway extension from the northwest sidewalk intersection of Charles Street and Great Canadian Way to the edge of the proposed driveway. The extension of the pathway will also allow for alignment with the Smith Street pedestrian crossing. For ease of access by employees, an operator gate is proposed in the south east corner of the site adjacent to the sidewalk and intersection of Charles Street and Great Canadian Way for access only when the operators need to leave or enter the site by foot.

Prior to issuance, the applicant is required to enter into, at their sole cost, a City Work Order for minor frontage improvements. These improvements include upgrading the proposed driveway access to the site and sidewalk at the northwest corner of the Great Canadian Way and Charles Street intersection are to be done as per current design standards.

Financial Impact

None.

Conclusion

The purpose of this Temporary Commercial Use Permit application is to allow the "Vehicle Rental, Convenience" limited to the storage of rental vehicles only with no associated buildings and no public access as a site-specific additional use on the property at 8991 Charles Street.

The proposed use at the subject property is acceptable to staff, on the basis it is consistent with the land use designations in the Official Community Plan and is temporary in nature. If endorsed by Council, the applicant is required to submit the securities, and enter into a City Work Order for frontage improvements described in the attached Temporary Commercial Use Permit prior to consideration at the March 16, 2020 Public Hearing.

Staff recommend that the attached Temporary Commercial Use Permit be issued to the applicant to allow "Vehicle Rental, Convenience", limited to the storage of rental vehicles only with no associated buildings and no public access at 8991 Charles Street for a period of three years.



Nathan Andrews
Planning Technician
(604-276-4911)

NA:blg

Attachments:

- Attachment 1: Location Map
- Attachment 2: Survey Plan and Existing Condition
- Attachment 3: Development Application Data Sheet
- Attachment 4: Bridgeport Village Sub-Area Plan
- Attachment 5: Site Plan and Landscape Plan

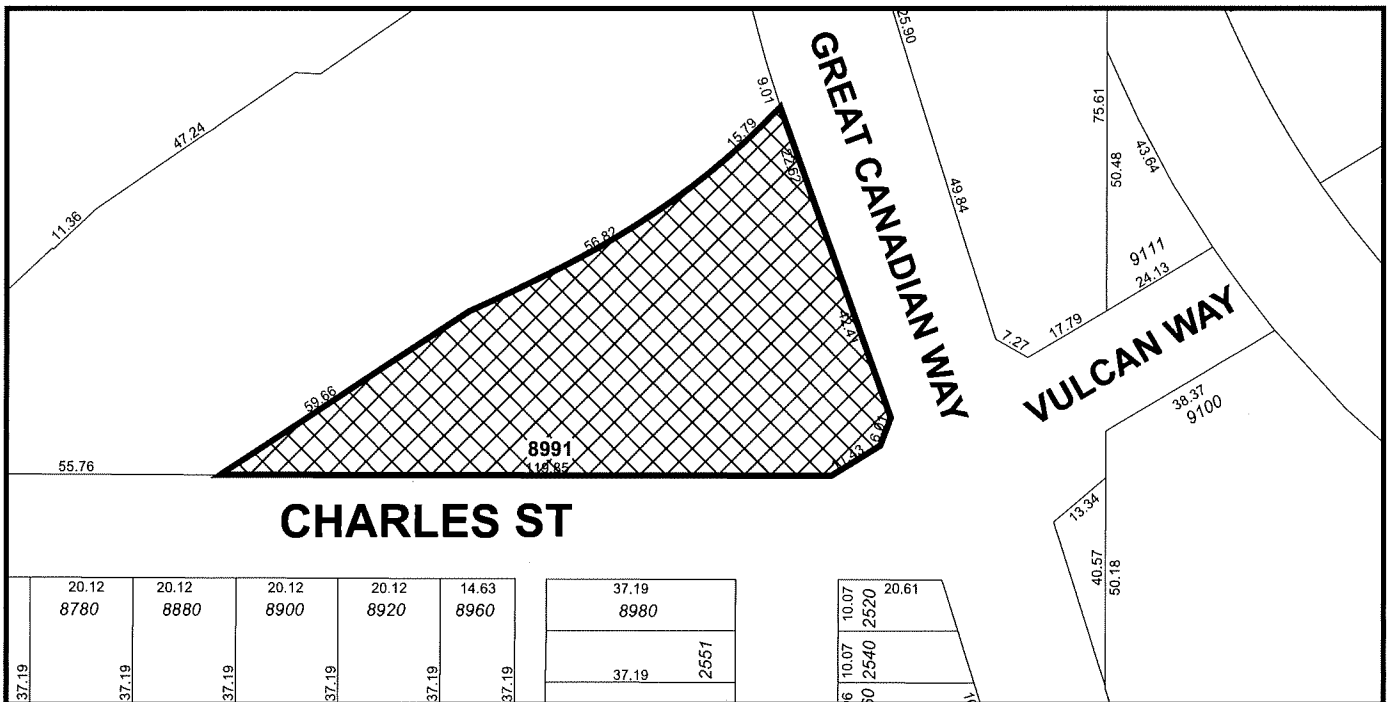
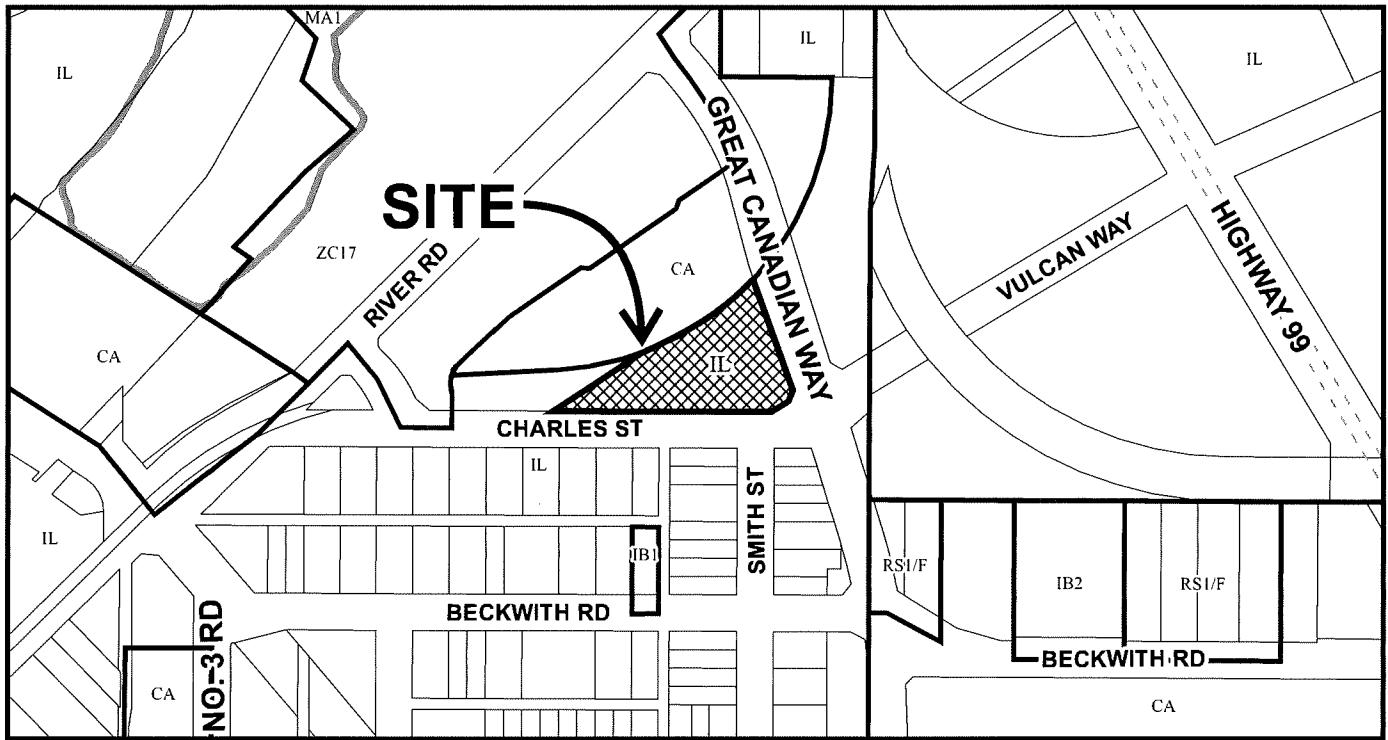
Prior to Council issuance of the Temporary Use Permit, the following requirements must be completed:

1. Submission of a Landscaping Security based on 100% of the cost estimate provided by the Landscape Architect, including installation costs and a 10% contingency (i.e. \$52,731.72).
2. Enter into an agreement for frontage improvements via a City Work Order at the developer's sole cost prior to Permit issuance.



City of Richmond

ATTACHMENT 1



TU 20-891050

Original Date: 06/12/19

Revision Date: 01/21/20

Note: Dimensions are in METRES

PLN - 132



City of
Richmond



TU 20-891050

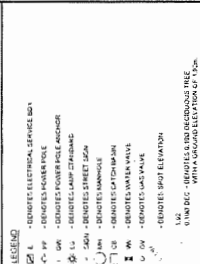
Original Date: 06/12/19

Revision Date: 01/21/20

Note: Dimensions are in METRES

PLN - 133

CITY OF RICHMOND
INTEGRATED SURVEY AREA #18
CIVIC ADDRESS: 8991 CHARLES STREET
PID: 0276-018-117



DELIVER

THESE ARE THE SET OF INNOVATIVE DATA AND ANALYTICS TOOLS THAT WILL BE AVAILABLE TO YOU. YOU WILL BE ASKED FOR INFORMATION ABOUT YOUR CURRENT AND FUTURE BUSINESS STRATEGY AND YOUR DATA SOURCES, AND WE WILL TAILOR OUR SOLUTION TO YOUR NEEDS.

IMPLEMENT

PROJECT DELIVERABLES ARE DERIVED FROM PLANS, REPORTS, AND ANALYTICS. WE WILL WORK WITH YOU TO IDENTIFY THE BEST WAY TO IMPLEMENT THE SOLUTION AND TO DEFINE THE GOALS AND KPIs FOR THE PROJECT. WE WILL ALSO PROVIDE TRAINING AND SUPPORT TO YOUR STAFF TO ENSURE THEY CAN USE THE SOLUTION EFFECTIVELY.

OPERATE

WE WILL MONITOR THE SOLUTION'S PERFORMANCE AND PROVIDE SUPPORT TO YOUR STAFF. WE WILL ALSO PROVIDE REGULAR UPDATES TO THE SOLUTION TO ENSURE IT REMAINS CURRENT AND EFFECTIVE.

GENERAL

THIS PLAN SHOWS THE LOCATION OF VEHICLE TRACKING DATA AND ANALYTICS. THE DATA IS STORED IN A CLOUD-BASED SYSTEM, WHICH IS ACCESSIBLE FROM ANYWHERE. THE DATA IS USED TO MONITOR THE LOCATION OF VEHICLES AND TO PROVIDE ANALYTICS TO YOUR STAFF. THE DATA IS ALSO USED TO PROVIDE REPORTS TO YOUR STAFF.

CONCLUSION

THESE CHALLENGES AND DELIVERABLES SHOULD BE CONSIDERED AS A GUIDED FRAMEWORK FOR YOUR PROJECT. THE SOLUTION SHOULD BE CUSTOMIZED TO YOUR BUSINESS AND YOUR DATA SOURCES. WE WILL WORK WITH YOU TO ENSURE THE SOLUTION MEETS YOUR NEEDS AND PROVIDES THE ANALYTICS YOU REQUIRE.

 **bennett**
LAND SURVEYING LTD.
ILL. LAND SURVEYERS
8101 - 275 HELL AVENUE NORTH VANCOUVER, BC V5P 3M4

DATE	BY
FEB-27-18	DGM
00000419 - SOUTH EAST CUBA LETDOWN DETAIL	DGM

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CERTIFIED-CORRECT

MICHAEL
SEITZ YZ2KZA

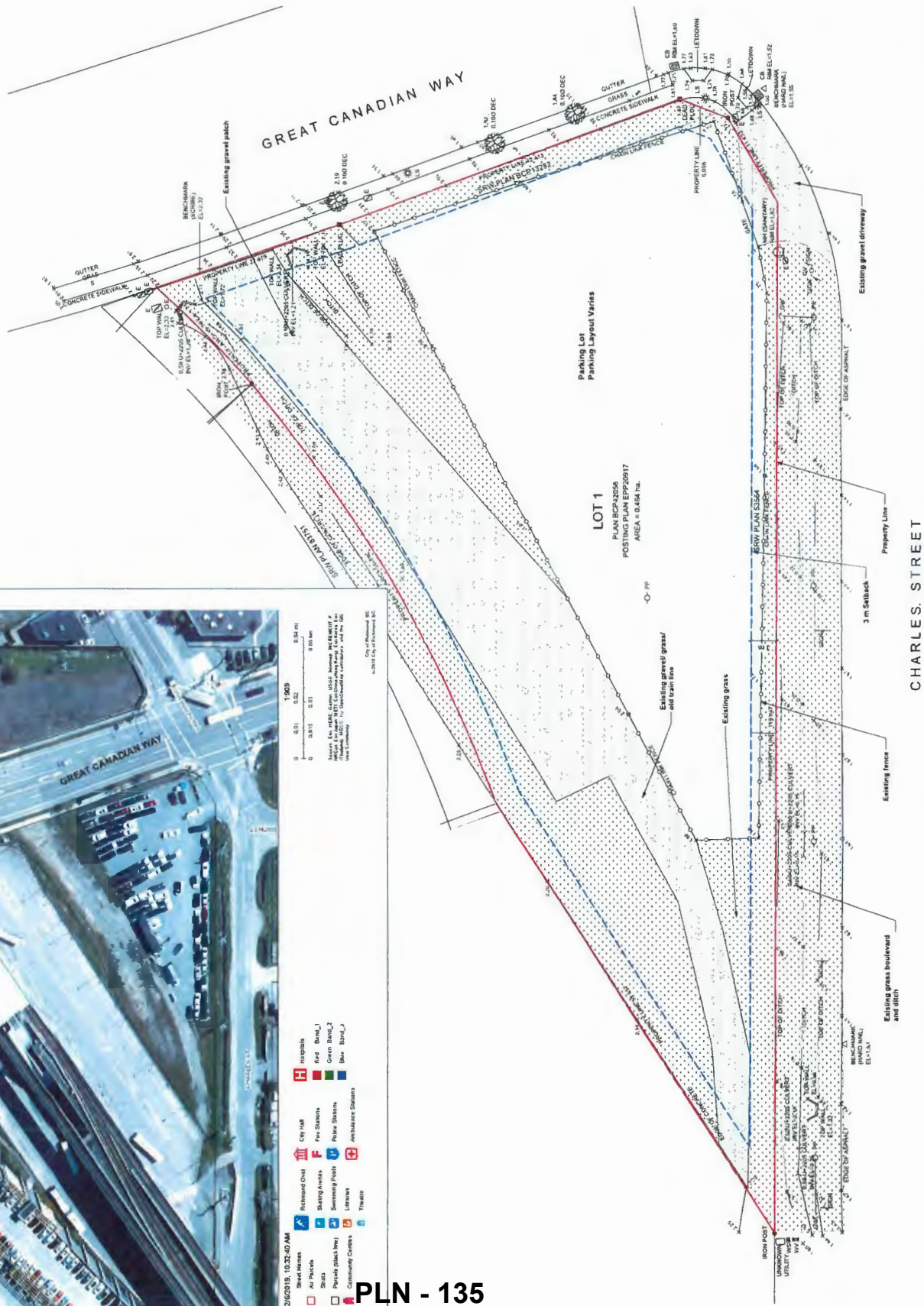
Digitally signed by
MICHAEL SEITZ YZ2KZA
Date: 2019.03.15
10:06:29 -0700

FIELD SURVEY COMPLETED ON FEBRUARY 29, 2019.

THIS DOCUMENT IS NOT VALID UNLESS ORIGINALLY SIGNED AND SEALED
ON EXACTLY CERTIFIED.



PLN - 134





City of Richmond

Development Application Data Sheet

Development Applications Department

TU 20-891050

Attachment 3

Address: 8991 Charles Street

Applicant: DA Architects & Planners

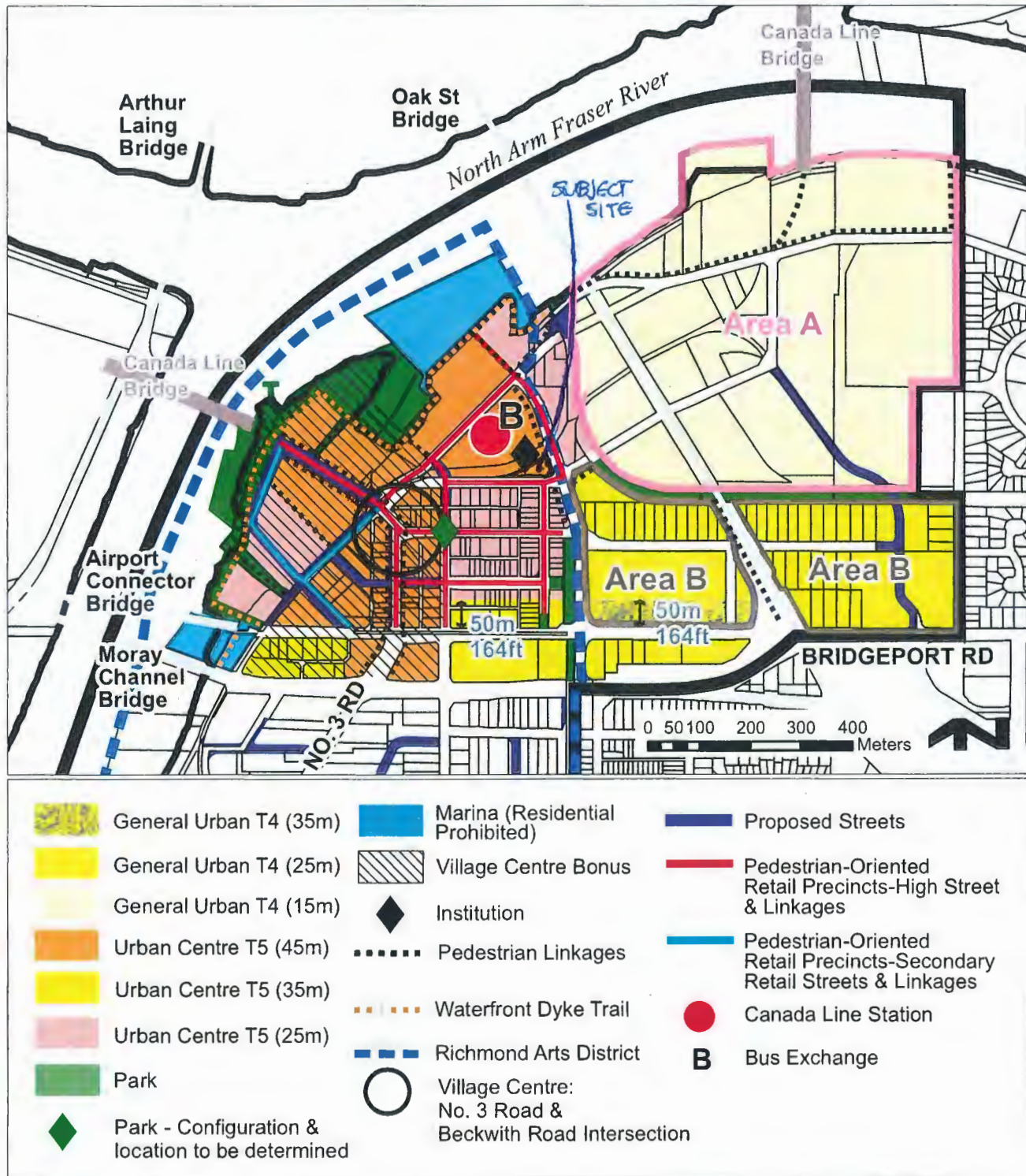
Planning Area(s): City Centre Area Plan; Bridgeport Village Sub-Area Plan

	Existing	Proposed
Owner:	Great Canadian Gaming Corp.	No change
Site Size (m²):	4,640 m ²	4,640 m ²
Land Uses:	Light Industrial (IL)	Light Industrial (IL) & "Vehicle Rental, Convenience" specific to 8991 Charles Street
OCP Designation:	Commercial	No change
Area Plan Designation:	City Centre Area Plan – Urban Centre T5 (45m)	No change
Zoning:	Light Industrial (IL)	Light Industrial (IL) & "Vehicle Rental, Convenience" specific to 8991 Charles Street

	Bylaw Requirement	Proposed	Variance
Lot Coverage (% of lot area):	Building: Max. 60% Non-porous Surfaces: n/a	Building: n/a Non-porous Surfaces: n/a	none
Lot Size:	4,640 m ²	4,640 m ²	none
Setbacks (m):	Front (South): Min. 3.0 m Rear (North): Min. 0.0 m Side (West): Min. 0.0 m Exterior Side (East): Min. 3.0 m	Front (South): Min. 3.0 m Rear (North): Min. 0.0 m Side (West): Min. 0.0 m Exterior Side (East): Min. 3.0 m	No change

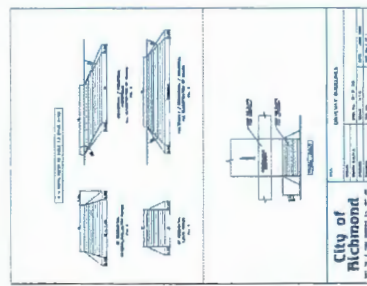
City of Richmond

Specific Land Use Map: Bridgeport Village (2031)

Bylaw 9041
2016/07/25Bylaw 10020
2019/05/21

Maximum building height may be subject to established Airport Zoning Regulations in certain areas.

- 1 Applicant to apply industry standard vehicle towing appliances for 2 Transportation to service vehicles for the first 2 years commencing on road in order to manufacture time and cost advantages of Canada.
- 2 Applicant to ensure that for strictly highway-type trucks, towing, etc., if prepared to ensure that the driverless typical standard, 4 ton, 4-wheel drive trucks - H-1212 standard towing semi-truck - H-1217 1 ton of 4-wheel drive towing truck - 3C/99.
- 3 Continuous towload shall be provided at the back of towload and such value set to the property time.
- 4 When towload with excess 2 metres, design of driverless towload may include towing of towload.

PLN - 138

All participants were instructed to record the current session as well as the previous session. The first session was recorded on a cassette recorder. Participants were asked to record the session on a cassette recorder for the first session and on a tape recorder for the subsequent sessions. Participants were asked to record the session on a cassette recorder for the first session and on a tape recorder for the subsequent sessions. Participants were asked to record the session on a cassette recorder for the first session and on a tape recorder for the subsequent sessions.

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City of Richmond

Temporary Commercial Use Permit

No. TU 20-891050

To the Holder: DA ARCHITECTS & PLANNERS
Property Address: 8991 CHARLES STREET
Address: C/O RANDY KNILL
DA ARCHITECTS & PLANNERS
200 – 1014 HOMER STREET
VANCOUVER, BC V6B 2W9

1. This Temporary Commercial Use Permit is issued subject to compliance with all of the Bylaws of the City applicable thereto, except as specifically varied or supplemented by this Permit.
2. This Temporary Commercial Use Permit applies to and only to those lands shown cross-hatched on the attached Schedule "A" and any and all buildings, structures and other development thereon.
3. The subject property may be used for the following temporary Commercial uses:

Vehicle Rental, Convenience; limited to the storage of rental vehicles only with no associated buildings and no public access.
4. Any temporary buildings, structures and signs shall be demolished or removed and the site and adjacent roads shall be maintained and restored to a condition satisfactory to the City of Richmond, upon the expiration of this permit or cessation of the use, whichever is sooner.
5. As a condition of the issuance of this Permit, Council is holding the security set out below to ensure that development is carried out in accordance with the terms and conditions of this Permit. Should any interest be earned upon the security, it shall accrue to the Holder if the security is returned. The condition of the posting of the security is that should the Holder fail to carry out the development hereby authorized, according to the terms and conditions of this Permit within the time provided, the City may use the security to carry out the work by its servants, agents or contractors, and any surplus shall be paid over to the Holder, or should the Holder carry out the development permitted by this permit within the time set out herein and comply with all the undertakings given in Schedule "B" attached hereto, the security shall be returned to the Holder.

There is filed accordingly:

An Irrevocable Letter of Credit in the amount of \$2,000.00.

To the Holder: DA ARCHITECTS & PLANNERS

Property Address: 8991 CHARLES STREET

Address: C/O RANDY KNILL
DA ARCHITECTS & PLANNERS
200 – 1014 HOMER STREET
VANCOUVER, BC V6B 2W9

6. As a condition of the issuance of this Permit, the City is holding a Landscape Security in the amount of \$52,731.72 for the landscape works described in Schedule "C". The City will release 90% of the security upon inspection, and 10% of the security will be released one year after the inspection to ensure that the agreed upon planting has survived.
7. As a condition of the issuance of this Permit, enter into an agreement for frontage improvements via a City Work Order at the developer's sole cost.
8. The land described herein shall be developed generally in accordance with the terms and conditions and provisions of this Permit and any plans and specifications attached to this Permit which shall form a part hereof.
9. If the Holder does not commence the construction permitted by this Permit within 24 months of the date of this Permit, this Permit shall lapse and the security shall be returned in full.

This Permit is not a Building Permit.

AUTHORIZING RESOLUTION NO.
DAY OF , .

ISSUED BY THE COUNCIL THE

DELIVERED THIS DAY OF , .

MAYOR

CORPORATE OFFICER

Schedule "B"

Undertaking

In consideration of the City of Richmond issuing the Temporary Commercial Use Permit, we the undersigned hereby agree to demolish or remove any temporary buildings, structures and signs; to restore the land described in Schedule A; and to maintain and restore adjacent roads, to a condition satisfactory to the City of Richmond upon the expiration of this Permit or cessation of the permitted use, whichever is sooner.

DA Architects & Planners
by its authorized signatory



ARCHITECT AIBC

3. Canadian fishermen participating in their own commercial fishery shall be given priority in the allocation of the commercial fishery. Excluded vessels shall be given priority in the allocation of the recreational fishery.
4. States on the activity shall take all practical measures to ensure that:
 - a. The recreational fishery shall be conducted in a manner which is consistent with the objectives of the Convention;
 - b. The recreational fishery shall be conducted in a manner which is consistent with the objectives of the Convention;
 - c. The recreational fishery shall be conducted in a manner which is consistent with the objectives of the Convention;
 - d. The recreational fishery shall be conducted in a manner which is consistent with the objectives of the Convention;
 - e. The recreational fishery shall be conducted in a manner which is consistent with the objectives of the Convention;
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 - g. The recreational fishery shall be conducted in a manner which is consistent with the objectives of the Convention;
 - h. The recreational fishery shall be conducted in a manner which is consistent with the objectives of the Convention;
 - i. The recreational fishery shall be conducted in a manner which is consistent with the objectives of the Convention;
 - j. The recreational fishery shall be conducted in a manner which is consistent with the objectives of the Convention;
 - k. The recreational fishery shall be conducted in a manner which is consistent with the objectives of the Convention;
 - l. The recreational fishery shall be conducted in a manner which is consistent with the objectives of the Convention;
 - m. The recreational fishery shall be conducted in a manner which is consistent with the objectives of the Convention;
 - n. The recreational fishery shall be conducted in a manner which is consistent with the objectives of the Convention;
 - o. The recreational fishery shall be conducted in a manner which is consistent with the objectives of the Convention;
 - p. The recreational fishery shall be conducted in a manner which is consistent with the objectives of the Convention;
 - q. The recreational fishery shall be conducted in a manner which is consistent with the objectives of the Convention;
 - r. The recreational fishery shall be conducted in a manner which is consistent with the objectives of the Convention;
 - s. The recreational fishery shall be conducted in a manner which is consistent with the objectives of the Convention;
 - t. The recreational fishery shall be conducted in a manner which is consistent with the objectives of the Convention;
 - u. The recreational fishery shall be conducted in a manner which is consistent with the objectives of the Convention;
 - v. The recreational fishery shall be conducted in a manner which is consistent with the objectives of the Convention;
 - w. The recreational fishery shall be conducted in a manner which is consistent with the objectives of the Convention;
 - x. The recreational fishery shall be conducted in a manner which is consistent with the objectives of the Convention;
 - y. The recreational fishery shall be conducted in a manner which is consistent with the objectives of the Convention;
 - z. The recreational fishery shall be conducted in a manner which is consistent with the objectives of the Convention;

[illegible]

