



## Planning Committee

Anderson Room, City Hall  
6911 No. 3 Road

Wednesday, May 22, 2019  
4:00 p.m.

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### MINUTES

**PLN-4**      *Motion to adopt the **minutes** of the meeting of the Planning Committee held on May 7, 2019.*



### NEXT COMMITTEE MEETING DATE

June 4, 2019, (tentative date) at 4:00 p.m. in the Anderson Room

### COMMUNITY SERVICES DIVISION

1. **RICHMOND COMMUNITY SERVICES ADVISORY COMMITTEE  
NON-PROFIT SOCIAL SERVICE AGENCY SPACE NEEDS REVIEW**  
(File Ref. No. 01-0100-30-RCSA1-03) (REDMS No. 6126961 v. 5)

**PLN-11**

**See Page PLN-11 for full report**

*Designated Speaker: Lesley Sherlock*

### STAFF RECOMMENDATION

- (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.*



## PLANNING AND DEVELOPMENT DIVISION

2. **APPLICATION BY 1132865 BC LTD FOR REZONING AT 7464, 7480, 7500, 7520, 7540, 7560/7580 AND 7600 NO. 1 ROAD FROM “SINGLE FAMILY DETACHED (RS1/E)” AND “TWO UNIT DWELLING (RD1)” TO “MEDIUM DENSITY TOWNHOUSE (RTM2**  
(File Ref. No. RZ 17-794287; 12-8060-20-009983) (REDMS No. 6065565 v. 3; 6067594)

PLN-120

See Page PLN-120 for full report

*Designated Speakers: Wayne Craig and David Brownlee*

### STAFF RECOMMENDATION

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 9983, for the rezoning of 7464, 7480, 7500, 7520, 7540, 7560/7580 and 7600 No. 1 Road from “Single Family Detached (RS1/E)” and “Two Unit Dwelling (RD1)” to “Medium Density Townhouse (RTM2)” to permit the development of 30 townhouse units, be introduced and given first reading.*



3. **APPLICATION BY GURSHER S. RANDHAWA FOR REZONING AT 5428 CHEMAINUS DRIVE FROM THE “SINGLE DETACHED (RS1/E)” ZONE TO THE “SINGLE DETACHED (RS2/B)” ZONE**  
(File Ref. No. RZ 19-850544; 12-8060-20-010028) (REDMS No. 6159780; )

PLN-154

See Page PLN-154 for full report

*Designated Speakers: Wayne Craig and Nathaniel Andrews*

### STAFF RECOMMENDATION

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 10028, for the rezoning of 5428 Chemainus Drive from the “Single Detached (RS1/E)” zone to the “Single Detached (RS2/B)” zone, be introduced and given First Reading.*



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ITEM

4. **MANAGER'S REPORT**

ADJOURNMENT





## Planning Committee

Date: Tuesday, May 7, 2019

Place: Anderson Room  
Richmond City Hall

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

Absent: Councillor Carol Day

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 April 16, 2019, be adopted as circulated.*

**CARRIED**

### NEXT COMMITTEE MEETING DATE

May 22, 2019, (tentative date) at 4:00 p.m. in the Anderson Room



**PLANNING AND DEVELOPMENT DIVISION**

**1. APPLICATION BY PAUL DOROSHENKO FOR A ZONING TEXT AMENDMENT TO THE “INDUSTRIAL RETAIL (IR1)” ZONE TO PERMIT A DISTILLERY AT 5800 CEDARBRIDGE WAY**

(File Ref. No. 12-8060-20-010022; ZT 18-815709) (REDMS No. 5981442; 6157113)

Staff reviewed the application, noting that (i) the proposed zoning text amendment will allow for the addition of distillery as a site specific use including the retail lounge component, (ii) staff are working with the applicant to reduce the potential parking impact to the existing tenants in the building, and (iii) any odour issues would be dealt with through Metro Vancouver air quality permits and the lounge component will go through the Liquor Control and Licensing Branch’s Liquor Licensing process prior to occupation.

Paul Doroshenko, applicant, expressed that the distillery will be processing spirits which generally have minimal odour and that the applicant will be working with existing tenants, such as the Richmond Food Bank, to minimize impact to parking.

It was moved and seconded

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 10022, for a Zoning Text Amendment to the “Industrial Retail (IR1)” zone to permit “microbrewery, winery and distillery”, as a site-specific use and limited to one establishment, at 5800 Cedarbridge Way, be introduced and given first reading.*

**CARRIED**

**2. AMENDMENT TO HERITAGE ALTERATION PERMIT (HA 18-818536) FOR 3711 AND 3731 CHATHAM STREET AND STEVESTON VILLAGE HERITAGE CONSERVATION GRANT PROGRAM APPLICATION BY THE RICHMOND HOSPITAL/HEALTHCARE AUXILIARY**

(File Ref. No. HA 18-818536) (REDMS No. 6162947 v. 2)

Discussion ensued with proposed foundation repairs on-site and James Burton, project architect, noted that the proposed foundation works will utilize a screw pile system that will stabilize the foundation without the need to perform significant lifting of the existing building.

It was moved and seconded

*(1) That an amendment to the Heritage Alteration Permit (HA 18-818536) for foundation replacement work at 3711 and 3731 Chatham Street, which was issued on May 14, 2018, be approved; and*

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- (2) *That a grant request of \$150,000 to the Richmond Hospital/Healthcare Auxiliary be approved under the Steveston Village Heritage Conservation Grant Program to assist with the foundation replacement work for the heritage protected building located at 3711 and 3731 Chatham Street and disbursed in accordance with Council Policy 5900.*

The question on the motion was not called as discussion ensued with regard to the Steveston Village Heritage Conservation Grant Program (SVHCG) and Barry Konkin, Manager, Policy Planning, noted that staff will continue to promote the SVHCG for potential future conservation projects in the Steveston Village.

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

3. **APPLICATION BY IBI GROUP ARCHITECTS (CANADA) INC. TO AMEND SCHEDULE 2.10 OF OFFICIAL COMMUNITY BYLAW 7100 (CITY CENTRE AREA PLAN), CREATE THE “LIGHT INDUSTRIAL AND OFFICE (ZI19) – BRIDGEPORT VILLAGE (CITY CENTRE)” ZONE, AND REZONE THE SITE AT 9520 BECKWITH ROAD FROM THE “SINGLE DETACHED (RS1/F)” ZONE TO THE “LIGHT INDUSTRIAL AND OFFICE (ZI19) – BRIDGEPORT VILLAGE (CITY CENTRE)” ZONE**

(File Ref. No. 12-8060-20-009931/010019/010034; RZ 18-821103) (REDMS No. 6156129 v. 6; 6166391; 6157112; 6157109; 6157114; 6157177; 5870814)

Mark McMullen, Senior Coordinator - Major Projects, reviewed the application, and briefed Committee on the proposed amendments to the City Centre Area Plan (CCAP) to limit stratification or airspace subdivision of office space in situations where additional density for office use is being considered. Also, he noted that proposed development will retain 10 trees on-site. He added that the proposed development will include 72 parking spaces and is in compliance with the City’s parking regulations.

It was moved and seconded

- (1) *That Official Community Plan Amendment Bylaw 10019, to amend Schedule 2.10 of Official Community Plan Bylaw 7100 (City Centre Area Plan) to change the “Specific Land Use Map: Bridgeport Village – Detailed Transect Descriptions” to provide a maximum density of 1.85 floor area ratio (FAR) and a maximum of 60% of the net floor area for non-industrial uses within the “General Urban (T4) Area B – Industrial Reserve: Limited Commercial” designation for 9520 Beckwith Road, be introduced and given First Reading;*

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- (2) *That Official Community Plan Amendment Bylaw 10034, to amend Schedule 2.10 of Official Community Plan Bylaw 7100 (City Centre Area Plan) to amend the term "Industrial Reserve" in Appendix 1 – Definitions to require that all office use within the "Industrial Reserve: Limited Commercial" area be limited to one strata lot or one air space parcel per storey or a minimum floor area of 1,858m<sup>2</sup> (20,000ft<sup>2</sup>) where the total development density exceeds that in the underlying Transect; and amend the term "Village Centre Bonus" in Appendix 1 – Definitions, to require that all office use within the Village Centre Bonus (VCB) floor area be limited to one strata lot or one air space parcel per storey or a minimum floor area of 1,858m<sup>2</sup> (20,000ft<sup>2</sup>) where the VCB exceeds 1.0 FAR, be introduced and given First Reading;*
- (3) *That Bylaw 10019 and Bylaw 1034, having been considered in conjunction with:*
- (a) the City's Financial Plan and Capital Program; and*
  - (b) the Greater Vancouver Regional District Solid Waste and Liquid Waste Management Plans;*
- are hereby found to be consistent with said program and plans, in accordance with Section 477(3)(a) of the Local Government Act;*
- (4) *That Bylaw 10019 and Bylaw 10034, having been considered in accordance with OCP Bylaw Preparation Consultation Policy 5043, are hereby found not to require further consultation; and*
- (5) *That Richmond Zoning Bylaw 8500, Amendment Bylaw 9931, to create the "Light Industrial and Office (ZI19) – Bridgeport Village (City Centre)" zone, and to rezone 9520 Beckwith Road from the "Single Detached (RS1/F)" zone to the "Light Industrial and Office (ZI19) – Bridgeport Village (City Centre)" zone, be introduced and given First Reading.*

**CARRIED**

Discussion ensued with regard to proposed regulations to limit stratification and airspace subdivision of office space, and as a result the following **referral motion** was introduced:

It was moved and seconded

*That staff be directed to conduct public consultation with property owners, the development community and general public regarding whether potential restrictions on stratification and airspace subdivision of office space should be considered, and report back.*

**CARRIED**

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4. **APPLICATION BY EVERNU DEVELOPMENTS FOR REZONING AT 11540 RAILWAY AVENUE FROM THE “SINGLE DETACHED (RS1/E)” ZONE TO “ARTERIAL ROAD THE TWO-UNIT DWELLINGS (RDA)” ZONE**

(File Ref. No. 12-8060-010030; RZ 18-819258) (REDMS No. 6162976; 6163247)

Edwin Lee, Planner 1, reviewed the application noting that the proposed duplex will be in a front-to-back configuration and one unit will be convertible.

Discussion ensued with regard to the proposed special lane marking and driveway paving for the site’s cycling lane crossing along Railway Avenue. It was suggested that staff provide a memorandum to Council on the efficacy of special pavement and markings for cycling lanes.

It was moved and seconded

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 10030, for the rezoning of 11540 Railway Avenue from the “Single Detached (RS1/E)” zone to “Arterial Road Two-Unit Dwellings (RDA)” zone, be introduced and given First Reading.*

**CARRIED**

5. **SIGNAGE IMPROVEMENTS FOR REZONING AND DEVELOPMENT PROJECTS**

(File Ref. No. 08-4100-01; 12-8060-20-010004/010005) (REDMS No. 6118110 v. 2; 6165828; 6122871; 6137680; 6137679)

Staff noted that the proposed signage improvements will include (i) more information on project milestones and public input opportunities, (ii) project renderings on Development Permit signs, and (iii) simplified language. Staff added that the installation and maintenance of the signs will be at the developer’s cost and the signs will be updateable by using stickers.

It was moved and seconded

(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.*

**CARRIED**

**FINANCE AND CORPORATE SERVICES DIVISION**

**6. DEVELOPMENT NOTIFICATION REQUIREMENTS AND SERVICE LEVELS**

(File Ref. No. 01-0105-06-01; 12-8060-20-010031) (REDMS No. 6088524; 6164384)

David Weber, Director, City Clerk's Office, spoke on the proposed development notification requirements, noting that staff reviewed best practices from other municipalities and are recommending (i) updating the format of the newspaper and mailed meeting notices, (ii) expanding the notification radius to 100 metres, (iii) implementing early notices for development applications, and (iv) providing members of the public the opportunity to subscribe to email notification for development notices. Also, Mr. Weber noted that staff can explore options to provide development notifications through the City's mobile app.

It was moved and seconded

- (1) *That the proposed updates to the format of the Public Hearing, Development Permit Panel and Board of Variance meeting notices and mailed notices, as outlined in the staff report dated April 2, 2019 from the Director, City Clerk's Office, be endorsed;*
- (2) *That the opportunity to subscribe to email notifications for development notices be provided to members of the public as an enhanced level of service;*
- (3) *That staff bring forward the appropriate bylaw amendments and/or Council policies to implement and to recover costs for an expanded level of service in relation to development notices in accordance with Option 3, as outlined in the staff report dated April 2, 2019; and*
- (4) *That Richmond Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273, Amendment Bylaw No. 10031, to make various housekeeping amendments, be introduced and given first, second and third reading.*

**CARRIED**

**7. MANAGER'S REPORT**

***Community Information Session on Development, Affordable Housing, Transportation and Sustainability in the City***

Wayne Craig, Director, Development noted that a Community Information Session took place on May 2, 2019 and was well attended. He added that the next session will take place on May 16, 2019 at the East Cambie Community Centre.

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**Tuesday, May 7, 2019**

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**ADJOURNMENT**

It was moved and seconded

*That the meeting adjourn (4:31 p.m.).*

**CARRIED**

Certified a true and correct copy of the Minutes of the meeting of the Planning Committee of the Council of the City of Richmond held on Tuesday, May 7, 2019.

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Councillor Linda McPhail  
Chair

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Evangel Biason  
Legislative Services Coordinator



# City of Richmond

## Report to Committee

**To:** Planning Committee **Date:** April 25, 2019  
**From:** Kim Somerville  
Manager, Community Social Development **File:** 01-0100-30-RCSA1-03/2019-Vol 01  
**Re:** **Richmond Community Services Advisory Committee Non-Profit Social Service Agency Space Needs Review**

### Staff 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.

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

Att. 5

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Real Estate Services	<input checked="" type="checkbox"/>	
Arts, Culture & Heritage	<input checked="" type="checkbox"/>	
Recreation Services	<input checked="" type="checkbox"/>	
Facilities	<input checked="" type="checkbox"/>	
Development Applications	<input checked="" type="checkbox"/>	
Policy Planning	<input checked="" type="checkbox"/>	
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 

## Staff Report

### Origin

At the January 22, 2019 Planning Committee Meeting, following discussion of the Richmond Community Services Advisory Committee (RCSAC) Non-Profit Space Needs Survey and Report, the following referral was made:

- (1) That the Non-Profit Space Needs Survey and Report, from the Richmond Community Services Advisory Committee, dated November 8, 2018, be received for information; and*
- (2) That the report be referred to staff for analysis and report back.*

This report supports the following Council-adopted Social Development Strategy Actions:

*29.1 Developing an administrative structure (e.g. senior staff review team) and criteria for assessing community amenity options for recommendation to Council on specific rezoning applications. Short Term (0–3 years)*

*30 Develop and maintain a database on space needs of non-profit social service agencies to be updated annually through surveys of agencies. Short Term (0–3 years)*

### Findings of Fact

#### Background

The Richmond Community Services Advisory Committee (RCSAC) has been monitoring the space needs of Richmond non-profit community social service agencies (hereafter referred to as “NPOs” or “agencies”) for a number of years, including conducting intermittent surveys and providing the results to Richmond City Council. However, the lack of a well-designed survey instrument and process was an impediment to communicating agencies’ infrastructure needs. Recognizing that the lack of adequate information was presenting challenges in seeking solutions, the RCSAC sought funding from the Richmond Community Foundation (RCF) to prepare an effective and replicable space needs survey instrument, process and analysis.

The RCF awarded a seed grant to the RCSAC to prepare a “Phase 1” document demonstrating the need for and anticipated benefits of the proposed survey. The RCF subsequently awarded the RCSAC with a grant of \$10,000 to support the survey development and analysis. The City contributed the remainder of the budget by providing a 2018 Council Community Initiatives One-Time Expenditures grant of \$13,000 to prepare the Phase 2 report, “Richmond Non-Profit Social Purpose Space Needs Review” (Attachment 1). The City further supported the project by hosting the survey on Let’s Talk Richmond and providing the data, charts and graphs to the RCSAC for analysis and inclusion in the report.

The attached RCSAC report conveys the results of the 2018 NPO survey as well as an environmental scan of policies and circumstances impacting their office and program space needs.



### RCSAC Communication Tool Proposed Actions

The RCSAC provides information and advice to Council through Communication Tools which summarize the purpose, key issues, possible impacts and proposed actions to address the topic at hand. In November 2018, the RCSAC sent a Communication Tool regarding “Non-Profit Space Needs Survey and Report” to Council as a cover document for the NPO Space Needs Review proposing that the City:

- develop a strategy to assist NPOs to secure sustainable, affordable and centrally located space, including concrete options and definitive timelines;
- develop a NPO Space Needs Working Committee including NPO representatives and dedicated City of Richmond staff to develop concrete, actionable strategies to address the NPO space needs issue;
- work with the RCSAC to repeat the NPO Space Needs Survey on a biannual basis to track trends and develop comparative data; and
- present the report findings to Richmond City Council.

### RCSAC Report Contents

The RCSAC presented the Communication Tool and NPO Space Needs Review report to the January 22, 2019 Planning Committee. The report includes four key sections, reflected in the following content summaries.

#### 1. Real Estate Market Overview

The RCSAC explored the availability and pricing of both office and industrial space in Richmond to understand market forces impacting agencies’ ability to access space at affordable rates. In 2018, office space vacancy in Richmond was at its lowest point since mid-2002, particularly affordable Class B and C office space (4.6 per cent and 0.4 per cent vacancy respectively). Industrial space vacancy was 2.0 per cent in the first quarter of 2018. This review highlighted the challenges faced by social purpose agencies seeking appropriate facilities due to limited availability, unaffordable rates and significant competition for space.

#### 2. Policy and Regulatory Scan

The RCSAC report includes a review of municipal plans and policies impacting non-profit space needs, including social development plans; development plans and regulations; and community amenity contribution or density bonusing policies. The purpose of this review was to provide a policy context for RCSAC recommendations stemming from survey results. The City’s Social Development Strategy, Official Community Plan and City Centre Area Plan are highlighted. Policies from other municipalities are also reviewed, including a City of Vancouver bylaw allowing social uses in residential districts (e.g. neighbourhood houses) and the City of Burnaby’s Community Benefit Bonus Policy including non-profit social services as beneficiaries of negotiated office and program space (see review of other municipal practices below). Property

tax exemptions, municipal grant programs and leasing or renting City-owned space to non-profits were also identified as commonly held municipal policies supporting NPO space needs.

### 3. Survey Findings

A total of 39 NPOs completed the survey. The largest group of respondents operate facilities only in Richmond (39%) and most operate one site only (46%). Nearly half (47%) share space with other organizations. Premises range from under 999 sq. ft. (34%) to over 10,000 sq. ft. (9%). In the next five to 10 years, over one-quarter (28%) plan to expand, with the same percentage (28%) planning to maintain their current size. Some (13%) plan to add a location in Richmond.

Over one-third of respondents (35%) are experiencing uncertainty about their tenure and may need to relocate. Reasons include rental/lease expiration (26%), adding or expanding programs and services (26%), and other challenges including temporary space use and demolition clauses (26%) as well as financial uncertainty (5%).

The majority of agencies surveyed consider their space affordable (72%), with the average rent being \$18.03 per square foot. Nearly one-quarter (23%) indicated relying on donated or nominal-fee space as a significant factor in balancing their budgets. Key challenges identified by agencies in seeking new premises include finding affordable space that is accessible and well-served by transit.

In response to how much additional space is needed, nine agencies indicated needing an average of 4,078 sq. ft. in the next five to 10 years, for a total of approximately 36,700 sq. ft. of dedicated space, comprising multi-purpose activity rooms, workshop/training rooms, offices and meeting space among other uses. This total would exclude common areas in multi-tenant sites (e.g. entrance, hallways). As most respondents (53%) indicated that they would consider some form of co-location in a future move, space needs may be aggregated to serve multiple agencies at specific sites.

### 4. Recommendations

The RCSAC presented a total of 15 recommendations for three sectors in the Space Needs Review Report; non-profits, the City of Richmond and the private sector. Attachment 2 summarizes these recommendations and identifies related actions, as well as staff comments. The following analysis focuses on the overarching RCSAC recommendations proposed in the RCSAC Communications Tool, as listed above and found in Attachment 1.

#### **Analysis**

The following analysis describes: (1) City Roles, (2) Other Richmond Initiatives and (3) Other Municipal Approaches with respect to supporting NPO facility needs as proposed by the RCSAC.

## 1. City Roles

Traditionally, social services have been supported by senior levels of government, granting bodies and individual agencies' own fundraising and fund development initiatives. No federal or provincial funding or mandate has been transferred to municipalities for this purpose. However, senior governments do not generally provide NPOs with capital funding to support facility development or acquisition, or sufficient operating budgets to lease appropriate space at current market rates. Furthermore, philanthropic donations and fundraising efforts are not providing adequate resources to support such endeavours. Consequently, municipalities are increasingly being approached by non-profit social service agencies to support their space needs.

### 1.1 City Initiatives

The City has provided a range of supports for NPO space needs over the years as opportunities have become available. City-owned premises have been leased (e.g. Richmond Family Place, Richmond Centre for Disability, Turning Point Recovery Society), City land has been provided (e.g. Richmond Caring Place, Nova Transition House) and meeting space has been provided to a number of agencies. Permissive tax exemption has also been approved by Council on a case-by-case basis (e.g. Richmond Society for Community Living, Girl Guides of Canada and Developmental Disabilities Association).

City policies supporting the development of affordable housing and child care centres operated by non-profit societies (Attachment 5) have facilitated the development of significant facilities in Richmond, including Storeys, Kiwanis Towers, The Salvation Army Emergency Shelter and two Early Childhood Development hubs. While primarily providing affordable supportive housing, the Storeys development also houses Pathways Clubhouse and Richmond Addiction Services by way of sublease. In addition, two City-owned Early Childhood Development Hubs may include NPO sublease opportunities for agencies providing child and family support services in addition to the child care programs that will be offered.

Recently, the Minoru Place Activity Centre became available for community use and Council determined that the space would best be used as an expansion of the Arts Centre. Staff are also exploring possible community uses of the de-commissioned Minoru Aquatic Centre based on filling in one tank, which would provide a concrete floor area for program use. The RCSAC will be included in the list of those to receive information about the request for an expression of interest process when it becomes available.

Staff continue to seek opportunities to help accommodate non-profit agencies in City-owned properties but as these are often designated for future parks, roadways or other City uses, long-term occupancy is not usually an option. The RCSAC will continue to be kept informed about any suitable opportunities that may arise.

### 1.2 City Policies

As noted in the RCSAC report (Attachment 1), non-profit services are recognized in City policies as essential components of a livable City. As stated in the Official Community Plan section on Social Inclusion and Accessibility, "as the population grows and physical development proceeds, it is important that the City's social fabric be maintained and enhanced –

with all groups sharing in the benefits and none being excluded or left behind”, including the objective of facilitating the provision of space for community agencies.

RCSAC Survey results demonstrated respondent support for agency co-location as a way to improve service delivery, client outcomes, partnerships and efficiencies. As noted in the City Centre Area Plan (CCAP), the establishment of community service hubs would support the diverse needs of citizens by enhancing access to services and resources (Attachment 3). The CCAP includes a policy to encourage the establishment of community service hubs in each of the six village centres (Attachment 4).

As previously noted, the CCAP includes policies to secure affordable housing units and child care facilities through density bonusing (Attachment 5, items n and o). The CCAP also includes two implementation policies that allow for the discretionary use of developer amenity contributions, which may include NPO space (Attachment 5):

- (p) “Density Bonusing – Community Facility Instead of Child Care” allows density bonusing for community facilities as an alternative to child care space under specific circumstances, to be identified by Community Services staff and approved by Council as opportunities arise.
- (q) “Density Bonusing – Community Benefit Items” allows for the negotiation of community benefits determined by the City in areas where aircraft noise sensitive land uses are prohibited when of benefit to both the City and the developer.

The RCSAC recommends that the Official Community Plan and neighbourhood plans (e.g. the CCAP) be updated to proactively create space for non-profits including updating community amenity and density bonusing policies (Attachment 2). As indicated, allocating amenities for non-profit social service agency facilities is possible under the existing CCAP Bylaw. However, it has not been implemented due to the lack of specific policies such as those that exist for affordable housing and child care. Alternative amenity uses have also not been explored due to the increasing community need for child care and civic facilities. Other opportunities to accommodate NPOs in the City Centre may be possible and need to be further explored. For example, agencies may be located with affordable housing and in early childhood development hubs. Developers may also be approached regarding increasing the supply of office and program space at affordable rates. The lease of City-owned properties when available may also provide an opportunity, although the suitability for NPO use is often limited.

### 1.3 Social Development Strategy Actions

Consistently with the Official Community Plan and the City Centre Area Plan, the Council-adopted Social Development Strategy (SDS) indicates that “it is essential that social services, and the facilities used for delivering those services (i.e. social infrastructure) keep pace with Richmond’s growth”. The SDS contains four actions related to non-profit space needs, of which two will be addressed below (Actions 29.1 and 30):

*29.1 Developing an administrative structure (e.g. senior staff review team) and criteria for assessing community amenity options for recommendation to Council on specific rezoning applications. Short Term (0–3 years)*

As indicated, SDS Action 29.1 proposes the development of an administrative structure, such as a senior staff review team, to guide the review of community amenity options on specific rezoning applications. It also proposes the development of assessment criteria for recommendations to Council regarding such amenity use, which would provide rationale and support transparency of process.

Additional Social Development Strategy actions pertaining to non-profit community service space needs may be considered within an administrative structure and criteria should this be pursued. If implemented, such action would then inform the development of an enhanced policy framework for securing community amenities as proposed in SDS Action 29. SDS Action 29.2, to establish a Community Amenity Reserve Policy and Fund, would be reliant on Policy Framework results as specific Reserve Fund terms would be governed by the adopted Framework.

SDS Action 29.1 would also be an important precursor to the consideration of a replacement/accommodation policy for non-profits displaced by development, as suggested in a June 19, 2018 Planning Committee referral “that staff explore the introduction of a Replacement/Accommodation Policy for commercial, recreational, non-profit and industrial businesses for properties undergoing development and report back”. A separate report addressing this referral with respect to commercial, recreational and industrial businesses is anticipated in the second quarter of 2019.

However, an essential first step, prior to considering Action 29.1 is to explore agency space opportunities under existing policies as previously identified (e.g. CCAP policies, voluntary developer agreements, opportunities in affordable housing and early childhood development hubs, lease in City-owned properties). As described below, community initiatives such as the possible Richmond Caring Place expansion and Foundry Youth Services Centre may also provide needed space for some NPOs.

The following Social Development Strategy Action, to develop and maintain a database on space needs, will assist agencies in seeking and securing space.

*Action 30—Develop and maintain a database on space needs of non-profit social service agencies to be updated annually through surveys of agencies. Short Term (0–3 years)*

In their Communication Tool, the RCSAC modified this request from annual to biannual surveys as RCSAC members also need time to further their recommendations. As the proposed database will be a valuable tool in monitoring and conveying space needs, staff recommend that this Action be implemented.

## 2. Other Richmond Initiatives

### 2.1 Richmond Caring Place Expansion Business Plan

Richmond Caring Place Society (RCPS) is developing plans to increase the space available for current and prospective tenants, last conveyed to Council through its 2012 Expansion Business Plan. The 2012 Plan proposed supplementing the existing 25,000 sq. ft. facility by adding a second building of 35,000 sq. ft. for use by both current and future tenants. Potential new tenants identified included the Richmond Food Bank Society, Richmond Chinese Community Services Society and the Touchstone Family Association. City staff are liaising with RCPS as their proposal undergoes refinement. Further information will be provided to Council once RCPS plans have been consolidated.

### 2.2 Foundry Youth Services Centre

A location is currently being sought for a Foundry Youth Services Centre that would co-locate a number of youth services supporting mental and physical health. The Richmond Addiction Services Society has a contract with the Ministry of Health to coordinate this initiative and Vancouver Coastal Health is playing a key role in securing a site for this facility. Council will be informed once a location has been confirmed, including information about possible space for non-profit social service agencies.

### 2.3 School District Opportunities

The Richmond School District's (RSD) Long Range Facilities Plan (LRFP) is currently under development. In Chapter 5.4, "Optimizing the Utilization of School Assets", the draft Plan proposes "to provide a framework for aligning the use of school assets with future educational space needs while maximizing community and school use opportunities". To optimize the use of under-utilized space, the draft LRFP proposes to:

*Consider including various community health and social services, preschools and child care initiatives in schools that may be considered essential to the community and complementary to schools and encourage the Province to provide exemption from operating capacity for classrooms utilized exclusively during school hours for these community uses.*

The community and stakeholder engagement process for reviewing the draft LRFP continues until the end of May 2019, with a final report anticipated in June 2019. RCSAC members will be encouraged to participate. However, non-profit societies have identified challenges to using school space, particularly the cost of retrofitting classrooms for office and program use compared with leasing typical office space, and the lack of transit to many school locations.

## 3. Other Municipal Approaches

Similarly to Richmond, a review of comparable MetroVancouver municipalities revealed that none have overarching strategies for assisting community social service agencies to secure space. However, some do have specific policies in place, namely regarding negotiated amenities and lease grants. The following analysis describes approaches taken in some comparable municipalities, including Richmond approaches and initiatives.

### 3.1 Negotiated Amenities

#### City of Burnaby:

The City of Burnaby's Community Benefit Bonus Policy, as indicated on their website, describes community benefits as uses that "contribute to the quality of life and general livability" of the City, including "space for community or non-profit groups that serve the community", in addition to a number of other uses including parks, public gathering places, civic facilities, affordable housing, cultural facilities, child care centres, and public realm or environmental enhancements. Cash-in-lieu contributions are also accepted for the future development of such amenities.

Since 1997, the City of Burnaby has used the Community Benefit Bonus Policy to construct six City-owned non-profit office and program spaces in Burnaby Town Centre locations (e.g. Metrotown, Brentwood, Edmonds) for a total of 46,811 sq. ft. of usable space excluding common areas such as hallways, stairwells and elevator shafts.

#### City of North Vancouver:

The City of North Vancouver's Density Bonus and Community Benefits Policy describes "Community Amenity" as a physical space that provides direct or indirect benefits to the community and includes, but is not limited to, "recreation facilities, child care facilities, museum, library, offices for non-profit organizations, cultural facilities, heritage conservation, civic and institutional uses, district heating utility, community meeting space and employment-generating offices". The policy was endorsed in May 2015 and most recently updated in 2018. North Vancouver staff indicated that the City has a long history of securing community amenity spaces for non-profit agencies including the North Shore Women's Centre. Cash-in-lieu of built facilities is also accepted for non-profit purposes and is held in the Civic Amenity Reserve Fund.

#### City of Vancouver:

The City of Vancouver document "Community Benefits from Development: Improving Neighbourhoods & Enabling Affordable Housing" provides examples of community benefits provided through development contributions. The list includes social facilities (e.g. Neighbourhood Houses, Family Places) as well as parks; libraries; child care facilities; transportation infrastructure including bikeways, greenways and streets; cultural facilities; recreation and sport facilities; non-profit and social housing; police stations and fire halls; heritage preservation; and basic infrastructure. In addition to Neighbourhood Houses and Family Places, the City has also provided land and reduced development fees to social service agencies (e.g. Immigrant Services Society Welcome House, MOSAIC).

Cash-in-lieu is also accepted for these purposes. Through using cash contributions, the City of Vancouver provided \$7.95 million for the construction of the Vancouver Technology and Social Innovation Centre, as well as a three-year start-up occupancy grant.

**City of Richmond:**

As previously described, the City Centre Area Plan (CCAP) embodies a “development-led approach” to provide a number of amenities and includes provisions for securing built space, or cash-in-lieu, in return for density bonusing for affordable housing, child care and community facilities. The latter, identified by the Community Services Division, are typically civic facilities (e.g., community centres, cultural facilities) although this provision may also be applied to purposes determined by the City to be of community benefit. As indicated above, the Storeys affordable supportive housing, Kiwanis Towers and two Early Childhood Development Hubs have been financed through CCAP policies.

**3.2 Lease Grants**

Some communities have policies whereby below-market lease rates are provided to non-profit societies in the form of grants.

**City of Burnaby:**

Non-profit societies occupying negotiated amenities or other City-owned facilities may apply for a City of Burnaby Lease Grant. There are two categories of lease available: (1) 50 per cent reduction to market lease rate for agencies whose clientele is at least 75 per cent Burnaby residents, and (2) 25 per cent reduction to market lease rate for agencies whose clientele consists of between 25 per cent and 75 per cent Burnaby residents.

**City of Surrey:**

The City of Surrey has a policy whereby non-profit recreational organizations leasing City-owned property may apply for a grant to cover lease costs and provided seven such lease grants in 2019. This policy does not extend to social service organizations.

While outside of the lease grant policy, the City has leased one City-owned property to a social service agency, Options Community Services Society, for a 40-year term at a nominal rate.

**City of North Vancouver:**

For non-profits occupying amenity or other City-owned space, the City of North Vancouver offers the opportunity to apply for a Community Facility Grant to cover the full cost of the lease. Of the eight non-profit organizations receiving these grants, two provide social services; the North Shore Neighbourhood House and the North Shore Women’s Centre.

**City of Vancouver:**

The City of Vancouver provides a mix of below-market and nominal lease payments for non-profit organizations in City facilities, including social service agencies. The City also provides Rent Subsidy Grants as part of their Community Services Grant Program to assist organizations paying market rates in City-owned facilities.



City of Richmond:

While the City does not define below-market rents offered to non-profit societies as lease grants, the City does provide nominal and below-market rates to non-profit social and community services. These decisions have been made on a case-by-case basis. Examples include Richmond Family Place, Turning Point Recovery Society and the Richmond Caring Place.

This review of other Metro Vancouver municipalities illustrates that some jurisdictions have adopted policies allowing the use of community amenity contributions to support social purpose real estate, as well as policies regarding lease grants to non-profit societies. The RCSAC is recommending that the City adopt such policies.

#### 4. Summary

The City has provided space for lease at nominal or below-market rates to several non-profit social service agencies as opportunities have arisen and has also provided permissive tax exemptions. The Richmond Caring Place, situated on City land, is seeking to expand and is exploring opportunities about how to finance this growth and the Foundry Youth Services Centre is seeking a location. The Richmond School District is exploring how to best use excess capacity in schools outside the City Centre, which may include leasing to community social services although suitability challenges exist.

The City recognizes in the Official Community Plan, the City Centre Area Plan and the Social Development Strategy that the availability of community social services is fundamental to a livable community and, while not explicitly identified in policy tools, includes the possibility for community service agency space to be identified as a negotiated amenity use. A review of other municipalities indicates that some include NPO space needs among identified uses of negotiated amenities. Lease grants are also provided by other municipalities, as Richmond does through nominal and below-market rates.

The RCSAC recommendations of developing a City strategy to assist NPOs to secure space and to establish a working committee to develop actionable strategies would best begin with an exploration of possible opportunities within existing policy tools such as exist in the City Centre Area Plan. The RCSAC Space Needs Action Group will be kept apprised of such opportunities and appropriate opportunities for RCSAC advice will be sought.

#### **Financial Impact**

There is no financial impact at this time.

**Conclusion**

As articulated in the RCSAC Space Needs Review, current population growth and rapid development have accentuated the existing need for, as well as opportunities to accommodate non-profit social service agencies. Services provided are essential to ensuring quality of life for Richmond residents, and demand for such services has been escalating with a growing population. However, current market conditions have made it increasingly challenging for them to find appropriately located, affordable, accessible accommodations and some facilities are faced with imminent displacement due to redevelopment. As existing policy tools exist to support NPO space needs, staff recommend that opportunities to increase the supply of affordable agency space in the City Centre and other appropriate locations be explored.

Staff will continue collaborating with the RCSAC Space Needs Subcommittee in developing the Space Needs Database, as recommended in SDS Action 30, as well as furthering sector capacity through resource and information sharing, including inviting relevant City staff to discuss City policies and practices. Staff will also continue to seek opportunities in existing community and City-owned properties and will advise Council regarding RCPS expansion plans, the future Foundry Youth Services Centre site, and possible co-locations in early childhood development hubs and affordable supportive housing developments. Any other opportunities to assist NPOs with space needs will also be pursued.



Lesley Sherlock  
Social Planner  
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- Att. 1: RCSAC Non-Profit Space Needs Survey and Report  
2: RCSAC Recommendations Summary Tables  
3: City Centre Area Plan Community Service Hubs  
4: City Centre Area Plan Policies 2.8  
5: City Centre Area Plan Implementation Strategy



# RCSAC | Richmond Community Services Advisory Committee

To: Mayor Brodie and Councillors  
 From: Kathie Chiu (Salvation Army) & Lonnie Belfer (AVIA Employment Centre)  
 CC: Kim Somerville, Lesley Sherlock  
 Date: November 8, 2018  
 Re: **Non-Profit Space Needs Survey and Report**

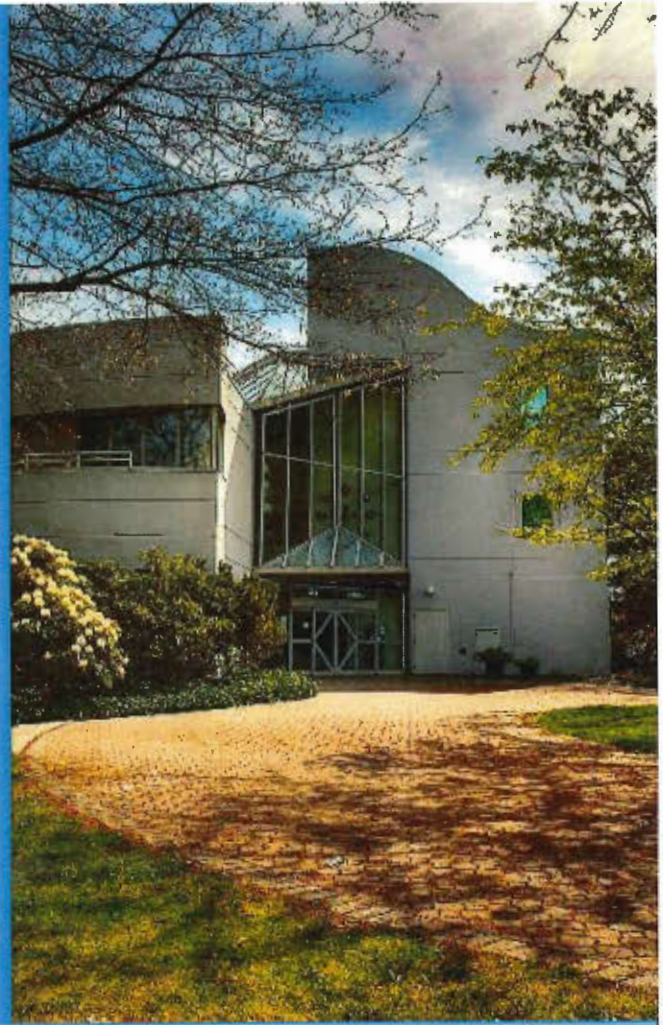
## Purpose

The purpose of this Communication Tool is to inform Richmond City Council about the **Phase 2 Richmond Non-Profit Social Purpose Needs Review**. This Communication Tool reflects:

- Richmond City Centre Area Plan (2009) Section 2.8 Social Equity and Community Services
- Richmond Official Community Plan (2012) Section 11: Social Inclusion and Accessibility, Objective 2
- Council Term Goals (2014-2018) Goal 5: Partnerships and Collaboration
- Building Our Future: A Social Development Strategy for Richmond (2013)

Issue	Potential impact	Agency or individuals affected	Suggested actions
<p>To advise City Council of the work occurring in the community that highlights the space needs challenges for Non-Profit organizations (NPOs) in Richmond.</p> <p>The rapid development in Richmond (specifically in City Centre) coupled with the very low vacancy rate for office space (2018 - 5.4%) is negatively impacting Non-Profit organizations.</p> <p>Of the 39 Non-Profit organizations that responded to the survey, 19% reported that they were not secure in their current location.</p>	<p>As the population of Richmond increases, the demand for community and social services also rises. Nearly half of the NPO's that responded to the survey said they plan to expand their services in the next year.</p> <p>If NPO's are not able to secure sustainable, affordable space, their ability to deliver essential community and social service will be impacted.</p> <p>69% of Survey respondents indicated that City Centre was the ideal location for their service. However, City Centre is also the area experiencing the most development which is severely limiting opportunities for NPOs.</p>	<p>All Richmond citizens that use community or social services provided by NPOs will be impacted if NPOs are not able to secure sustainable, centrally located and affordable space.</p>	<p>The City of Richmond develop a strategy to assist NPOs to secure sustainable, affordable and centrally located space. This strategy should contain a menu of concrete options and definitive timelines.</p> <p>The City of Richmond develop a NPO Space Needs Working Committee including NPO representatives and dedicated City of Richmond staff to develop concrete, actionable strategies to address the NPO space needs issue.</p> <p>The City of Richmond and RCSAC consider repeating the NPO Space Needs Survey bi-annually to track trends and develop comparative data.</p> <p>The RCSAC NPO Space Needs Committee presents the report findings to City Council.</p>





## **PHASE 2 RICHMOND NON-PROFIT SOCIAL PURPOSE SPACE NEEDS REVIEW**

Understanding the Real Estate Challenges and Opportunities Affecting  
the Non-Profit, Social Purpose Sector in Richmond

Prepared for:  
The Richmond Community Services Advisory Committee

Prepared by:  
Krystie Babalos and Theo Finseth

August 9, 2018

**PLN - 24**

This report was made possible because of the generous contributions from the Richmond Community Foundation and the City of Richmond.





# EXECUTIVE SUMMARY

The City of Richmond is the fourth largest community in Metro Vancouver. It is a diverse city focused on building a modern urban centre and regional hub surrounded by compact communities, green spaces, parks, recreation, farmland and the Fraser River.

Richmond's population is growing and demands for social services are rising. The City has a long history of working with social purpose non-profit organizations (NPOs) to provide social services to realize its vision of being the most appealing, liveable, well-managed community in Canada.

In Richmond, there are over 344 groups, clubs, associations, and NPOs that provide essential social services.<sup>1</sup> However, securing land, buildings, and tenancy for social purpose organizations has been increasingly challenging in Richmond due to issues of affordability, funding uncertainty and availability of suitable and appropriately located space. Also challenging is the ability of governments, funders, investors and developers to assist organizations in their pursuit of space due to the lack of comprehensive data on the full scope of the issues in Richmond.

The Richmond Community Services Advisory Committee (RCSAC) recognizes this data gap and have launched a multi-phase review of commercial and industrial space needs to gain a better understanding of the real estate situation facing social purpose non-profit organizations in Richmond.

In Phase 1, RCSAC conducted a preliminary review of relevant policy and work done to date in Richmond and began to identify the problem. Now in Phase 2, RCSAC seeks to better understand the space needs of social purpose non-profit organizations and to identify strategies that increase access to secure, affordable and appropriate commercial and industrial space.

The Phase 2 Richmond Non-Profit Social Purpose Space Needs Review report summarizes what was done and learned in Phase 2 with respect to space needs, challenges, opportunities and recommendations for moving forward.

## PROJECT SUPPORTERS

The Richmond Non-Profit Social Purpose Space Needs Review is a study by the Richmond Community Services Advisory Committee (RCSAC), an advisory body to Richmond City Council on social, health and community matters. RCSAC has served the City since 1979 and is composed of more than 30 local non-profit organizations and government, community and agency representatives working collectively on community issues of mutual concern. The Review was also generously supported by the City of Richmond and the Richmond Community Foundation.

## RESEARCH METHODS

The Richmond Non-Profit Social Purpose Space Needs Review is a comprehensive review of current and emerging real estate factors affecting social purpose non-profit organizations in Richmond. A detailed work plan was developed during the planning phase of the project which determined the purpose, topics and research questions to address and the methodologies that would be used to collect data.

The methodologies included:

1. **A review of the real estate market** to gain an understanding of the overall market context and trends in Richmond and the supply and demand for commercial and industrial space.

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<sup>1</sup> City of Richmond. About Community Organizations. <https://www.richmond.ca/discover/com-resources/organizations/about.htm>. Retrieved March 20, 2018

2. **A policy and regulatory scan** of relevant local government plans, policies and regulations that guide, regulate and support the non-profit sector on a variety of real estate, financial and non-financial matters.
3. **Development of a database of non-profit social service organizations in Richmond.** To understand the space needs of non-profit social purpose organizations in Richmond, RCSAC defined, prioritized and developed a list of target non-profit social service organizations based in Richmond to consult in the process. Through this process, it was determined that there were over 344 organizations active in Richmond in 2018, of which 163 are non-profit organizations in general and 65 are social purpose organizations.
4. **A survey of non-profit social purpose organizations** to provide a robust and up-to-date review of commercial and industrial space needs that will form a baseline of NPO space-related information that can be tracked, monitored and evaluated over time.
5. **A review of recommendations for moving forward** that outline key opportunities and strategies for government, NPOs, and the private sector to explore to overcome barriers to social purpose real estate.

## RESEARCH FINDINGS

### BACKGROUND

The Background is summarized below, and outlined in detail in Section 3: Background.

In Richmond, the non-profit sector plays an important role in addressing the communities' social needs. There is a long history of not-for-profit delivery of essential social services. Services provided are widespread, serving all household types, interests, and needs. NPOs also offer opportunities for the 'community to support community' and to contribute to the local economy, where people give and receive services, through direct engagement as board members, employees, contract workers and volunteers.

There are many space-related challenges that affect emerging and established NPOs. According to the *Vancity Housing Affordability Report*, the City of Richmond is ranked in the top ten least affordable markets in BC in all categories of housing.<sup>2</sup> Part of the affordability issue for NPOs can be attributed to the high demand for land for housing and high property costs, which impact prices for all space typologies including commercial, institutional, and industrial space. Hence, NPOs are experiencing higher purchase and rent prices for commercial and industrial space than before. They also face an inventory that may not fit their needs, and low vacancy rates that make it difficult to shop for the right space. They face inequitable access to the right financial tools, cost imbalance issues, and risky lease or mortgage terms. They may have knowledge or skills gaps that limit their ability to navigate real estate markets. Some of the newest developments are also not concentrated in the city centre, where many NPOs prefer to be located to best serve residents. There are also gaps in City planning process, where NPO space is often not considered a critical amenity contribution in the development of key urban areas.

### MARKET ANALYSIS

The Market Analysis is summarized below, and outlined in detail in Section 5: Real Estate Market Overview.

#### OFFICE SPACE MARKET SUMMARY

Richmond has the third highest office space supply in Metro Vancouver, at 5.39 million square feet of office space or 8.4% of total office supply in Metro Vancouver. Richmond's vacancy declined to 5.4% in the first quarter of 2018 from 8.7% a year earlier - and is at its lowest point since mid-year 2002. Specifically, Richmond is experiencing low vacancy rates for Class B and Class C office space, at 4.6% and 0.4% respectively. The main reasons for the decrease are due to the completion of developments in 2017 and the relocation of tenants, which resulted in space being occupied towards the end of 2017. Office space

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<sup>2</sup> Vancity. Home Stretch: Comparing housing affordability in B.C.'s hottest markets.

<https://www.vancity.com/SharedContent/documents/News/Vancity-Report-Housing-affordability-in-BCs-hottest-markets.pdf>

Retrieved April 6th, 2018

vacancy rates may remain low and NPOs looking for new or additional office space may find it difficult to find and secure appropriate office space in different sizes and key locations.<sup>3</sup>

#### INDUSTRIAL SPACE MARKET SUMMARY

Richmond has the second highest inventory of industrial space, with 34.63 million square feet of industrial space or 24.2% of the total supply in Metro Vancouver. Vacancy in Richmond's industrial market declined to 2.0% in the first quarter of 2018, down from 2.7% in the first quarter of 2016 due to strong leasing activity and limited new construction. This is slightly the average industrial space vacancy rate (1.8%) in Metro Vancouver. Richmond does have lower than average asking net rental rates for industrial space but pricing has and is anticipated to continue to rise as new supply for lease may be unable to keep up with demand and may have a negligible impact on vacancy in the future. Industrial space vacancy rates may remain low, and could put increasing pressure on prices. NPOs looking for new or additional industrial space may find it difficult to find and secure increasingly rare industrial space, either for lease or purchase options.<sup>4</sup>

#### SURVEY

The Survey is summarized below, and outlined in detail in Section 7: Survey Findings.

#### ORGANIZATION PROFILES

A key objective of the survey is to better understand social purpose NPOs in Richmond. Highlights from the survey findings show that respondents are both registered not-for-profits and charities that serve a diversity of populations that live and commute to their programs and services from across the city. The majority (49%) of respondent NPOs serve between 1000-5000+ community members. To serve these users, the majority of respondents have 10 or more full-time employees (22%), part-time employees (14%) and volunteers (19%) per week while others have 21 to 100 full-time employees (12%) and 51 to 100 volunteers (14%). With almost 80% of NPO staff working on site, most NPOs projected they will continue to increase all worker types in the future to accommodate growing program and service needs. NPOs will need significant commercial and industrial space to accommodate growing programs, services and personnel.

#### CURRENT SPACE & NEEDS

A key objective of the survey is to understand NPOs current space needs. Highlights from the survey findings show the majority of respondents have one site (40%) in Richmond that is their sole location (39%) or primary / head office (32%) and mainly consists of a public or community facility (44%), office building (33%) or multi-use building (28%). Nearly half (47%) of all respondents share space with other organizations in some capacity. In terms of location, 85% of respondents serve people from across the City of Richmond and 69% would like to relocate or have a new space located in Richmond City Centre to conveniently serve these clients.

Nearly half of all survey respondents have or plan to add or expand existing programs and services this fiscal year while the other half plan to maintain current programs and services. This translates into 41% of survey respondents planning to expand, increase or add an additional location to their space in Richmond. Overall, most survey respondents perceive that it is very important to remain located in the City of Richmond (90%) while most are somewhat or very satisfied (72%) with their current space. Nevertheless, 62% of survey respondents indicated that their current space has inhibited their ability to provide programs or services.

#### TENURE & STABILITY

A key objective of the survey is to understand NPOs space tenure, stability and future needs.

Highlights from the survey findings show respondents relationship to their commercial and industrial space varies: 26% lease or rent space from the private sector, 23% use space that is donated to them at no cost, 10% lease or rent space from government and 8% sub-lease space from another organization. The length

<sup>3</sup> Avison Young. 2017 Year End Office Market Report Metro Vancouver, BC. [http://www.avisonyoung.ca/documents/95750/1691318/Avison+Young+Office+Market+Report\\_2017+Year+End.pdf](http://www.avisonyoung.ca/documents/95750/1691318/Avison+Young+Office+Market+Report_2017+Year+End.pdf) Retrieved April 13, 2018

<sup>4</sup> Avison Young. Spring 2017 Richmond / Delta Industrial Report. [http://www.avisonyoung.com/documents/20342/570840/Vancouver\\_RichmondDeltaIndustrialReport\\_Spring2017.pdf/ceb6404e-af92-4a3a-a795-bc963c5ac894?t=-1998248972](http://www.avisonyoung.com/documents/20342/570840/Vancouver_RichmondDeltaIndustrialReport_Spring2017.pdf/ceb6404e-af92-4a3a-a795-bc963c5ac894?t=-1998248972). Retrieved April 13, 2018



of lease/rental terms vary, with 55% of survey respondents having a lease or rental term of 1 to 5 years and 14% having a term of 5 or more years. 70% of survey respondents are very or somewhat secure in their space while 19% are not, or not very, secure in their space.

In looking to the future, respondent NPOs have identified a need to and interest in expanding their space. Within the next 5 to 10 years, 28% of respondents plan to expand space, 28% plan to maintain their space, and 13% plan to add a location in Richmond. 56% of the respondents who own space would like to redevelop their property. However, there is still a high level of uncertainty amongst NPOs who lease/rent space, with 35% not knowing if they need to move in the coming years. In the event that a respondent has to move, the top reasons for moving include rental / lease expiration, adding / expanding / growing programs and services, donated space being removed, demolition clauses being executed, a reduction in available space, financial uncertainty, changing location and needs of clients and reducing / removing programs or services. In a future move, respondents indicated the top factors to consider in a new space are location, proximity to clients / users, the features of the space and proximity to transit.

#### AFFORDABILITY

A key objective of the survey is to better understand the issues of affordability that NPOs in Richmond may be experiencing. Highlights from the survey findings show that the majority of respondents (63%) have small operating budgets of less than \$500,000 per year, while 29% have budgets between \$1 and \$5 million per year and 13% have budgets of more than \$7.5 million per year. Of the organizations who own property, 40% have significant space-related costs of \$20,000 or more per month. Of the organizations who lease or rent space, 23% use space donated at no cost, 22% spend \$1,000 - \$1,999 per month, 21% spend \$5,000 - \$9,999 per month and 21% spend \$10,000 or more per month on space-related costs.

In terms of affordability, 72% of survey respondents said they are paying the right amount for space relative to what they can afford while 18% are paying more for space relative to what they can afford. The high response to "right amount" could reflect that many respondent NPOs (23%) use space donated at no cost, 10% lease or rent space from government and 8% pay below market rents. Among NPOs that pay market rents / lease rates, the average rent is \$18.03 per square foot, similar to the \$18.37 per square foot average lease / rental rate of office space in Richmond. Many organizations identified free donated space, space paid for at a nominal price and subsidized space as key to their survival and operations.

#### CHALLENGES & OPPORTUNITIES

A key objective of the survey is to understand NPO's key space-related challenges and opportunities. Highlights from the survey findings show that the main challenges related to social purpose real estate are the ability of NPOs to find and access suitably located space, the affordability of space, the limited supply and increasing demand for space and obtaining reliable and stable funding for space.

Survey respondents also identified numerous strategies to respond to these challenges including diversifying their organization's revenue streams, creating Fund Development Plans, growing the organization's operations and partnering with other social purpose organizations. Survey respondents are also interested in exploring opportunities to network with planners, space providers, developers and other NPOs (64%), to generate more revenue for space by finding new donors, fundraising and improving capital campaigning (51%), to seek financing and funding through grants, property tax exemptions, low interest loans and assistance (46%) and to plan to co-locate with other organizations (46%). The top suggestions respondents recommended for funders, advocacy groups and/or governments to assist them in achieving affordable, suitable and secure space are to increase government funding, increase the supply of accessible, affordable and shared spaces, improve property tax exemptions, engage in NPO space-related policy development, funding decisions and update zoning bylaws.

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# 1. INTRODUCTION

The City of Richmond is the fourth largest community in Metro Vancouver. With the population growing and demands for social services rising, the City has a long history of working with social purpose non-profit organizations (NPOs) to provide services that help to realize its vision of being the most appealing, liveable, well-managed community in Canada.

At the same time, the rapid pace of growth has coincided with commercial and industrial affordability challenges for NPOs. NPOs are struggling to find social purpose real estate space close to the communities they serve, which impacts their ability to deliver services that keep pace with growth and that maintain or improve residents quality of life. Affordable, centrally located, accessible and secure space is needed, but it is difficult to acquire due to market conditions, limited funding, competing land and development opportunities and so on.

The Richmond Community Services Advisory Committee (RCSAC), an advisory body to Richmond City Council on social, health and community matters, launched a review of Richmond Non-Profit Social Purpose Space Needs to understand the state of social purpose real estate in Richmond and to guide planning and action for the future.

In Phase 1, RCSAC conducted a preliminary review of relevant policy and work done to date in Richmond and began to identify the problem. Now in Phase 2, RCSAC seeks to assess the commercial and industrial space needs of non-profit organizations so that they can have a clearer picture of social purpose real estate in Richmond and put forward recommendations for how the public and private sector can help to advance affordable, centrally located, accessible and secure space for the non-profit sector.

Through this Review, the Committee is working to create an equitable sense of place that honors both Richmond's history and its future.

## SCOPE OF STUDY

The Richmond Community Services Advisory Committee (RCSAC) aims to understand the state of social purpose real estate in Richmond and to guide planning and action for the future.

NPOs depend on commercial and industrial space to operate their programs and services. The RCSAC therefore, focused on a selection of social purpose non-profit organizations operating in Richmond, that have and/or need commercial and industrial space. This excludes parking, housing sites and child care facilities.

## SOCIAL PURPOSE REAL ESTATE DEFINED

The Social Purpose Real Estate Collaborative (SPRE), an informal consortium of funders and investors who develop a collective understanding of the use of social purpose real estate as a sustainability strategy for not-for-profit partners and investees and help secure real estate assets for community purposes, define social purpose real estate in two parts<sup>5</sup>:

1. Social purpose: organizations with a mission to provide community benefits
2. Real estate: the property and/or facilities rented, leased, or owned and operated by social purpose organizations

Together, SPRE refers to social purpose real estate as "property and facilities owned and operated by organizations and investors for the purpose of community benefit, and to achieve blended value of returns".

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<sup>5</sup> Real Estate Institute of BC and the Social Purpose Real Estate Collaborative. RENT – LEASE – OWN: Understanding the Real Estate Challenges Affecting the Not-For-Profit, Social Purpose and Cultural Sectors in Metro Vancouver. Retrieved March 28, 2018

For the purpose of this review, social purpose (SP) non-profit organizations were categorized by the following activities:

1. Advocacy;
2. Arts and Culture;
3. Childcare;
4. Youth;
5. Women;
6. Seniors;
7. Families;
8. People with Disabilities;
9. Community Development;
10. Settlement Services;
11. Education;
12. Employment and Training;
13. Animal rights;
14. Energy;
15. Environment;
16. Food Security;
17. Health Services;
18. Mental Health / Addictions;
19. Housing;
20. Homelessness;
21. Poverty Reduction;
22. Human Rights;
23. Legal Services;
24. Religion / Faith;
25. Recreation / Sport;
26. Transportation / Mobility;
27. Waste Management; and
28. Other.

For the survey, respondents were asked to self-identify their primary activity (with an opportunity to list other activities they are involved in, if applicable).

## 2. PURPOSE

The Richmond Non-Profit Social Purpose Space Needs Review aims to assess social purpose non-profit organizations' space needs and to improve access to affordable, appropriate and secure commercial and industrial space.

The review is intended to:

- Inform, involve and consult social purpose non-profit organizations on current and projected future real estate needs
- Increase understanding of the reality of social purpose real estate in Richmond, specifically commercial and industrial space, and establish baseline data that can be tracked over time
- Outline policies and regulations that support social purpose real estate in Richmond
- Identify strategies to:
  - Resolve NPO real estate barriers
  - Renew, replace and increase space for NPOs to provide essential social services
  - Strengthen and reduce displacement of existing and legacy NPOs in Richmond
  - Make it more viable for new and emerging NPOs in Richmond to thrive
- Inform government policy and private sector practices with appropriate information and tools that address barriers to and opportunities for social purpose real estate.

### 3. BACKGROUND

Commercial and industrial affordability involves a complex and interrelated set of issues and strengths that affect NPOs in a variety of ways.

Both financial and environmental pressures can affect emerging NPOs and contribute to the displacement of established organizations. Not only are Richmond NPOs experiencing higher purchase and rent prices for commercial and industrial space than before, they are also facing an inventory that may not fit their needs, low vacancy rates that make it difficult to shop for the right space, funding uncertainty, inequitable access to the right financial tools and risky lease or mortgage terms.

Here is a summary of the importance of NPOs in Richmond as well as the challenges they face as they engage with the real estate market.

#### THE IMPORTANCE OF THE NON-PROFIT SOCIAL PURPOSE SECTOR

##### DIVERSE SCALE & RANGE OF SERVICES DELIVERED ON NON-PROFIT BASIS

The nonprofit sector plays an important role in addressing many of the social deficits in Canada -- with NPO missions often in alignment with a future residents want - one that is more equitable, inclusive and environmentally responsible. In Richmond, there is a long history of not-for-profit delivery of essential social services. Services provided are widespread, serving all incomes, ages, household types, interests, and needs. Social services include infant care, the provision of housing, education, emergency, medical and health services, parenting and family services, child and youth programming, arts and culture, food security, and sport, fitness and recreation. In Richmond, there are over 344 groups, clubs, committees, associations, and NPOs that provide social services.<sup>6</sup> Of these, an estimated 27 groups provide special interest services, 78 provide sports, fitness and recreation services, 76 provide arts, heritage and culture services and 163 provide social and community services.<sup>7</sup>

##### COMMUNITY SUPPORTING COMMUNITY

The nonprofit sector provides many opportunities for 'community to support community' and for people to both provide and receive services, especially through direct engagement in the delivery of social services as board members, employees, contract workers and volunteers. In BC, almost 2.3 million people volunteer in the sector with an average of 145 annual hours volunteered.<sup>8</sup> In Richmond, there are over 200 volunteer community organizations and over 50 advisory committees and task forces that provide residents with opportunities to support each other.<sup>9</sup>

##### FINANCIAL CONTRIBUTIONS

The nonprofit sector is financed by income earned from the sale of memberships and services, from government funding and donations from individuals.<sup>10</sup> British Columbians in particular are charitable: nine-in-ten people donated money to a charitable or non-profit organization in the past year (2016 - 2017).<sup>11</sup> In

<sup>6</sup> City of Richmond. About Community Organizations. <https://www.richmond.ca/discover/com-resources/organizations/about.htm>. Retrieved March 20, 2018

<sup>7</sup> City of Richmond. About Community Organizations. <https://www.richmond.ca/discover/com-resources/organizations/about.htm>. Retrieved March 20, 2018

<sup>8</sup> Statistics Canada. Volunteering and Charitable Giving in Canada. <http://www.statcan.gc.ca/pub/89-652-x/89-652-x2015001-eng.pdf> Retrieved April 22, 2018

<sup>9</sup> City of Richmond. Fast Facts About Richmond. [https://www.richmond.ca/\\_shared/assets/FastFacts6257.pdf](https://www.richmond.ca/_shared/assets/FastFacts6257.pdf) Retrieved April 13, 2018.

<sup>10</sup> Imagine Canada. 2015. Charities in Canada as an Economic Sector Discussion Paper. Retrieved April 22, 2018 [http://www.imaginecanada.ca/sites/default/files/imaginecanada\\_charities\\_in\\_canada\\_as\\_an\\_economic\\_sector\\_2015-06-22.pdf](http://www.imaginecanada.ca/sites/default/files/imaginecanada_charities_in_canada_as_an_economic_sector_2015-06-22.pdf). Retrieved April 13, 2018.

<sup>11</sup> Insights West. Charitable Giving Insights. [https://insightswest.com/wp-content/uploads/2017/09/RPT\\_InsightsWest\\_2017BCCharitableGivingInsightsReport\\_20Sept2017.pdf](https://insightswest.com/wp-content/uploads/2017/09/RPT_InsightsWest_2017BCCharitableGivingInsightsReport_20Sept2017.pdf). Retrieved April 13, 2018

2016, a total of \$1.478 billion charitable donations were made in BC.<sup>12</sup> In Metro Vancouver, the value of charitable donations was \$868,590,000 with the median donation per taxfiler \$460.<sup>13</sup>

#### CONTRIBUTION TO ECONOMY

The nonprofit sector has expanded in the last two decades and is now a major sector, supporting jobs and creating significant economic growth. This growth is driven by demand for services and the value services produce.<sup>14</sup> The sector is in many ways similar to the small business sector and makes a similar contribution to jobs and growth. The jobs created are good ones, requiring skills and higher education levels. The sector is also a good first employer for graduates and new Canadians. In Canada, the total charitable sector contributed 8.1% of GDP in 2008, with the nonprofit sector employing nearly as many people as manufacturing, and more people than construction, agriculture, forestry and utilities.<sup>15</sup>

In Richmond, full-time and part-time employees accounted for some 126,000 in 2011.<sup>16</sup> Richmond has the second highest jobs to employed labour ratio (1.36) in the region, with 7.2% of occupations in education, law and social, community and government services (7,915 jobs), 3.6% in health occupations (3,985), and 2.5% in art, culture, recreation and sport (2,790 jobs).<sup>17</sup> Specific information on Richmond's social purpose sector does not exist.

## THE CHALLENGES WITH SOCIAL PURPOSE REAL ESTATE

#### SPACE IS BECOMING MORE EXPENSIVE

In the City of Richmond, land values and lease rates have been rising. Asking office rents have increased by 27% since 2013 and asking rents for industrial spaces have increased by 11% since 2013.<sup>18</sup> Several factors contribute to industrial and commercial affordability issues, including the speculative market, property tax increases, limited tenant rights, and a lack of representative bodies to advocate for industrial and commercial NPO tenants.

#### SPACE IS HARDER TO FIND

In the City of Richmond, commercial and industrial space for NPOs is becoming harder to find. Decreased availability of commercial space is challenging with Richmond's low vacancy rates. The office vacancy rate was low at 5.4% and the industrial vacancy rate was very low at 2%, both in the first quarter of 2018. Some landowners also prefer to lease space to businesses rather than NPOs as they are seen as less risky and more stable tenants. Some NPOs have difficulty finding space in the City Centre that is suitable for NPO use, and space that is available has experienced price / rent increases.

#### AVAILABLE SPACE IS INCREASING ON THE OUTSKIRTS OF THE CITY

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<sup>12</sup> Statistics Canada. 2016. <http://www.statcan.gc.ca/daily-quotidien/180214/t001a-eng.htm> Retrieved April 23, 2018

<sup>13</sup> Statistics Canada. 2016. Table 2 Charitable Donations - Census Metropolitan Areas. <https://www.statcan.gc.ca/daily-quotidien/180214/t002a-eng.htm>. Retrieved May 31, 2018

<sup>14</sup> Imagine Canada. 2015. Charities in Canada as an Economic Sector Discussion Paper. [http://www.imaginecanada.ca/sites/default/files/imaginecanada\\_charities\\_in\\_canada\\_as\\_an\\_economic\\_sector\\_2015-06-22.pdf](http://www.imaginecanada.ca/sites/default/files/imaginecanada_charities_in_canada_as_an_economic_sector_2015-06-22.pdf). Retrieved April 13, 2018

<sup>15</sup> Imagine Canada. 2015. Charities in Canada as an Economic Sector Discussion Paper. [http://www.imaginecanada.ca/sites/default/files/imaginecanada\\_charities\\_in\\_canada\\_as\\_an\\_economic\\_sector\\_2015-06-22.pdf](http://www.imaginecanada.ca/sites/default/files/imaginecanada_charities_in_canada_as_an_economic_sector_2015-06-22.pdf). Retrieved April 13, 2018

<sup>16</sup> Statistics Canada, 2011 National Household Survey. Retrieved April 13, 2018.

<sup>17</sup> City of Richmond. Jobs in Richmond Hot Facts. <https://www.richmond.ca/shared/assets/Jobs6260.pdf> Retrieved April 13, 2018.

<sup>18</sup> Vancity. Home Stretch: Comparing housing affordability in B.C.'s hottest markets. <https://www.vancity.com/SharedContent/documents/News/Vancity-Report-Housing-affordability-in-BCs-hottest-markets.pdf> Retrieved April 6th, 2018



Some of the newest developments in Richmond are not concentrated within the city centre, where many NPOs prefer to be located to best serve residents. An added challenge for NPOs is that businesses are often selected as ideal tenants in larger spaces that could be suitable for NPOs.

#### THE AMOUNT OF NEW CONSTRUCTION

Neighborhoods experiencing concentrated redevelopment and construction are an indicator of Richmond's growing economy. However, the volume of development can affect and displace NPOs by putting pressure on their existing spaces to be demolished, driving up neighborhood rents and creating indirect challenges, including street closures and shifts in foot traffic.

#### COMPETITION FOR LAND & HIGH PROPERTY COSTS

According to the *Vancity Housing Affordability Report*, Richmond is ranked in the top ten least affordable markets in BC in all categories of housing.<sup>19</sup> Part of the affordability issue can be attributed to the high demand for land for housing and high associated property costs, which ultimately impacts prices for all space typologies including commercial, institutional, and industrial. NPOs must maneuver within the real estate market in order to serve their communities (who are also facing the same affordability and space availability challenges in their own respect).

#### FUNDING CONSTRAINTS FOR SPACE

NPOs struggle with cost imbalance issues. These include limited access to financial tools generally available for affordable housing but not available for commercial affordability, lack of negotiating power to deal with unfavorable lease terms, lack of adequate funding to lease or own appropriately sized space, the high cost of necessary improvements (either for the NPO or the property owner), and difficulty in raising credit for space needed (unreasonable terms, insufficient collateral, etc.).

#### KNOWLEDGE & SKILLS GAPS

NPOs can be disproportionately affected by knowledge or skills gaps in social purpose real estate. NPOs can have greater difficulty adapting to a rapidly changing market, negotiating fair and/ or favorable lease terms, or actively pursuing new real estate opportunities. They can have limited access to relevant networks (loan officers, real estate brokers, equity sources, real estate assistance and consulting etc.). Language barriers on real estate can create another layer of access issues. Finally, NPOs may be challenged to ensure space design that supports their services.

#### CITY PLANNING

Gaps in City permitting and planning processes whereby NPO space is not considered as a community amenity contribution in the development of key urban areas and buildings can have adverse effects on NPOs. Land-use planning is not necessarily able to influence building design and tenant selection (for example, selecting a large scale established business over a needed NPO). NPOs that wish to re-develop or re-design a building may be challenged by the City's permitting process as it can be timely and costly. Policy amongst various departments can be uncoordinated, resulting in inconsistent support for NPO space in any rezoning, development permit or building permit process.

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<sup>19</sup> Vancity. Home Stretch: Comparing housing affordability in B.C.'s hottest markets.  
<https://www.vancity.com/SharedContent/documents/News/Vancity-Report-Housing-affordability-in-BCs-hottest-markets.pdf>  
Retrieved April 6th, 2018



## 4. RESEARCH METHODS

While the nonprofit sector in Richmond plays an important role in the social and economic fabric of society, there is limited data on the real estate scenarios under which they operate. It is within this context that the Richmond Community Services Advisory Committee launched a comprehensive review of current and emerging real estate factors affecting social purpose NPOs in Richmond. A detailed work plan was developed during the planning phase of the project which determined the purpose, topics and research questions to address and the methodologies that would be used to collect data.

### METHODOLOGIES

The methodologies included:

#### 1. A REVIEW OF THE REAL ESTATE MARKET

The availability, suitability, and affordability of real estate is essential for NPO program and service delivery. The review of the real estate market looked at the overall market context and trends in Richmond, with a focus on the demand for and supply of commercial and industrial space. This serves as a benchmark to compare the costs NPOs are currently paying and the availability and suitability of space.

#### 2. A POLICY AND REGULATORY SCAN

A literature review was conducted to understand at a high level local government plans, policies and regulations that guide, inform, regulate and support the nonprofit sector on a variety of real estate, financial, and non-financial matters.

#### 3. DEVELOPMENT OF DATABASE OF NON PROFIT SOCIAL SERVICE ORGANIZATIONS

The team defined, prioritized and developed a list of target social purpose non-profit organizations to consult in the process. RCSAC defined non-profit social purpose organizations as organizations that are voluntary, organized, not-for-profit, self-governing and non-governmental. For the purpose of this project, several sub-sectors of social purpose were specifically excluded, such as business and professional associations, unions, student associations, clubs, committees, task forces, hospitals and health authorities, universities and colleges, municipal libraries and environmental organizations. A variety of different sources were used to compile the database of social purpose non-profit organizations in Richmond including the names and addresses of non-profit organizations listed on the City of Richmond's Community Resources and Services website, organizations obtained from the Richmond Cares Richmond Gives Society, the BC Registry and Canada Revenue Agency (CRA) and a list of organizations that are members of RCSAC. Through this process, it was determined that there were over 344 organizations active in Richmond in 2018, of which over 65 are non-profit social purpose organizations.

#### 4. A SURVEY OF NONPROFIT SOCIAL PURPOSE ORGANIZATIONS

To provide a robust review of NPO commercial and industrial space needs in Richmond that will form a baseline to be tracked and monitored over time, a survey of social purpose nonprofit organizations was developed.

In the lead up to the development of the survey questions, research was undertaken to identify other reports and surveys from comparable markets. There are a few similar studies completed in Canada, including the Social Purpose Real Estate Collaborative's RENT-LEASE-OWN study.<sup>20</sup>

Based on comparable surveys and a high-level real estate market overview, the following topic areas were focused on in the survey (the full list of survey questions can be found in Appendix B Survey Questions):

1. **Organization Profiles** -- The purpose of this topic area was to understand the types of organizations who responded to the survey to provide a richer understanding of the data and to

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<sup>20</sup> Real Estate Institute of BC and the Social Purpose Real Estate Collaborative. RENT – LEASE – OWN: Understanding the Real Estate Challenges Affecting the Not-For-Profit, Social Purpose and Cultural Sectors in Metro Vancouver. Retrieved March 28, 2018.

identify the extent to which they represent the social purpose sector as a whole. Information collected comprised of contact information, incorporation status, primary activities, and staff composition.

2. **Current Space & Needs** -- The purpose of this topic area is to understand NPOs current space and needs. Information collected included site locations, current space size, additional space needed, and building components / features needed to be effective in service delivery. Space typology was also obtained to understand space suitability. Typology classifications included retail, office, commercial, institutional, community facilities, light and heavy industrial, and residential/home-based. Specific location data was recorded as it affects a multitude of issues including accessibility for staff, proximity to clients, compatibility of clients with neighbours, and proximity to businesses, services, amenities, and other not-for-profits.
3. **Tenure & Stability** -- The purpose of this topic area is to understand the level of risk NPOs have when it comes to tenure stability or displacement relative to their future space needs, including lease / rental term expiration, confidence in their ability to renew space agreements, and percentage of operating budget directed to space-related costs. Information collected included tenure status, lease / rental agreement expiration timeframes and restrictions, redevelopment potential, and perceived and known security / stability of space. This section also explored NPOs consideration of relocating as a consequence of instability, with questions pertaining to reasons for moving and future space needs.
4. **Affordability** -- Understanding the real estate costs of space for NPOs and how they compare with current market rate costs is essential. Information collected included monthly costs, total cost of base rent per square foot, maximum monthly cost per square foot that an organization would be willing to spend on space-related costs and NPO annual operating costs that go towards lease, rent, mortgage and other building expenditures.
5. **Challenges & Opportunities** -- The purpose of this topic area is to understand the major barriers NPOs face in securing appropriate space and strategies they and their supporters could explore to overcome these real estate challenges.

The survey was designed and administered using Let'sTalkRichmond, an interactive discussion forum and community engagement website run by the City of Richmond where people can give input and feedback on projects. Once the questionnaire was field tested, email invitations were sent to 64 non-profit organizations in the organization database for which email addresses were obtained. The invitations provided NPOs with a link to an online survey and described other options for completing the survey questionnaire, including by telephone with a representative of the team.

The e-mail addresses were obtained through a mixture of secondary sources (e.g. a search of organization websites) as well as by telephoning non-profits for which telephone numbers were available but no email address could be obtained. Out of the 65 NPOs invited to participate in this survey, 39 fully completed the survey (59% completion rate and the respondent may have skipped questions or sections which were not relevant to their organization or for which they did not have data readily accessible).

#### 4. A REVIEW OF RECOMMENDATIONS

Considering findings from the survey results, literature reviews, case studies and stakeholder meetings and conversations, high-level opportunities and strategies to overcome barriers to social purpose real estate were identified for NPOs and their supporters (funders, agencies and government officials).

## CHALLENGES AND LIMITATIONS

The major challenges faced in this review and the steps taken to mitigate the impact of these challenges are as follows:

- **Timeline.** The project was implemented under a very short timeline. The first invitation to the survey was distributed on March 26, 2018 and the fourth and final reminder was sent on April 26, 2018. The survey started somewhat later than anticipated because of a delay in adapting the survey to the TalkRichmond Platform and obtaining relevant approvals.

- No up-to-date list of organizations in the Richmond non-profit sector was available at the start of this phase. A variety of sources were used to compile the database of organizations, including the City of Richmond Community Resources Services list and the RCSAC. To increase the number of non-profit organizations who could be contacted by e-mail, an extensive review of websites was undertaken complemented by telephone calls to NPOs to identify appropriate contact people and contact information.
- The completion rate for the survey varies somewhat across questions. The response rate tends to be lower for the questions that require a breakdown of detailed financial information and open-ended questions. To reflect the level of response, the number of organizations responding to any particular question is included in tables in this report.
- The information shared by respondent NPOs was sensitive and any responses given were requested to be kept confidential, meaning that the City, RCSAC and consultant team will have access to information about who took the survey, but this information will not be made available to the public. This report will not directly associate an organization with their survey responses.



## 5. REAL ESTATE MARKET OVERVIEW

The availability, suitability, and affordability of real estate is essential for the program and service delivery of NPOs in Richmond. To understand how the real estate situation is unfolding for NPOs, it is important to compare the survey data with the overall real estate context and trends in Richmond and Metro Vancouver.

### OFFICE SPACE

The results from the Richmond NPO Space Needs survey indicated that most NPOs occupy office space for their primary space (79%). As such, this study compares the availability (vacancy rate and square footage) and affordability (cost per square foot) of the Richmond and Metro Vancouver office real estate market to provide a baseline of information on the real estate situation faced by NPOs.

While Richmond has the third highest total office space supply in Metro Vancouver (8.4%), Richmond's vacancy declined to 5.4% in the first quarter of 2018 from 8.7% a year earlier - and is at its lowest point since mid-year 2002.<sup>21</sup> This trend indicates that office space vacancy rates may remain low for NPOs looking for new or additional office space in 2019.

#### OFFICE SPACE SUPPLY

The supply or availability of inventory is an important driving factor of NPO space needs. Further, the availability of Class types is important as the more affordable office spaces typically range in the lower end (Class C and B). Office classifications can be defined as follows<sup>22</sup>:

- Class A Office Space: Prestigious buildings competing for premier office users with rents above average for the area.
- Class AAA Office Space: A subset of Class A buildings which are locally recognized as being the top tier, most prestigious buildings that command the highest rental rates.
- Class B Office Space: Buildings competing for a wide range of users with rents in the average range for the area. Building finishes are fair to good for the area and systems are adequate.
- Class C Office Space: Buildings competing for tenants requiring functional space at rents below the average for the area.

Metro Vancouver has 63.967 million square feet of office inventory and 4.8 million square feet (8.4%) is located within Richmond. Metro Vancouver has 3.709 million square feet of vacant office space and over 259,067 of that is located within the City of Richmond. For Metro Vancouver as a whole, the majority of vacant office space is Class A and Class B.

Richmond has the second lowest average net rental rate at \$18.37 per square foot in Metro Vancouver. Class A space is offered at net \$19.47 per square foot in Richmond (second lowest), Class B space is offered at net \$14.46 per square feet in Richmond (lowest), and Class C is offered at net \$14.00 per square foot (third lowest). Nevertheless, rental rates have steadily increased over the past five years. In 2013, the net rental rate was \$14.30 per square foot which has since increased to \$18.37 per square foot in 2018.<sup>23</sup> The limited availability of office space and the increasing cost of office space creates difficulties for new, emerging or relocating NPOs competing with other organizations and businesses to find and secure affordable and appropriate office space.

The Richmond office market remains stable with moderate positive absorption for the sixth straight quarter.<sup>24</sup> Much of this was driven by existing tenant expansion. Table 1.1 illustrates Richmond's office

<sup>21</sup> Avison Young. 2017 Year End Office Market Report Metro Vancouver, BC.  
[http://www.avisonyoung.ca/documents/95750/1691318/Avison+Young+Office+Market+Report\\_2017+Year+End.pdf](http://www.avisonyoung.ca/documents/95750/1691318/Avison+Young+Office+Market+Report_2017+Year+End.pdf) Retrieved April 13, 2018

<sup>22</sup> Colliers International, Research & Forecast Report Metro Vancouver Office Market, First Quarter 2018. Retrieved May 16, 2018.

<sup>23</sup> Colliers International, Research & Forecast Report Metro Vancouver Office Market, First Quarter 2018. Retrieved May 16, 2018.

<sup>24</sup> Colliers International, Research & Forecast Report Metro Vancouver Office Market, First Quarter 2018. Retrieved May 16, 2018.



space inventory in the first quarter of 2018 and how Richmond's office space supply compares with other Metro Vancouver municipalities.

Table 1.1 Office Supply Inventory in Metro Vancouver

Concentration of Office Space Inventory in Metro Vancouver [Square Footage]						
	Class C	Class B	Class A	Class AAA	Total Office Inventory by Municipality	% of Total Office Inventory by Municipality
Burnaby	650,362	3,292,211	7,350,318	-	11,292,891	18%
Langley	278,589	334,568	825,436	-	1,438,593	2%
New Westminster	512,159	823,029	645,966	-	1,981,154	3%
North Shore	287,834	1,363,305	909,015	-	2,560,154	4%
<b>Richmond</b>	<b>405,318</b>	<b>1,999,140</b>	<b>2,397,279</b>	-	<b>4,801,737</b>	<b>8%</b>
Surrey	1,015,157	1,629,386	1,550,605	1,098,230	5,293,378	8%
Vancouver Proper Total	7,067,571	15,725,096	10,884,327	2,923,058	36,600,052	57%
Metro Vancouver Total by Class Type	10,216,990	25,166,735	24,562,946	4,021,288	63,967,959	100%

#### OFFICE SPACE VACANCY

As illustrated in Table 1.2, the City of Richmond is experiencing low vacancy rates for Class B and Class C space, at 4.6% and 0.4% respectively, and at 7% of total Metro Vancouver vacancy across all Class types, in the first quarter of 2018. The limited availability of office space in Richmond creates difficulties for new, emerging or relocating NPOs competing to secure appropriate office space.

Table 1.2: Office Supply Vacancy in Metro Vancouver

Concentration of Office Space Vacancy in Metro Vancouver [Square Footage]						
	Class C	Class B	Class A	Class AAA	Total Office Vacancy by Municipality	% of Total Office Vacancy by Municipality
Burnaby	39,352	200,031	543,682		783,065	22%
Langley	12,605	17,670	39,700		69,975	2%
New Westminster	11,254	48,347	152,898		137,607	4%
North Shore	2,349	39,258	96,000		137,607	4%
<b>Richmond</b>	<b>1,440</b>	<b>91,356</b>	<b>166,271</b>		<b>259,067</b>	<b>7%</b>
Surrey	26,287	133,218	80,673	88,904	329,082	9%
Vancouver Proper Total	321,406	570,686	758,762	273,929	1,924,783	53%
Metro Vancouver Total Vacancy by Class Type	414,693	1,100,566	1,837,986	362,833	3,641,186	100%
Vacancy Rate by Class Type	4.1%	4.4%	7.5%	9.0%	5.7%	

#### OFFICE SPACE MARKET RATES

Richmond has the second lowest weighted average asking net rental rate at \$18.37 per square foot in the Metro Vancouver region, as illustrated in Table 1.3. For Metro Vancouver as a whole, Class A office space

ranges from \$19.47 per square foot in Richmond (second lowest), to \$23.55 per square foot on the North Shore (about average), to \$33.85 in Vancouver proper (highest). Class B office space ranges from \$14.46 per square foot in Richmond (lowest), to \$20.08 per square foot on the North Shore (about average), to \$27.49 per square foot in Vancouver Proper (highest). Class C office space ranges from \$12.90 per square foot in Langley, to \$14.00 per square foot in Richmond as the third lowest, to \$17.00 per square foot on the North Shore (about average) and \$21.98 per square foot in Vancouver Proper (highest).

Table 1.3: Office Supply Net Market Rates in Metro Vancouver

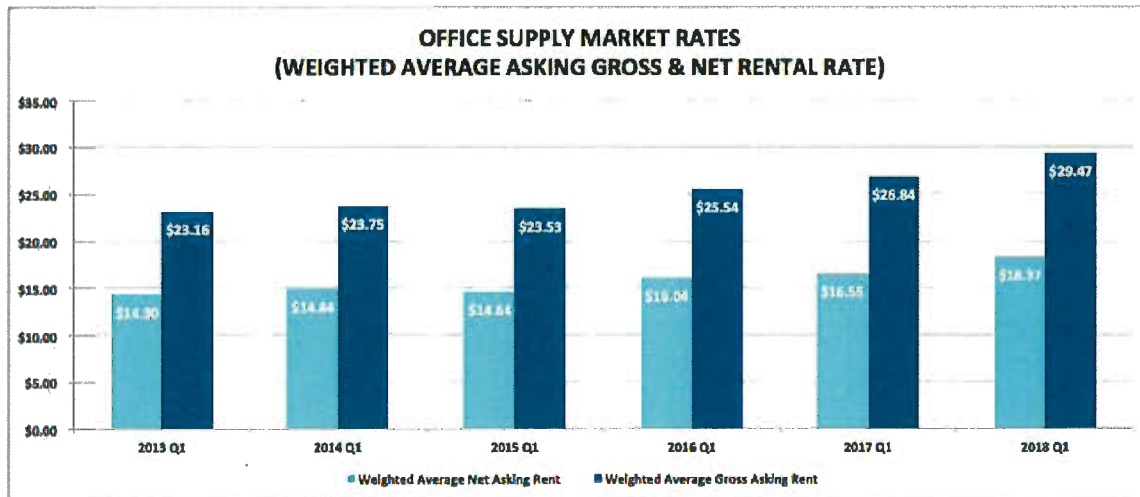
Office Supply Market Rates in Metro: Weighted Average Asking Net Rental Rates (measured by dollar per square foot per year [\$/SF], where \$ = Annual Base Rent, and SF= the area that the organization occupies and uses as defined by rental/lease agreement).					
	Class C	Class B	Class A	Class AAA	Average Market Rate by Municipality
Burnaby	\$13.04	\$18.26	\$25.05	-	\$22.25
Langley	\$12.90	\$16.58	\$19.17	-	\$17.36
New Westminster	\$16.68	\$17.58	\$25.77	-	\$20.77
North Shore	\$17.00	\$20.23	\$23.55	-	\$21.09
<b>Richmond</b>	<b>\$14.00</b>	<b>\$14.38</b>	<b>\$19.47</b>	-	<b>\$18.37</b>
Surrey	\$16.55	\$20.86	\$23.44	\$31.10	\$24.03
Vancouver Proper Total	\$21.98	\$30.59	\$33.85	\$44.61	\$32.64
Average Rate by Class Type	\$16.02	\$19.78	\$24.33	\$37.86	\$22.36

Table 1.4 illustrates Richmond's office supply weighted average asking gross rental rates in the first quarter of 2018.

Table 1.4: Office Supply Gross Rental Market Rates in Metro Vancouver

Office Supply Market Rates in Metro: Weighted Average Asking GROSS Rental Rates (measured by dollar per square foot per year [\$/SF], where \$ = Annual Gross Rent, and SF= the area that the organization occupies and uses as defined by rental/lease agreement).					
	Class C	Class B	Class A	Class AAA	Average Market Rate by Municipality
Burnaby	\$22.99	\$32.18	\$40.57	-	\$36.97
Langley	\$20.88	\$25.06	\$29.57	-	\$26.94
New Westminster	\$30.70	\$30.73	\$39.59	-	\$34.33
North Shore	\$26.98	\$35.01	\$37.80	-	\$35.59
<b>Richmond</b>	<b>\$28.50</b>	<b>\$25.27</b>	<b>\$30.59</b>	-	<b>\$29.47</b>
Surrey	\$26.76	\$34.17	\$29.92	\$46.68	\$34.53
Vancouver Proper Total	\$39.21	\$50.59	\$52.10	\$66.46	\$51.79
Average Rate by Class Type	\$28.00	\$33.29	\$37.16	\$56.57	\$35.66

While the City of Richmond has had low weighted average asking gross and net rental rates, they have steadily increased over the past five years. As illustrated in the graph below, in 2013, the net rental rate was \$14.30 per square foot which has since increased to \$18.37 per square foot in 2018.<sup>25</sup>



26

Weighted Average Asking Net Rental Rates (measured by dollar per square foot per year [\$/SF], where \$ = Annual Base Rent, and SF= the area that the organization occupies and uses as defined by rental/lease agreement)

Additional Rent: All monetary obligations of Tenant to Landlord under the terms of this Lease, including, but not limited to, Base Rent, Tenant's Monthly Operating Expense Payment, Tenant's Percentage Share of Insurance Costs and Real Property Taxes

## OFFICE SPACE DEMAND

Demand for office space in the City of Richmond is a function of many factors including macroeconomic trends (the national and international economic climate); growth and policies of the City of Richmond; cost of space; availability and character of developments; and, importantly, the overall "package" that Richmond presents to prospective users.

Demand for office space emanates from several key sources:

- Education and universities: Kwantlen Polytechnic University is in the process of expanding its Richmond campus that will create further class, studio and office space.
- Health-care and medical: The Richmond Hospital and many medical, dental and counselling clinics are housed in Richmond or require new commercial space in Richmond.
- Non-profit organizations: There are hundreds of non-profit organizations located in Richmond, with the majority requiring office space to run their programs and services.
- Research and technology: Richmond is home to 12 of the 100 top high-tech companies in BC, a list prepared annually by Business in Vancouver.<sup>27</sup>
- Professional: There is high office space demand from legal, accounting, real estate, engineering, architecture, advertising, marketing, consulting and other professional service providers.
- Business and financial services: There is high office space demand from professional services related to the financial sector (consumer banking, etc).
- Sales and service occupations
- Natural and applied sciences and related occupations
- Government services
- Occupations in art, culture, recreation and sport

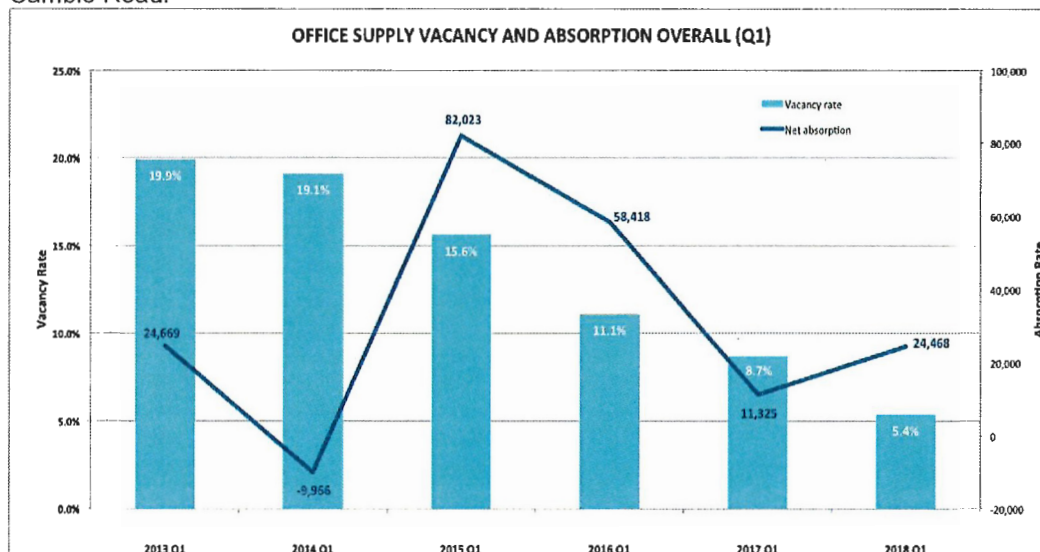
## OFFICE SPACE MARKET SUMMARY

<sup>25</sup> Colliers International, Research & Forecast Report Metro Vancouver Office Market, First Quarter 2018. Retrieved May 16, 2018.

<sup>26</sup> Colliers International, Research & Forecast Report Metro Vancouver Office Market, First Quarter 2018. Retrieved May 16, 2018.

<sup>27</sup> City of Richmond. Biggest High-Tech Companies in Richmond. [https://www.richmond.ca/\\_shared/assets/pp\\_hf\\_246258.pdf](https://www.richmond.ca/_shared/assets/pp_hf_246258.pdf). Retrieved April 13, 2018.

Richmond has the third highest office space supply in Metro Vancouver, at 5.4 million square feet of office space or 8.4% of total office supply in Metro Vancouver. Richmond's vacancy declined to 5.4% in the first quarter of 2018 from 8.7% a year earlier and is at its lowest point since mid-year 2002, as illustrated in the graph below.<sup>28</sup> The main reasons for the decrease were due to the completion of new developments in 2017, which resulted in space being occupied towards the end of 2017. Most of the absorption recorded in 2017 was from tenants who relocated within the market. Despite the decline in vacancy, large blocks of space remain available at Airport Executive Park and Crestwood Corporate Centre, both located on East Cambie Road.



Absorption rate: Net absorption is a measurement of the net change of the supply of space in a given real estate market over a specific period of time, measured in square feet.<sup>29</sup>

New office space for lease in Richmond is scheduled for completion by the end of 2020. Yuanheng Holdings' three phase mixed-use ViewStar development will include a 205,141 square foot office tower in its second phase. iFortune Homes' is waiting for the issuance of its development permit for its mixed-use project, the iFortune Centre, which includes an 105,420 square foot office tower at 6860 No. 3 Road. New projects from Bene (No. 3) Road Development, New Continental Properties Inc. and Beckwith Development are expected to add another 240,000 square feet of office space in the coming years.<sup>30</sup> However, the resulting Class A office space will lease for rates beyond the reach of many NPOs.

The supply of new office space, below average rents (relative to other municipalities), proximity to rapid transit and other quality of life amenities in Richmond make it attractive to organizations to locate in Richmond, but the cost and competition for space make it difficult for NPOs to find suitable space.

## INDUSTRIAL SPACE

The results from the Richmond NPO Space Needs Survey indicate that a small number of NPOs in the study occupy industrial space (3%). As such, this study compares the availability (vacancy rate and square

<sup>28</sup> Avison Young. 2017 Year End Office Market Report Metro Vancouver, BC.  
[http://www.avisonyoung.ca/documents/95750/1691318/Avison+Young+Office+Market+Report\\_2017+Year+End.pdf](http://www.avisonyoung.ca/documents/95750/1691318/Avison+Young+Office+Market+Report_2017+Year+End.pdf) Retrieved April 13, 2018

<sup>29</sup> Colliers International, Research & Forecast Report Metro Vancouver Office Market, First Quarter 2018. Retrieved May 16, 2018.

<sup>30</sup> Avison Young. 2017 Year End Office Market Report Metro Vancouver, BC.  
[http://www.avisonyoung.ca/documents/95750/1691318/Avison+Young+Office+Market+Report\\_2017+Year+End.pdf](http://www.avisonyoung.ca/documents/95750/1691318/Avison+Young+Office+Market+Report_2017+Year+End.pdf) Retrieved April 13, 2018



footage), and affordability (cost per square foot) of the Richmond and Metro Vancouver industrial real estate market to form a baseline for the real estate situation faced by some NPOs.<sup>31</sup>

Richmond has the second highest inventory of industrial space, with 24.2% of the total supply in Metro Vancouver. Vacancy in Richmond went to 2.0% in the first quarter of 2018, down from 2.7% in the first quarter of 2016. This is a slightly above average industrial space vacancy rate (1.8%) relative to other municipalities in Metro Vancouver. Richmond has lower than average net rental rates for industrial space but pricing has and is anticipated to rise with increasing demand. The limited availability and increasing costs of industrial space creates difficulties for new, emerging or relocating NPOs competing with businesses and other organizations to secure affordable and appropriate space.

#### INDUSTRIAL SPACE SUPPLY

Metro Vancouver has 144.174 million square feet of industrial inventory, of which 34.6 million square feet (24%) is located within the the City of Richmond, as illustrated in Table 1.5.

Table 1.5 Industrial Supply Inventory in Metro Vancouver

Concentration of Industrial Space Inventory in Metro Vancouver [Square Footage]		
	Total Industrial Inventory by Municipality	% of Total Industrial Inventory by Municipality Across the Region
Burnaby	26,232,257	18.2%
Langley	19,388,367	13.4%
North Shore	4,734,111	3.3%
New Westminster	3,499,038	2.4%
<b>Richmond</b>	<b>34,630,155</b>	<b>24.0%</b>
Surrey	35,350,606	24.5%
Vancouver Proper Total	20,339,497	14.1%
Metro Vancouver Total	144,174,031	100%

#### INDUSTRIAL SPACE VACANCY

Metro Vancouver has 2.685 million square feet of vacant industrial space, of which 695,103 square feet (22.7%) of regional vacant space is located within the City of Richmond, as illustrated in Table 1.6. Richmond is experiencing a low industrial space vacancy rate (2.0%) but higher than other municipalities in the region; which may put some pressure on landlords to ask lower rental rates in Richmond compared to other municipalities.

<sup>31</sup> Colliers International, Research & Forecast Report Metro Vancouver Industrial Market, First Quarter 2018. Retrieved May 16, 2018.

Table 1.6: Industrial Supply Vacancy in Metro Vancouver<sup>32</sup>

Concentration of Industrial Space Vacancy in Metro Vancouver [Square Footage]			
	Total Industrial Vacancy by Municipality	% of Total Industrial Vacancy by Municipality Across Region	Vacancy Rate (%)
Burnaby	440,183	32.6%	1.7%
Langley	279,633	11.7%	1.4%
North Shore	43,434	1.7%	0.9%
New Westminster	0	0.0%	0.0%
<b>Richmond</b>	<b>695,103</b>	<b>22.7%</b>	<b>2.0%</b>
Surrey	269,901	16.3%	0.8%
Vancouver Proper Total	452,142	14.3%	2.2%
Metro Vancouver Total Vacancy	2,685,234	100.0%	1.5%

#### INDUSTRIAL SPACE MARKET RATES

The City of Richmond has the third lowest average asking rental rate at \$8.87 per square foot in the Metro Vancouver region. For Metro Vancouver as a whole, industrial space ranges from \$6.75 per square foot in New Westminster (lowest), to \$8.87 per square foot in Richmond (third lowest), to \$11.45 per square foot in Burnaby (about average) and \$17.09 per square foot in Vancouver Proper (highest).<sup>33</sup>

Table 1.7: Industrial Supply Market Rates in Metro Vancouver<sup>34</sup>

Industrial Supply Market Rates in Metro: Weighted Average Asking Net Rental Rates (measured by dollar per square foot per year [\$/SF], where \$ = Annual Base Rent, and SF= the area that the organization occupies and uses as defined by rental/lease agreement).	
Weighted Average Asking Rent by Municipality	
Burnaby	\$11.43
Langley	\$11.65
North Shore	\$16.30
New Westminster	\$6.75 (previous quarter)
<b>Richmond</b>	<b>\$8.87</b>
Surrey	\$8.42
Vancouver Proper Total	\$17.09
Average Market Rate	\$11.10

<sup>32</sup> Colliers International, Research & Forecast Report Metro Vancouver Industrial Market, First Quarter 2018. Retrieved May 16, 2018.

<sup>33</sup> Colliers International, Research & Forecast Report Metro Vancouver Industrial Market, First Quarter 2018. Retrieved May 16, 2018.

<sup>34</sup> Colliers International, Research & Forecast Report Metro Vancouver Industrial Market, First Quarter 2018. Retrieved May 16, 2018.

While the City of Richmond has had low weighted average asking net rental rates, they have increased over the past five years from \$7.99 per square foot in 2013 to \$8.87 per square foot in 2018, as illustrated in the graph below.<sup>35</sup>



Weighted Average Asking Net Rental Rates (measured by dollar per square foot per year [\$/SF], where \$ = Annual Base Rent, and SF= the area that the organization occupies and uses as defined by rental/lease agreement)<sup>36</sup>  
 Additional Rent: All monetary obligations of Tenant to Landlord under the terms of this Lease, including, but not limited to, Base Rent, Tenant's Monthly Operating Expense Payment, Tenant's Percentage Share of Insurance Costs and Real Property Taxes

### INDUSTRIAL SPACE DEMAND

Demand for industrial space in Richmond is a function of many factors including macroeconomic trends; local economic growth; policies; cost of space; availability and character of developments; and the overall "package" that Richmond presents to prospective users.

In 2017, more than 3.1 million square feet of new industrial space has been proposed or is under construction to be completed by 2020.<sup>37</sup> Demand for this industrial space emanates from several sources:

- Trades, transport and equipment operators and related occupations
- Manufacturing and utilities
- Natural resources, agriculture and related production
- Storage and distribution spaces
- Flex industrial and office space
- Research and technology: Richmond is home to 12 of the 100 top high-tech companies in BC, a list prepared annually by Business in Vancouver, many of whom require industrial warehouse and manufacturing space.<sup>38</sup>

### INDUSTRIAL SPACE MARKET SUMMARY

Richmond has the second highest inventory of industrial space, with 34.630 million square feet of industrial space or 24.2% of the total supply in Metro Vancouver. Vacancy in Richmond's 34.6 million square foot industrial market went to 2.0% in the first quarter of 2018 from 2.0% in the first quarter of 2017 and 2.7% a

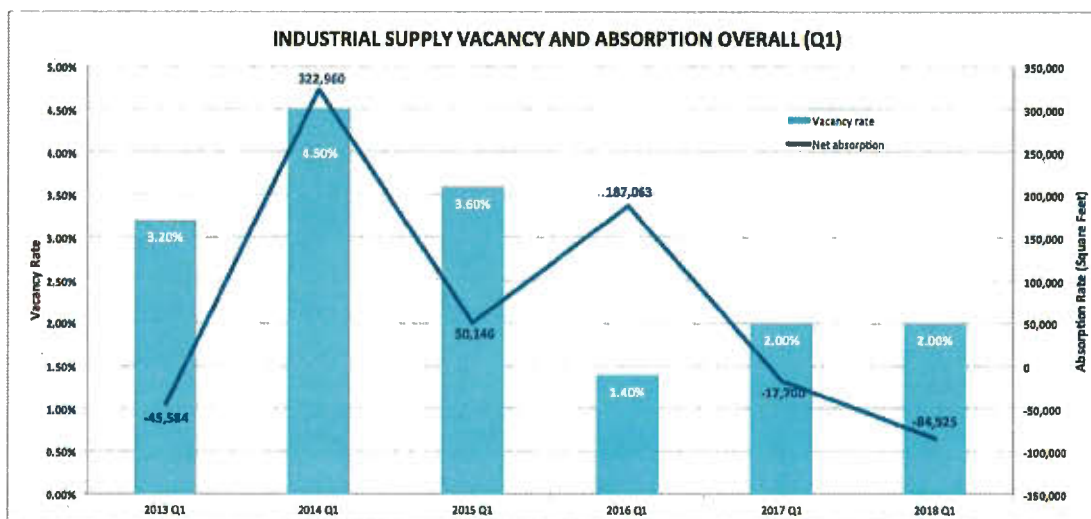
<sup>35</sup> Colliers International, Research & Forecast Report Metro Vancouver Industrial Market, First Quarter 2018. Retrieved May 16, 2018.

<sup>36</sup> Colliers International, Research & Forecast Report Metro Vancouver Industrial Market, First Quarter 2018. Retrieved May 16, 2018.

<sup>37</sup> Avison Young. Spring 2017 Richmond / Delta Industrial Report. [http://www.avisonyoung.com/documents/20342/570840/Vancouver\\_RichmondDeltaIndustrialReport\\_Spring2017.pdf/ceb6404e-af92-4a3a-a795-bc963c5ac894?t=-1998248972](http://www.avisonyoung.com/documents/20342/570840/Vancouver_RichmondDeltaIndustrialReport_Spring2017.pdf/ceb6404e-af92-4a3a-a795-bc963c5ac894?t=-1998248972). Retrieved April 13, 2018

<sup>38</sup> City of Richmond. Biggest High-Tech Companies in Richmond. [https://www.richmond.ca/shared/assets/pp\\_hf\\_246258.pdf](https://www.richmond.ca/shared/assets/pp_hf_246258.pdf). Retrieved April 13, 2018.

year earlier, due to strong leasing activity and limited new construction.<sup>39</sup> This is a slightly above average industrial space vacancy rate (1.8%) relative to other municipalities in Metro Vancouver. Richmond does have lower than average asking net rental rates for industrial space but pricing has and is anticipated to rise as new supply for lease may be unable to keep up with demand and have a negligible impact on vacancy in the future. Lease or purchase options in all size ranges remain highly limited. Industrial strata development has become more prevalent in Richmond due to strong demand from owner-occupiers and the ability to make strata pricing work to accommodate the rising cost of acquiring increasingly rare industrial land.<sup>40</sup>



Absorption rate: Net absorption is a measurement of the net change of the supply of space in a given real estate market over a specific period of time, measured in square feet.<sup>41</sup>

Ongoing demand for industrial space in Richmond has fuelled increases in purchase prices and rental rates as limited supply and land available for development, and tight vacancy has shifted the market. The higher industrial space inventory, low vacancy and below average rents (relative to other municipalities in the region) in Richmond is a positive for NPOs seeking space. However, NPOs still face the challenge of finding affordable space, according to their operating budgets.

<sup>39</sup> Avison Young. Spring 2017 Richmond / Delta Industrial Report. [http://www.avisonyoung.com/documents/20342/570840/Vancouver\\_RichmondDeltaIndustrialReport\\_Spring2017.pdf/ceb6404e-af92-4a3a-a795-bc963c5ac894?t=-1998248972](http://www.avisonyoung.com/documents/20342/570840/Vancouver_RichmondDeltaIndustrialReport_Spring2017.pdf/ceb6404e-af92-4a3a-a795-bc963c5ac894?t=-1998248972). Retrieved April 13, 2018

<sup>40</sup> Avison Young. Spring 2017 Richmond / Delta Industrial Report. [http://www.avisonyoung.com/documents/20342/570840/Vancouver\\_RichmondDeltaIndustrialReport\\_Spring2017.pdf/ceb6404e-af92-4a3a-a795-bc963c5ac894?t=-1998248972](http://www.avisonyoung.com/documents/20342/570840/Vancouver_RichmondDeltaIndustrialReport_Spring2017.pdf/ceb6404e-af92-4a3a-a795-bc963c5ac894?t=-1998248972). Retrieved April 13, 2018

<sup>41</sup> Colliers International, Research & Forecast Report Metro Vancouver Industrial Market, First Quarter 2018. Retrieved May 16, 2018.

## 6. POLICY AND REGULATORY SCAN

Metro Vancouver municipalities have introduced plans and policies that foster and support the not-for-profit sector in a variety of real estate, financial, and non-financial means. This section briefly describes a scan of local policies, regulations and approaches to provide a local backdrop for the survey results.

The City of Richmond has many plans and policies that address the real estate needs of NPOs, including the Richmond Official Community Plan, the City of Richmond's Social Development Strategy, the Zoning Bylaw, the Property Tax Exemption Policy, City Grant Programs and the provision of City-owned land and property. Most plans focus on the space and funding needs of NPOs that provide child care, family support, housing and health services. The space needs of more general social purpose NPOs are often not considered in area plans and rezonings and in the development of key areas like Richmond City Centre. There is an opportunity to expand plans and programs to address the space needs of all social purpose NPOs in Richmond and to ensure NPO program and administrative space needs are amenities considered in the development of the city centre.

### SOCIAL DEVELOPMENT PLANS

Some municipalities have developed plans that support the social sector of their community. Typically, these plans are part of a broader social or cultural plan and often present a set of goals or directions towards a segment of the nonprofit sector, such as child care or arts and culture, and facilitate the development of detailed policies and regulations. Few plans specifically address the space needs of the nonprofit sector. Despite this, these plans provide a framework by which other policy and regulatory decisions can be made, including decisions to support the space needs of the nonprofit sector.<sup>42</sup>

- The City of Richmond's Social Development Strategy outlines a vision, goals, strategic directions and actions to improve opportunities for social development in Richmond. The City strategy articulates key community needs that will require a variety of spaces, and strategies to improve opportunities for community service space development, operation, and maintenance.<sup>43</sup>

#### Social Development Strategy Framework



<sup>42</sup> Social Purpose Real Estate: RENT – LEASE – OWN: Understanding the Real Estate Challenges Affecting the Not-For-Profit, Social Purpose and Cultural Sectors in Metro Vancouver, 2013

<sup>43</sup> Building Our Social Future – A Social Development Strategy for Richmond 2013- 2022, 2013



## DEVELOPMENT PLANS & REGULATIONS

Zoning and development bylaws define and regulate the types of uses permitted in different zoning districts. The availability of and access to commercial, industrial or other program space for NPOs can be facilitated by zoning and other regulations.

- The Richmond City Centre Area Plan (2009) is a land use plan that outlines objectives and strategic directions that pertain to community services. Section 2.8, 'Social Equity and Community Services' sets an objective for creating an 'inclusive community', outlining how access to services will be facilitated by locating complementary services with, adjacent to or nearby existing and future City Centre public facilities; and by establishing "Community Service Hubs", multi-use, multi-agency community service "hubs" in each of the City Centre's six village centres, so NPOs can be located close to the communities they serve and offer a variety and continuum of services.
- Richmond Official Community Plan (City of Richmond, 2012) is a city-wide plan that outlines objectives and strategic directions that pertain to social purpose real estate. In Chapter 11, Social Inclusion and Accessibility, Objective 2 is to facilitate the provision of space for community agencies and includes policies to assist community groups in securing office and program space and funding (e.g., through senior governments, NGOs, the lease of any surplus City space, negotiation with developers in the rezoning process); to establish clear, transparent guidelines for the securing and allocating of City-owned or negotiated community agency space (e.g., eligibility criteria, cost factors, timing, roles and responsibilities); and to support community partners to develop and maintain an inventory of space for community agencies in Richmond.
- The City of Richmond's Social Development Strategy outlines opportunities to negotiate space for family-oriented community service hubs through rezoning (e.g. co-location of child care, family support and health services).<sup>44</sup>
- The City of Richmond's Zoning Bylaw defines and regulates what uses can go in each zoning district and allows minor community care facilities and childcare uses in residential districts.
- The City of Vancouver's Zoning and Development Bylaw allows a variety of social, cultural, or recreational uses in residential districts on a conditional basis. For example, in Mount Pleasant, the RM-4, RT-5, and RT-6 residential zones conditionally permit "Cultural and Recreational" uses. In RT-6 and RM-4 districts, for example, clubs are allowed provided that no commercial activities are carried on and the use does not adversely impact residential uses. The Mount Pleasant Neighbourhood House is located in an RT-5 zone and two Boys and Girls clubs are located in residential zones.<sup>45</sup>

## COMMUNITY AMENITY CONTRIBUTIONS OR DENSITY BONUSING POLICIES

Community amenity contributions or density bonusing are policies or practices that can support NPO access to space. As part of major projects that involve rezonings, many municipalities require or negotiate a community benefit contribution in return for the increase in land value that the developer gains from the rezoning. Community amenities may include public art, community centres, parks, affordable housing or other facilities that benefit a neighbourhood. When spaces are made available through a major re-zoning for an NPO purpose, these facilities are leased to not-for-profit operators at below-market or nominal rents.<sup>46</sup>

- The City of Richmond's Child Care Development Policy describes how developer cash contributions and child care density bonus contributions from major project rezonings can be allocated to the City's Child Care Reserve Funds: 90% of the amount is deposited to a capital development reserve fund and 10% is deposited to an operating reserve fund, which provides financial assistance for non-capital

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<sup>44</sup> Building Our Social Future – A Social Development Strategy for Richmond 2013- 2022, 2013. Retrieved April 20, 2018.

<sup>45</sup> City of Vancouver Zoning & Development. Bylaw No. 3575. <http://vancouver.ca/your-government/zoning-development-bylaw.aspx>. Retrieved April 19, 2018.

<sup>46</sup> Social Purpose Real Estate: RENT – LEASE – OWN: Understanding the Real Estate Challenges Affecting the Not-For-Profit, Social Purpose and Cultural Sectors in Metro Vancouver, 2013. Retrieved April 20, 2018.

expenses related to childcare within the City. These reserve funds assist with establishing childcare facilities and spaces in private or public developments and in acquiring sites for lease.<sup>47</sup>

- The City of Burnaby's Community Benefit Bonus Policy and rezoning process for major developments can help secure community amenity contributions from developers. Contributions can include office space that is leased or otherwise allocated to NPOs. Cash contributions can be allocated to the City's Housing Fund to be used toward City-initiated or community-sponsored affordable housing projects which are generally used to off-set City-related costs such as application and permit fees, development cost charges and off-site servicing requirements.<sup>48</sup>

## PROPERTY TAX EXEMPTIONS

Municipalities can offer property tax exemptions to NPOs that own property in a variety of ways.

- The City of Richmond's Property Tax Exemption Policy allows the City to provide property tax exemptions to churches, private schools, hospitals, and charities that own property. Charitable property tax exemption is also allowed for properties where an NPO is using a municipal building as a licensee or tenant.<sup>49</sup>
- The City of Coquitlam's Community Charter section 224 allows the City to provide property tax exemptions to local organizations that enhance the wellbeing of the community. Exemptions are considered for a period of up to five years for certain types of land and which are understood to provide some general benefit to residents of Coquitlam.<sup>50</sup>

## MUNICIPAL GRANT PROGRAMS

Some municipalities offer grant programs to NPOs that provide funding for a range of purposes, including for annual operations, organizational development and training or projects.

- The City of Richmond's Grant Programs aim to assist Richmond-based community groups in providing programs to residents, in building community and organizational capacity, and in promoting partnerships and financial cost sharing. Groups can now receive grants in the program areas of child care; health, social and safety; parks, recreation, and community events; and arts and culture.<sup>51</sup>
- The City of North Vancouver provides annual grants to NPOs that deliver a range of community social and cultural services to residents. Specifically, grants are provided for community services, outreach youth services, arts assistance, children and youth initiatives and core funding (general operating expenses and/or specific services).<sup>52</sup>
- The City of Coquitlam provides annual grants to NPOs to help fulfill the City's strategic goals. The grant programs include an active grant category (\$5,000) for sport and active recreation services for children and youth, and the Spirit of Coquitlam grant, which assists community organizations to work collaboratively and to combine their efforts and resources.<sup>53</sup>
- The City of Port Coquitlam's "Self-Help Matching Grant Program" supports projects that involve new construction, renovation or expansion of community facilities or spaces such as sports fields, parks, environmental habitat, community recreation, indoor sports area, arts/culture and streetscapes. Since

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<sup>47</sup> City of Richmond Bylaw 8877. [https://www.richmond.ca/\\_shared/assets/Bylaw\\_8877\\_CNCL\\_5-14-201232920.pdf](https://www.richmond.ca/_shared/assets/Bylaw_8877_CNCL_5-14-201232920.pdf). Retrieved April 20, 2018.

<sup>48</sup> City of Burnaby Community Benefit Policy can be found at <http://www.burnaby.ca/Assets/city+services/planning/Community+Benefit+Bonus+Policy.pdf>. Retrieved April 26, 2018.

<sup>49</sup> City of Richmond. Building Our Social Future – A Social Development Strategy for Richmond 2013-2022, 2013. Retrieved April 20 2018.

<sup>50</sup> The City of Coquitlam. Property tax exemption. <https://www.coquitlam.ca/city-services/taxes-utilities/property-taxes/property-taxes.aspx>. Retrieved May 24, 2018.

<sup>51</sup> City of Richmond. Grant Program. <https://www.richmond.ca/plandev/socialplan/citygrant.htm>. Retrieved May 24, 2018.

<sup>52</sup> City of North Vancouver. Community Grant program. <http://www.cnv.org/city-services/planning-and-policies/grants-and-funding/community-grants> Retrieved May 24, 2018.

<sup>53</sup> The City of Coquitlam. Community Grants. Available <https://www.coquitlam.ca/parks-recreation-and-culture/community-grants> Retrieved May 24, 2018.

its launch in 2002, the Program has provided matching funds for community projects such as audio-visual theatre equipment, playgrounds, building upgrades and specialized equipment.<sup>54</sup>

## MUNICIPAL FACILITIES & PROPERTIES

A common way of supporting NPOs is by making public facilities such as community centres, schools and other civic facilities and properties available to groups for free or rent/leased at nominal or reduced rental rates.<sup>55</sup> Few municipalities have written policies on the selling and leasing of municipal properties to NPOs; however, there are examples of municipalities leasing city-owned properties to NPOs as this is one of the most direct methods of assisting NPOs with their space needs.<sup>56</sup>

- The City of Richmond has also planned and developed many City-owned child care facilities for lease at nominal rates to not-for-profit service providers.
- “Richmond Caring Place” is a commercial building situated on centrally located City-owned land and leased to the Caring Place Society at a nominal rental rate.<sup>57</sup> Richmond Caring Place is a community hub leased and operated by the Caring Place Society for the benefit of renting to other non-profit agencies. The community hub model has proven to be an effective solution for agencies to deliver services in a convenient one-stop location.<sup>58</sup>
- The City of Burnaby owns two buildings that serve as community resource centres. These centres are leased to NPOs which provide services and programs primarily intended for Burnaby residents. Through a lease grant program, agencies are eligible for significant reductions in rent. For example, the City leased Burnaby Heights School as a resource centre between 1990 and 2009.<sup>59</sup>
- The District of North Vancouver leases community facilities on an ongoing basis to societies or groups that provide social, cultural, educational, and recreational benefits. Community facility leases have a maximum term of five years at a fee of \$1.00 per annum.<sup>60</sup>

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<sup>54</sup> The City of Port Coquitlam. Self-Help Matching Program. <https://www.portcoquitlam.ca/recreation/administration/self-help-matching-grant-program/> Retrieved May 24, 2018.

<sup>55</sup> Social Purpose Real Estate: RENT – LEASE – OWN: Understanding the Real Estate Challenges Affecting the Not-For-Profit, Social Purpose and Cultural Sectors in Metro Vancouver, 2013. Retrieved April 20 2018.

<sup>56</sup> Social Purpose Real Estate: RENT – LEASE – OWN: Understanding the Real Estate Challenges Affecting the Not-For-Profit, Social Purpose and Cultural Sectors in Metro Vancouver, 2013. Retrieved April 20 2018.

<sup>57</sup> City of Richmond’s Development of City-owned Child Care Facilities.

[https://www.richmond.ca/\\_shared/assets/PoliciesandProceduresforCity-ownedchildcarefacilities45413.pdf](https://www.richmond.ca/_shared/assets/PoliciesandProceduresforCity-ownedchildcarefacilities45413.pdf). Retrieved May 24, 2018

<sup>58</sup> Building Our Social Future – A Social Development Strategy for Richmond 2013- 2022, 2013. Retrieved April 20 2018.

<sup>59</sup> City of Burnaby’s Lease Grants. <https://www.burnaby.ca/Assets/city+services/planning/Lease+Grant+Guidelines.pdf>. Retrieved May 24, 2018

<sup>60</sup> City of North Vancouver’s Community Facility Leases. [app.dnv.org/OpenDocument/Default.aspx?docNum=2611238](http://app.dnv.org/OpenDocument/Default.aspx?docNum=2611238). Retrieved May 24, 2018



## 7. SURVEY FINDINGS

From March to April 2018, the Richmond NPO Space Needs Review Survey was designed and deployed using the Let'sTalkRichmond platform to gather input and ideas from Richmond's social purpose organizations on their space needs, challenges and opportunities. The survey was designed as convenience-based ("opt-in") with a blend of open and closed ended questions.

A total of 39 social purpose non-profit organizations completed the survey and over 16 pages worth of cross-tabulation data and over 110 open-ended comments were captured and 'coded' during analysis.

Based on a number of comparable surveys and a high-level real estate market overview, the following topic areas were focused on in the survey (the full list of survey questions can be found in Appendix B: Survey Questions).

1. Organization Profiles
2. Current Space and Needs
3. Tenure and Stability
4. Affordability
5. Challenges and Opportunities

All input gathered was analyzed. Where applicable, open-ended responses were read and assigned a 'code' or a theme to allow for grouping of similar ideas. Answers that were off-topic, vulgar or illegible were given a code of "Other" and not included in the results.

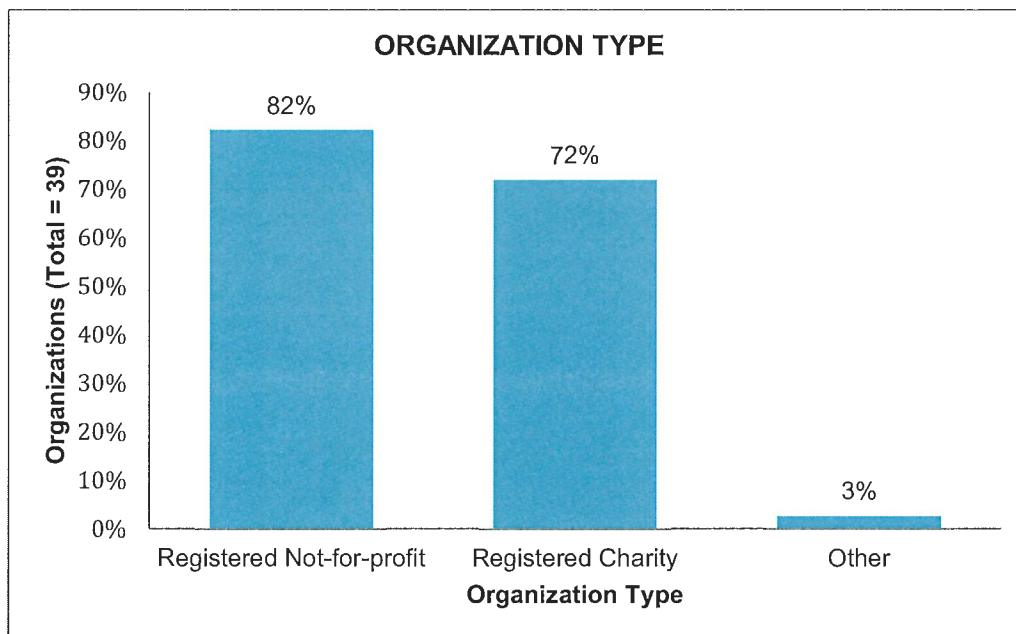
### 7.1 ORGANIZATION PROFILES

A key objective of the survey was to better understand social purpose NPOs in Richmond. Highlights from the survey findings show that respondents are both registered not-for-profits and charities that serve a diversity of populations in Richmond that live and/or commute to their programs and services from across the city. 49% of all respondent NPOs serve between 1000-5000+ community members. To serve these populations, the majority of respondents have 11-20 full-time employees (22%), part-time employees (14%) and volunteers (19%) per week while others have 21 to 100 full-time employees (12%) and 51 to 100 volunteers (14%). With almost 80% of NPO staff working on site, most NPOs projected that they will continue to increase all worker types in the future to accommodate growing program and service needs. This means that NPOs will need significant commercial and industrial space in Richmond in the future to accommodate growing programs, services and personnel.

## ORGANIZATION STATUS

*Highlights from the responses to Q: What type of organization do you have? Check all that apply.*

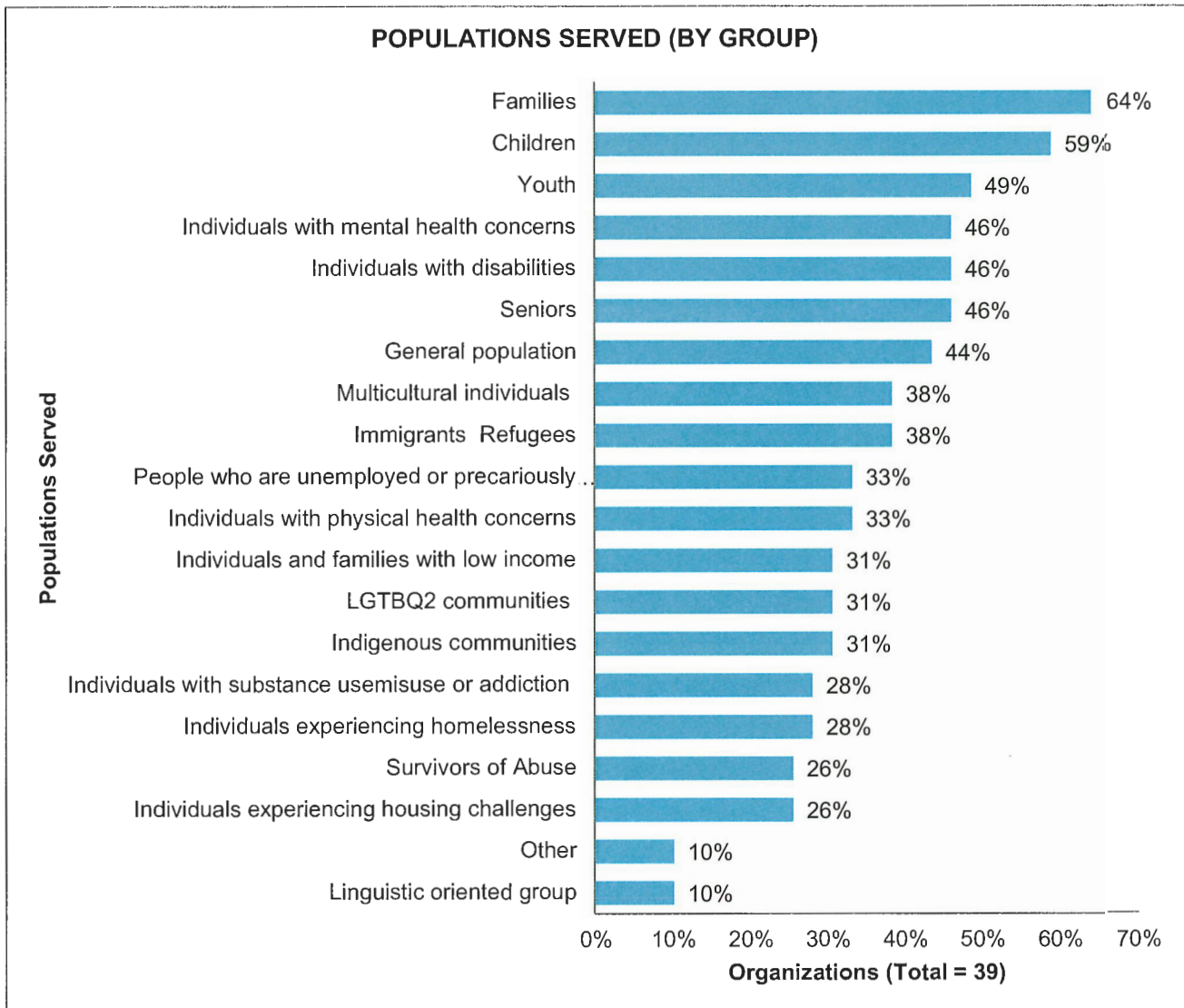
- 82% of respondent NPOs identify as registered not-for-profits.
- 72% of respondent NPOs identify as registered charities.
- 56% of respondent NPOs identify as both a registered not-for-profit and a registered charity.
- 3% of respondent NPOs identify as other (such as a coalition of non-profit services).



## POPULATIONS SERVED

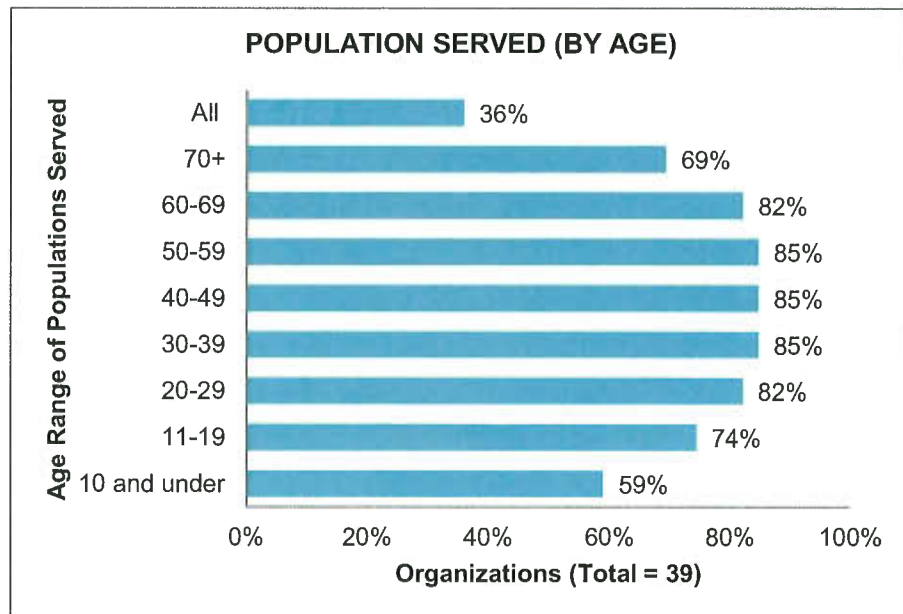
*Highlights from the responses to Q: My organization primarily serves the following population(s) in Richmond? Check all that apply.*

- The top five populations served by group by respondent NPOs are families (64%), children (59%), youth (49%), individuals with mental health concerns (46%) and individuals with disabilities (46%).
- The lowest five populations served by group by respondent NPOs are linguistic oriented groups (10%), 'other' groups (10%) (described by respondents as breastfeeding and expectant mothers, artists, the broader chinese community and homeless animals), individuals experiencing housing challenges (26%), survivors of abuse (26%) and individuals experiencing homelessness (28%).



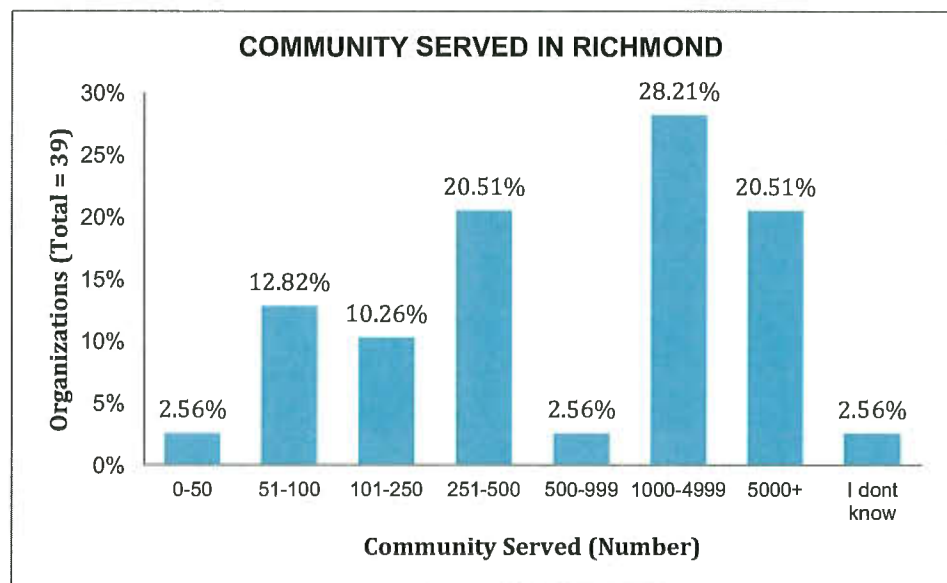
Highlights from the responses to Q: My organization primarily serves the following age range(s) of people in Richmond? Check all that apply.

- Most respondent NPOs serve a broad range of ages of people in the community.
- 36% of respondent NPOs serve all age groups
- 85% of respondent NPOs serve people 30 - 59 years old.
- 59% of respondent NPO's serve children 10 years and under.



Highlights from the responses to Q: This fiscal year (April 1, 2017 through to March 31, 2018), my organization has/will serve the following number of clients or users in Richmond?

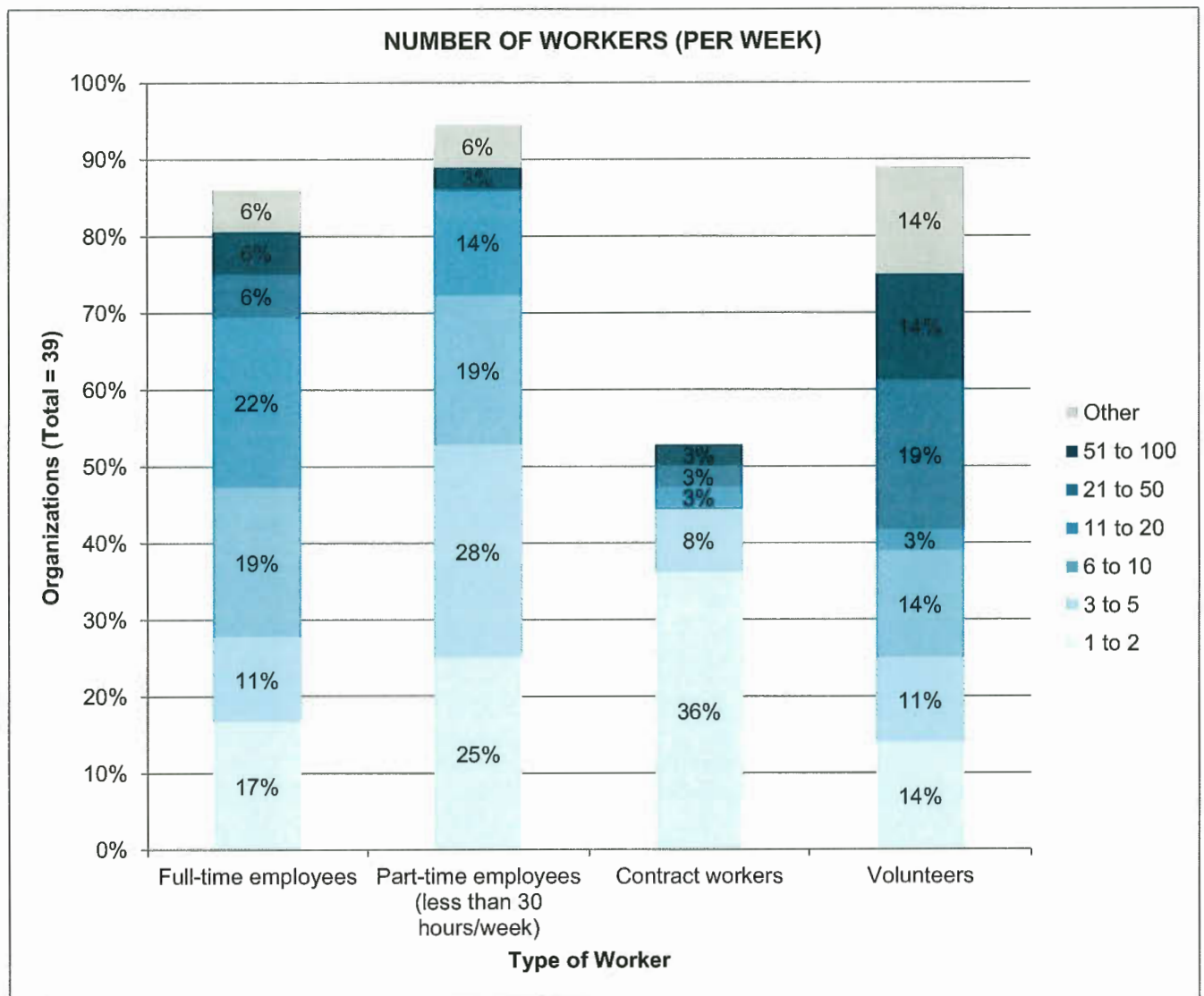
- 49% of all respondent NPOs serve between 1000-5000+ community members.
- 21% of respondent NPOs serve 251-500 people.
- 50% of respondent NPOs serve 0-999 people.
- This indicates that many of NPOs operating in Richmond reach large numbers of community members who require a broad scope of social services.



## HUMAN RESOURCES

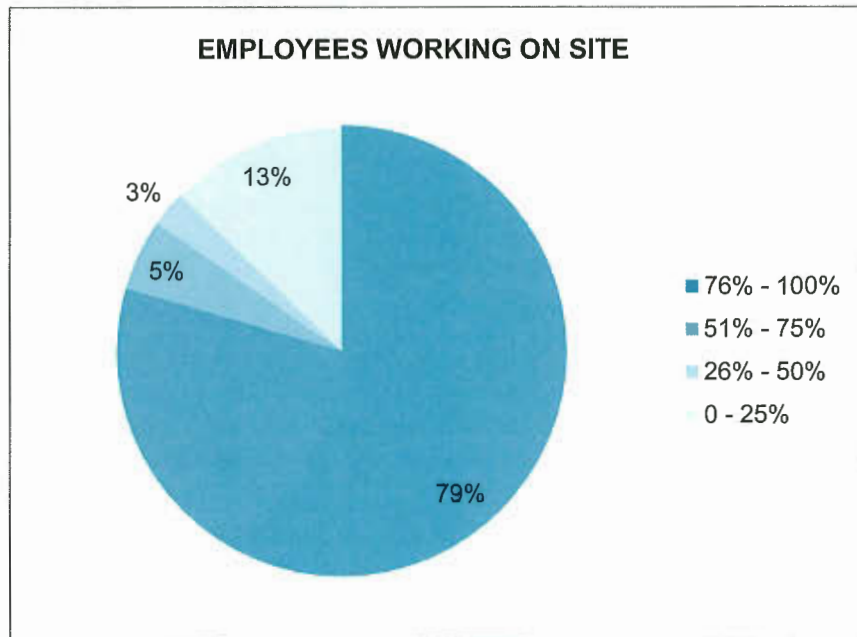
*Highlights from the responses to Q: How many people work in all of your organizations community, office, retail and industrial spaces in an average week?*

- Many respondent NPOs rely on volunteers to provide services and programs to their target communities.
- 12% of NPOs have 21 to 100 full-time employees per week, 22% have 11 to 20 full-time employees per week, 19% have 6 to 10 per week, 11% have 3 to 5 per week and 17% have 1 to 2 per week.
- Most NPOs rely on part-time employees with 25% having 1 to 2 part-time employees per week, 28% having 3 to 5 per week, 19% having 6 to 10 per week and 14% having 11 to 20 per week.
- Some NPOs do not have contract workers (18%) while 36% have between 1 to 2 contract workers per week at their organization.
- 14% of respondent NPOs have 6 to 10 volunteers per week, 19% have 21 to 50 volunteers per week and 14% have 51 to 100 volunteers per week.



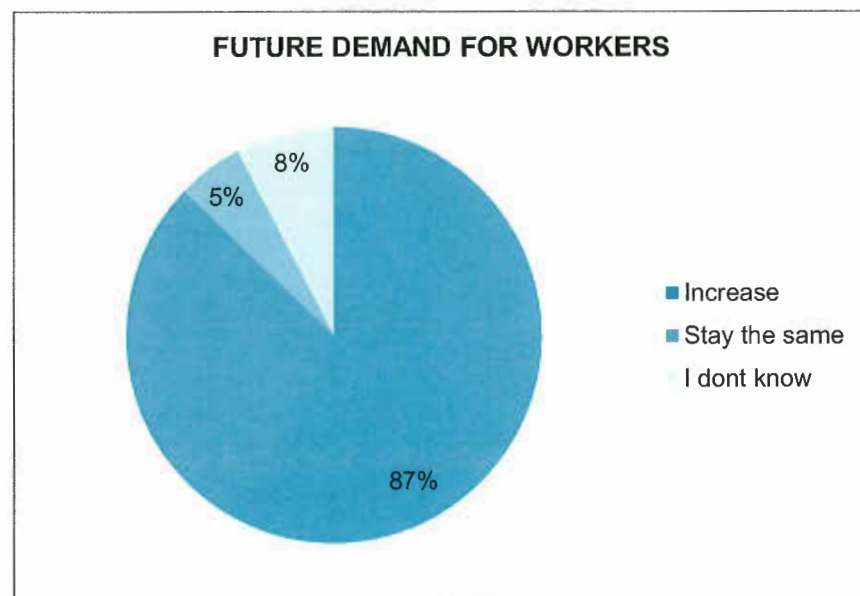
*Highlights from the responses to Q: How many employees work on site?*

- 79% of respondent NPOs identified that 76%-100% of employees work on site.
- 13% of respondent NPOs identified that 26%-50% of employees work on site.
- Effective workspaces are integral to NPO's providing programs and services.
- Despite the notion that many tasks will move to the virtual environment and people will increasingly work from remote locations, the physical place of work still matters.
- NPO's space footprints may grow, not shrink, over time.



*Highlights from the responses to Q: The number of employees and volunteers who may be working with my organization over the next 5 to 10 years will:*

- The majority of respondent NPOs (87%) project an increase in future demand for workers including contract workers, part-time and full-time employees.





## 7.2 CURRENT SPACE & NEEDS

A key objective of the survey is to understand NPOs current space and needs.

The majority of survey respondents have one site (40%) in Richmond that is their sole location (39%) or primary / head office (32%) and mainly a public or community facility (44%), office building (33%) or multi-use building (28%). Nearly half (47%) of all survey respondents share space with other organizations in Richmond. In terms of location, 85% of survey respondents serve people from across the City of Richmond and 69% would like to relocate or have a new space located in Richmond City Centre to conveniently serve these clients.

Nearly half of all survey respondents have or plan to add or expand existing programs and services this fiscal year while the other half plan to maintain current programs and services. This translates into 41% of survey respondents planning to expand, increase or add an additional location to their space in Richmond.

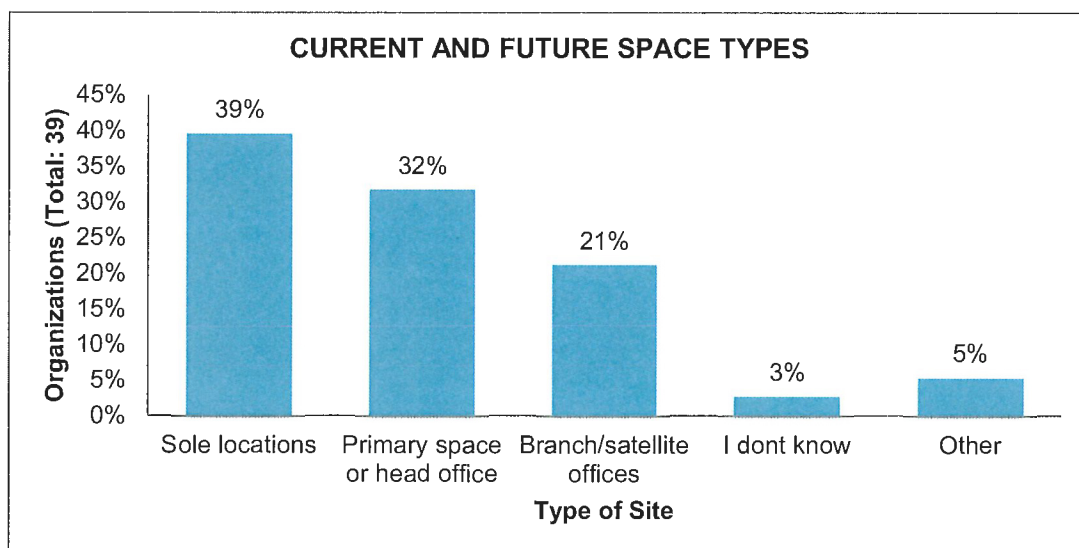
Most survey respondents perceive it is very important to remain located in the City of Richmond (90%) while most are somewhat or very satisfied (72%) with their current space. Nevertheless, 62% of survey respondents indicated that their current space has inhibited their ability to provide programs or services.

These findings indicate that the majority of respondent NPOs primarily need one to two spaces in Richmond, that are larger than their current 1,000 or 2,000 – 3,000 square foot space, in a diversity of typologies (community, office, multi-unit residential, shared), mainly located in Richmond City Centre.

### SPACE TYPES

*Highlights from the response to Q: What are or will be my organization's current or future Richmond premises?*

- 39% of respondent NPOs operate sole locations in Richmond.
- 32% of respondent NPOs have a primary space or head office in Richmond.
- 21% of respondent NPOs have a branch or satellite offices in Richmond.
- 5% of respondent NPOs have 'other' sites such as home offices or both a head office and satellite spaces in Richmond.

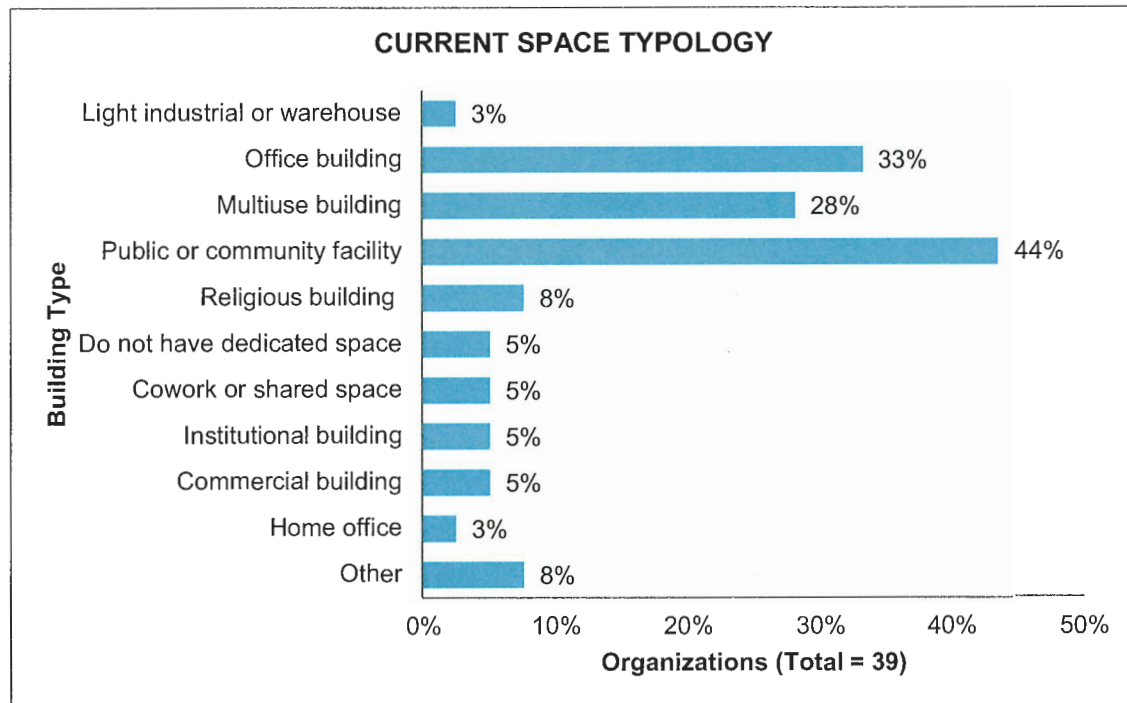




## CURRENT SPACE TYPOLOGY

*Highlights from the responses to Q: How would my organization describe this space?*

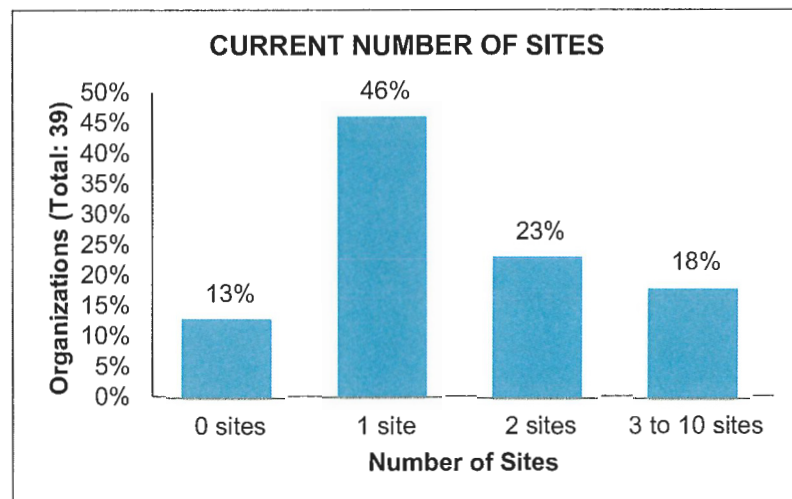
- 44% of respondent NPOs space is public or community facilities.
- 33% of respondent NPOs space is office buildings.
- 28% of respondent NPOs space is multi-use buildings.
- The respondents that described their space as 'other' included farmland barns, non-profit organization and residential property.



## CURRENT NUMBER OF SITES

*Highlights from the responses to Q: My organization operates the following number of sites (properties/units) in Richmond?*

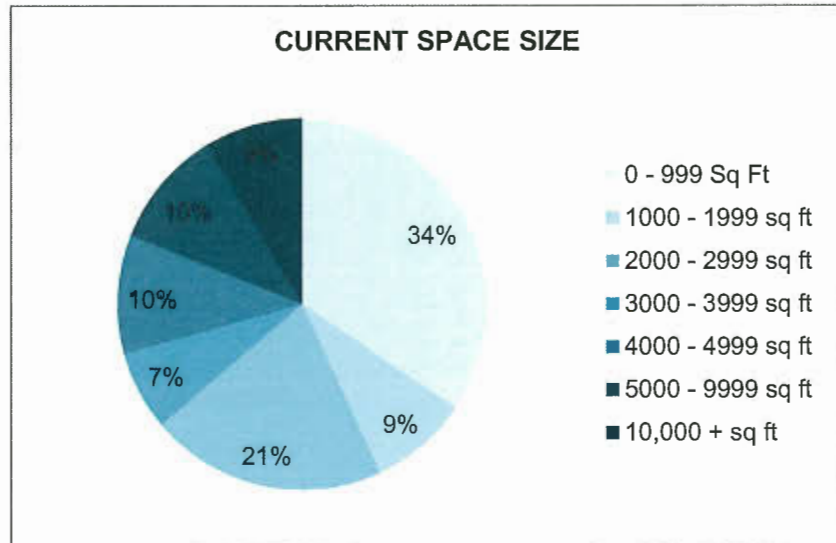
- 46% of respondent NPOs operate only 1 site in Richmond
- 23% of respondent NPOs operate 2 sites in Richmond
- 18% of respondent NPOs operate 3 to 10 sites in Richmond
- 13% of respondent NPOs do not have dedicated sites in Richmond



## CURRENT SPACE SIZE

Highlights from the responses to Q: What is the approximate size of your organizations space?

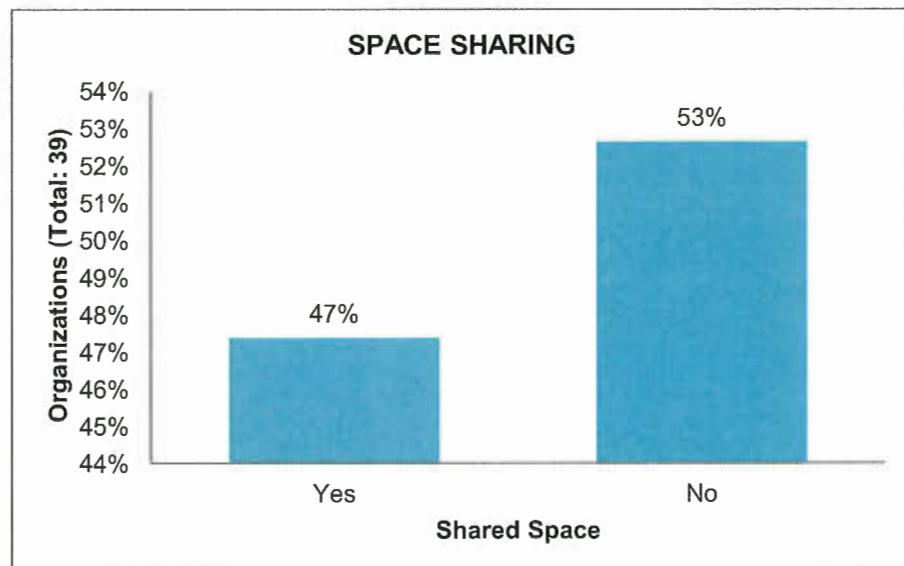
- 34% of respondent NPOs have small space (0-999 square feet).
- 9% of respondent NPOs have medium space (1000-1999 square feet).
- 21% of respondent NPOs have medium space (2000-2999 square feet).
- 36% of respondent NPOs have larger space (3000+ square feet).



## SPACE SHARING STATUS

Highlights from the responses to Q: My organization currently shares space with another organization in Richmond?

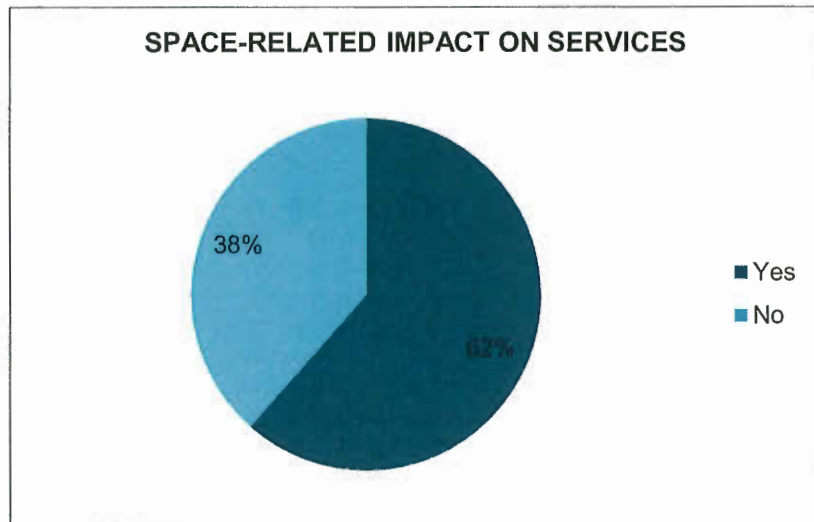
- 47% of respondent NPOs that operate sites in Richmond share space with other organizations in some capacity.
- 53% of respondent NPOs that operate sites in Richmond do not share any space.



## SPACE IMPACTS ON SERVICES

*Highlights from the responses to Q: Has my organization's current space (or lack of space) limited or inhibited our ability to offer programs and services?*

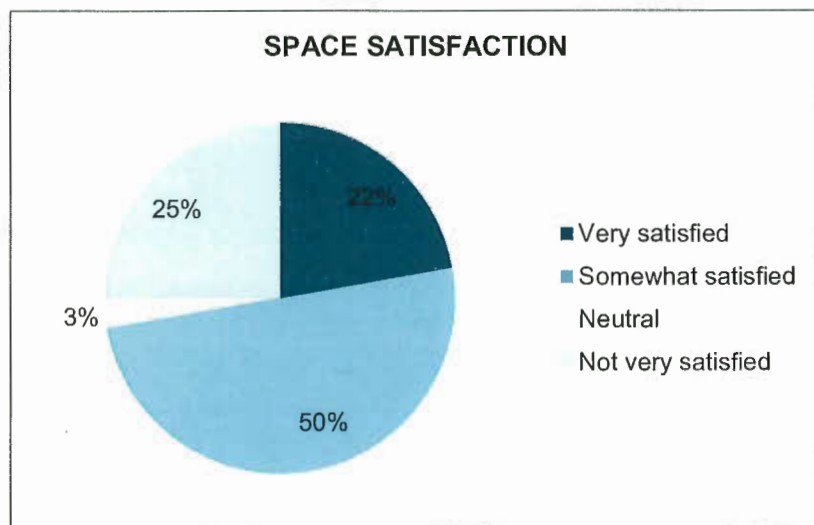
- 62% of respondent NPOs perceive that their organizations current space or lack of space has inhibited their ability to provide programs or services.
- 38% of respondent NPOs perceive that their organizations current space or lack of space has not inhibited their ability to provide programs or services.



## SPACE SATISFACTION

*Highlights from the responses to Q: How much does this space meet my organization's needs?*

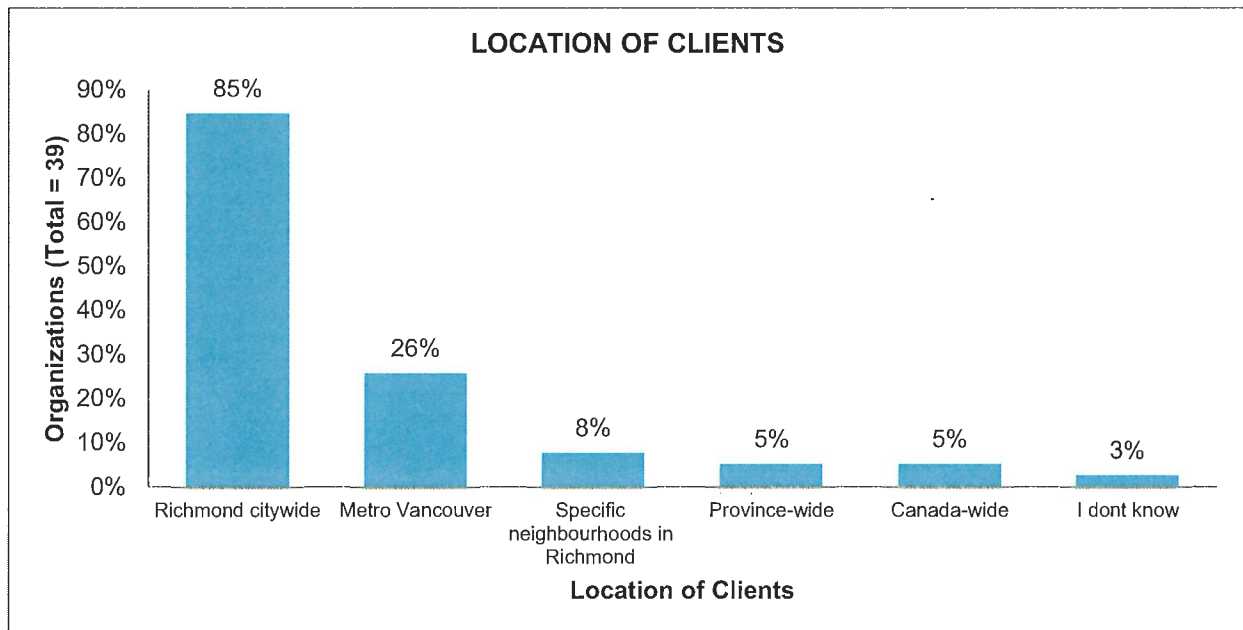
- 50% of respondent NPOs are somewhat satisfied with their current space(s).
- 25% of respondent NPOs are not very satisfied with their current space(s).
- 22% of respondent NPOs are very satisfied with their current space(s).



## LOCATION

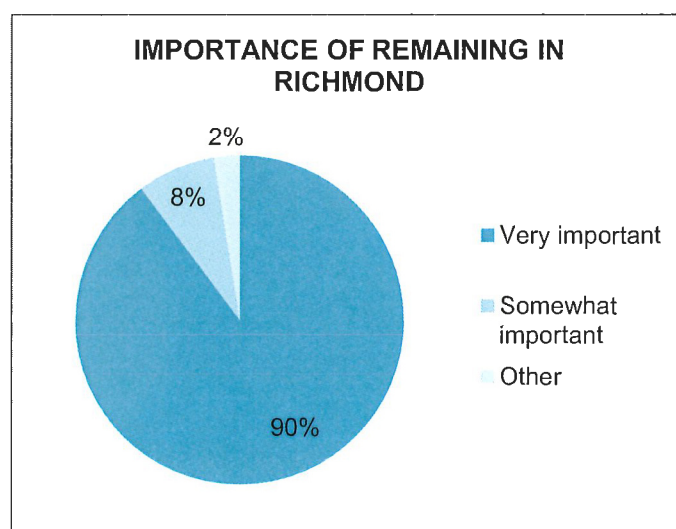
*Highlights from the responses to Q: The majority of my organization's clients/users geographically live/commute from?*

- 85% of respondent NPOs serve people from across the City of Richmond.
- 26% of respondent NPOs serve people from across Metro Vancouver.
- 8% of respondent NPOs serve people from specific neighborhoods in Richmond.



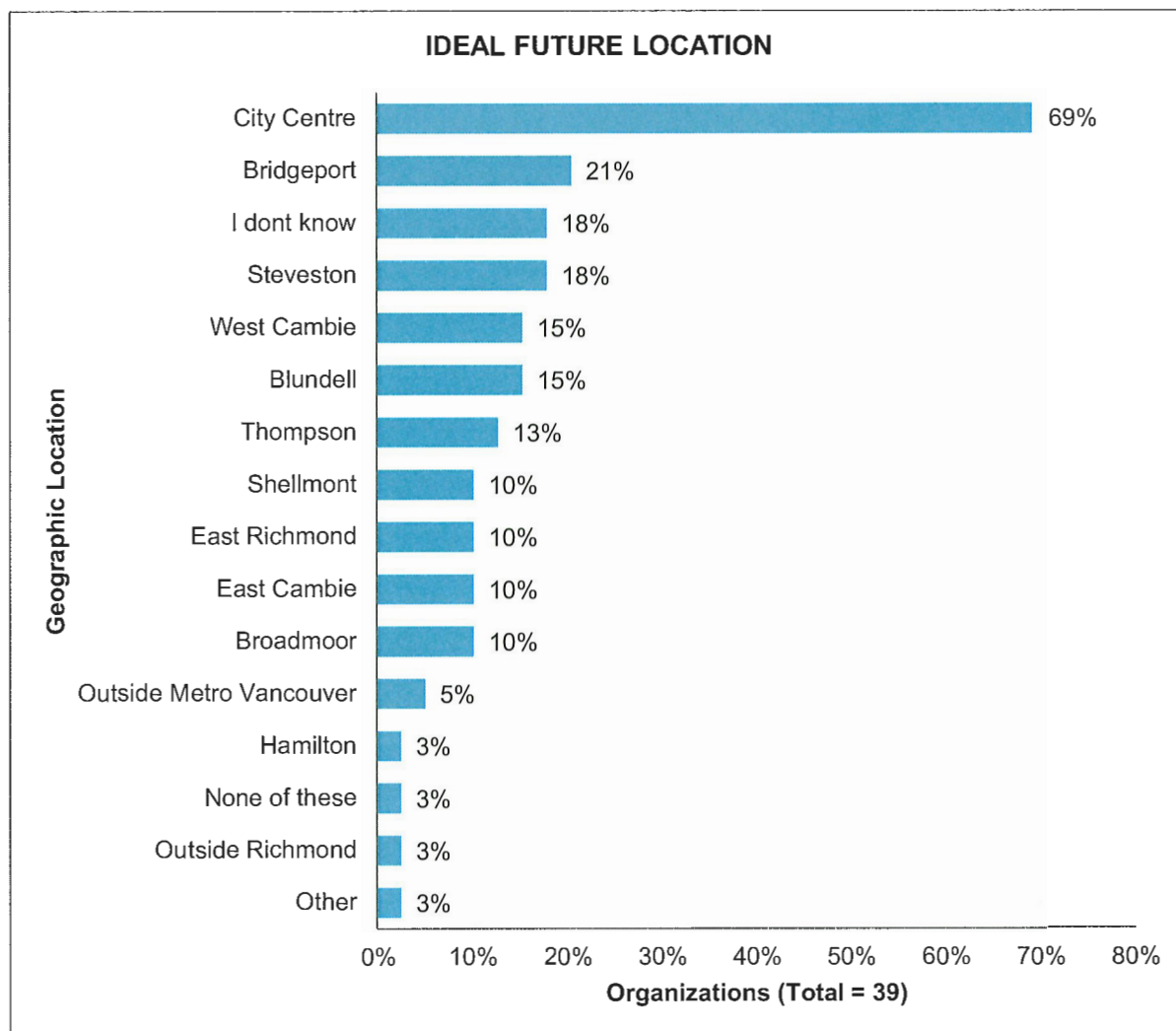
*Highlights from the responses to Q: How important is it that my organization remains in Richmond?*

- 90% of respondent NPOs perceive it is very important to remain located in Richmond.
- 8% of respondent NPOs perceive it is somewhat important to remain in Richmond.
- 2% of respondent NPOs perceive it a "other" (such as they are new to Richmond and would like to continue to serve the city).
- None of the respondent NPOs identified it was not important at all or not very important for their organization to remain in Richmond.



*Highlights from the responses to Q: If relocating or opening another premise is necessary in the future, my organization would ideally be located in?*

- 69% of respondent NPOs would like relocated or new space to be located in Richmond City Centre.
- 21% of respondent NPOs would like relocated or new space to be located in Bridgeport.
- 18% of respondent NPOs would like relocated or new space to be located in Steveston.
- 15% of respondent NPOs would like relocated or new space to be located in West Cambie.
- 15% of respondent NPOs would like relocated or new space to be located in Blundell.
- 55% of the 11 NPOs who do not currently operate sites in Richmond do want to operate in Richmond within the next 5 to 10 years. This shows there is some latent demand to operate sites in Richmond.



## 7.3 TENURE & STABILITY

A key objective of the survey is to understand NPOs space tenure, stability and future needs.

Survey respondents relationship to their commercial and industrial space varies: 26% lease or rent space from the private sector, 23% use space that is donated to them at no cost, 10% lease or rent space from government and 8% sub-lease space from another organization. Given the variety of freehold and leasehold tenure, 70% of survey respondents are very or somewhat secure with their space while 19% are not or not very secure in their space.

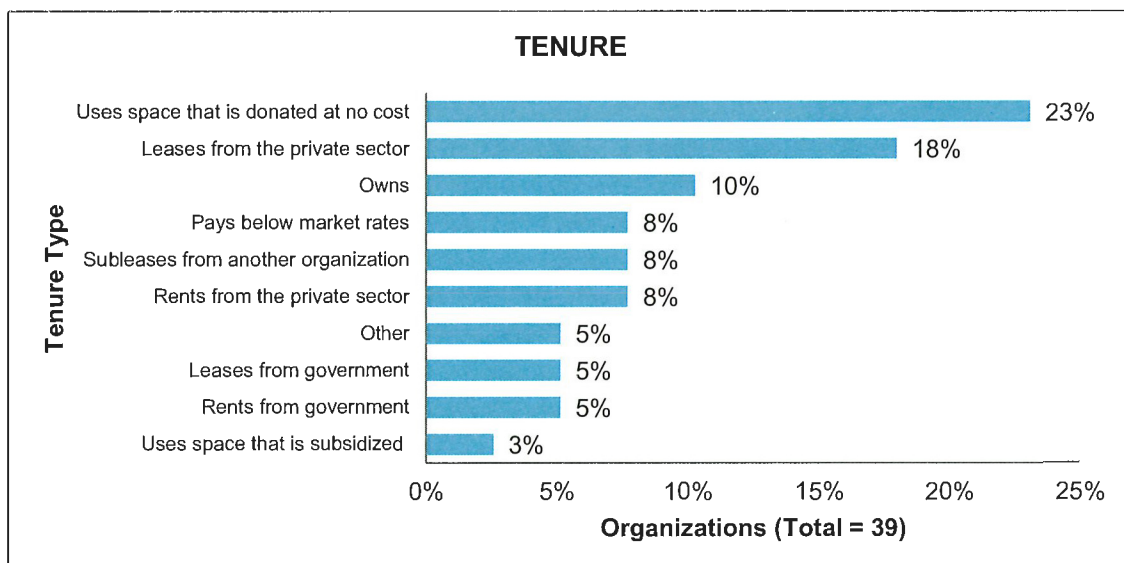
The length of lease/rental terms vary, with 55% of survey respondents having a lease or rental term of 1 to 5 years and 14% having a term of 5 or more years. About half of respondent NPOs plan to maintain programs and services while the other half plan to expand or add programs or services. This is reflected in organizations need for and interest in expanding their space within the next 5 to 10 years -- 28% plan to expand space, 28% plan to maintain their space and 56% of the NPOs who own space, would like to redevelop their property.

There is a high level of uncertainty amongst NPOs who lease/rent space, given that 35% do not know if they need to move in the coming years. In the event that a respondent has to move, the top reasons for moving include rental/lease expiration and adding/expanding/growing programs and services. In a future move, survey respondents indicated the following top factors to consider in a new space are location, proximity to clients/users, the features of space and proximity to transit.

The findings indicate that respondent NPOs need a variety of tenure options, with a preference for donated or subsidized space, stable and long-term lease / rental terms and space that allows for expansion and growth. In the event a respondent has to move, it will be important to consider NPO space needs in the development of key areas close to clients / users and transit, such as Richmond City Centre.

*Highlights from responses to Q: What type of tenure does my organization have?*

- 26% of respondent NPOs lease or rent space from the private sector.
- 23% of respondent NPOs use space that is donated to them at no cost.
- 10% of respondent NPOs own their own property.
- 10% of respondent NPOs lease or rent space from government.
- 8% of respondent NPOs sub-lease space from another organization.

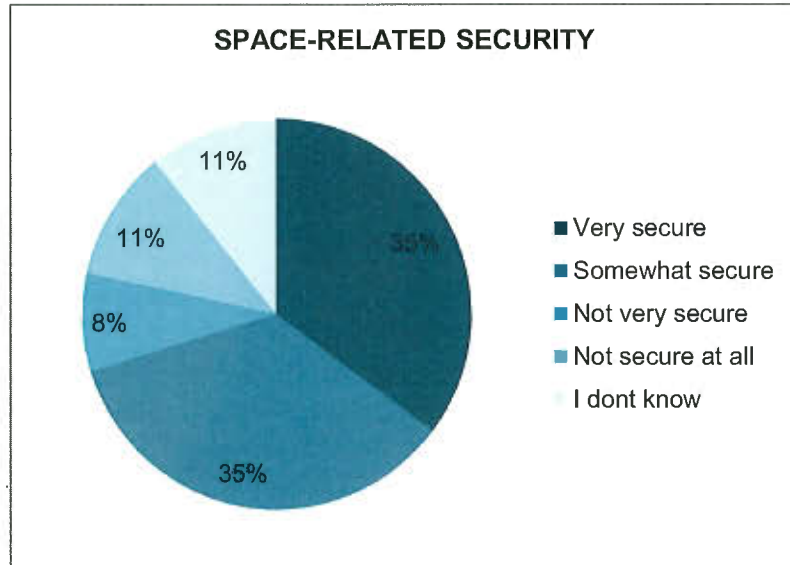




## STABILITY

*Highlights from the responses to Q: How secure is my organization for the next 5 to 10 years?*

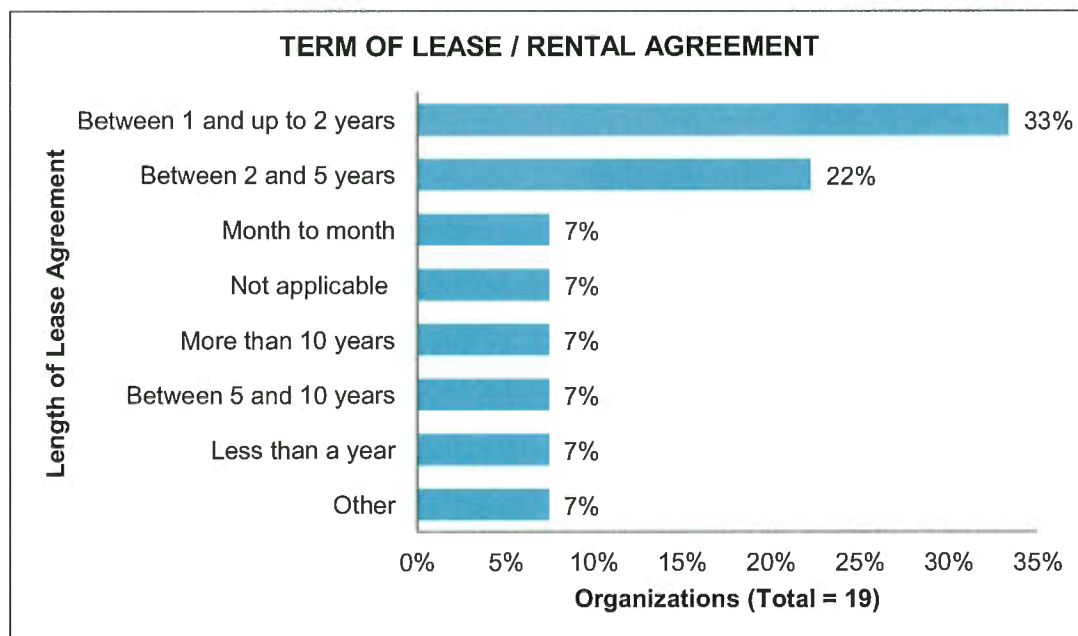
- 70% of respondent NPOs are very secure or somewhat secure with their space.
- 19% of respondent NPOs are not very secure or not secure at all in their space.



## LEASE/RENTAL AGREEMENT

*Highlights from the responses to Q: What is the term/length of my organization's lease/rental agreement?*

- 55% of respondent NPOs have a lease or rental term of 1 to 5 years.
- 14% of respondent NPOs have a lease or rental term of 5 or more years.
- 14% of respondent NPOs have a lease or rental term of less than a year.

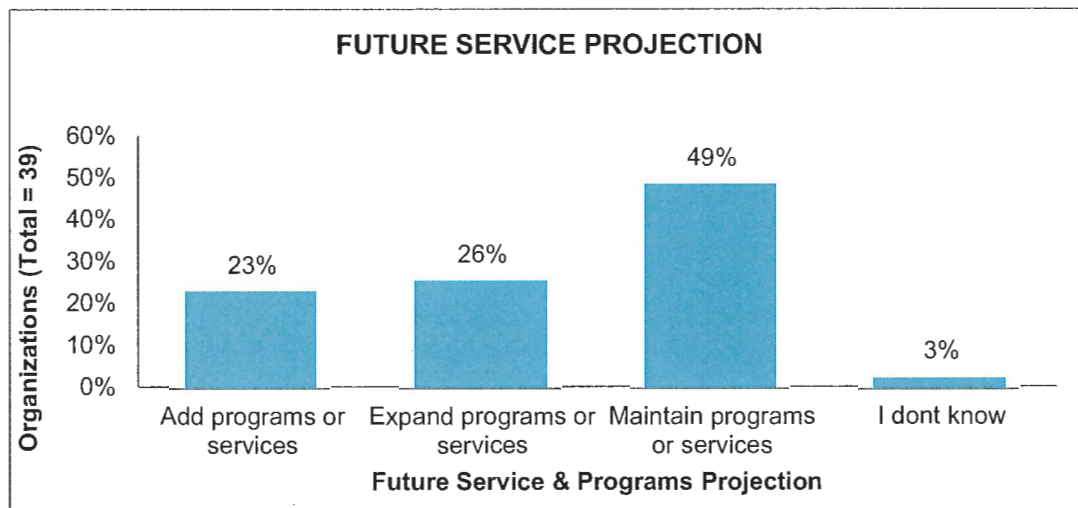




## FUTURE SPACE NEEDS

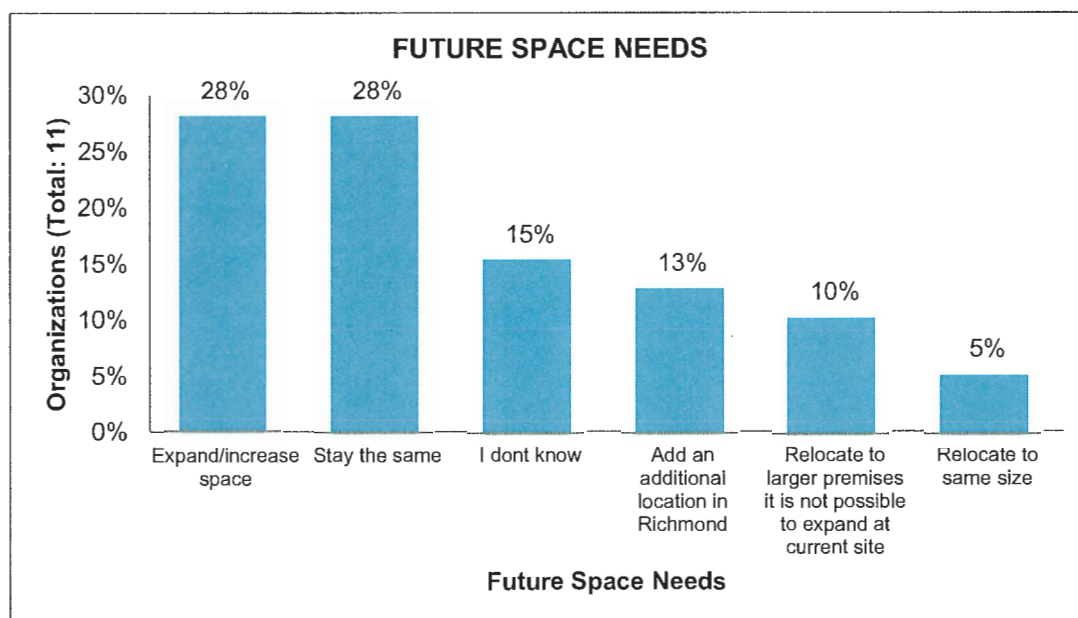
Highlights from the responses to Q: This fiscal year, my organization has/will?

- 49% of respondent NPOs have or plan to add or expand existing programs or services this fiscal year.
- 49% of respondent NPOs have or plan to maintain current programs and services as is.



Highlights from the responses to Q: Within the next 5 to 10 years, my organization's space will need to?

- 28% of respondent NPO's plan to expand or increase their space.
- 28% of respondent NPO's plan to maintain current space.
- 13% of respondent NPO's plan to add an additional location in Richmond.



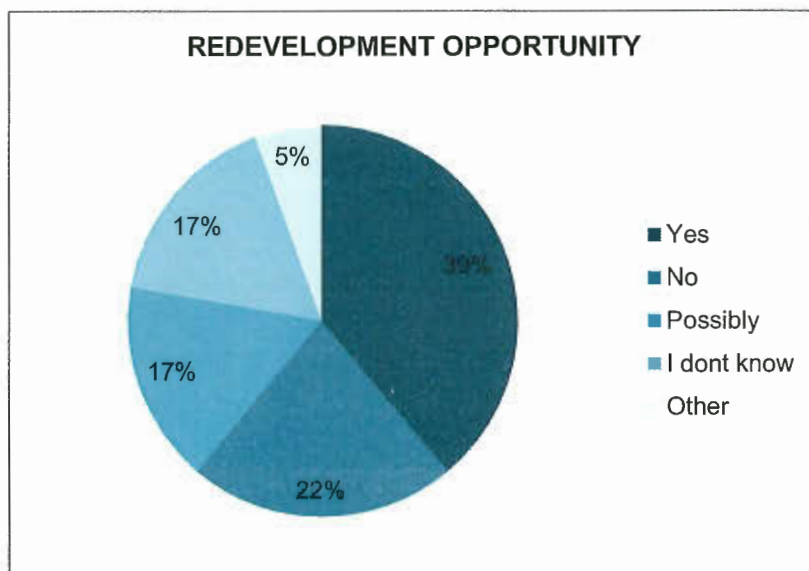
*Highlights from the responses to Q: If my organization has plans to grow its space in the next 5 - 10 years, why and how much additional space is needed (provide estimated number of sites and square footage per site)?*

- 9 respondent NPOs indicated that they plan to grow on average 4,078 additional square feet of space within the next 5-10 years, for a total need of 36,700 square feet.

## REDEVELOPMENT POTENTIAL

*Highlights from the responses to Q: If owning, would my organization consider redeveloping any of our sites to better meet our needs?*

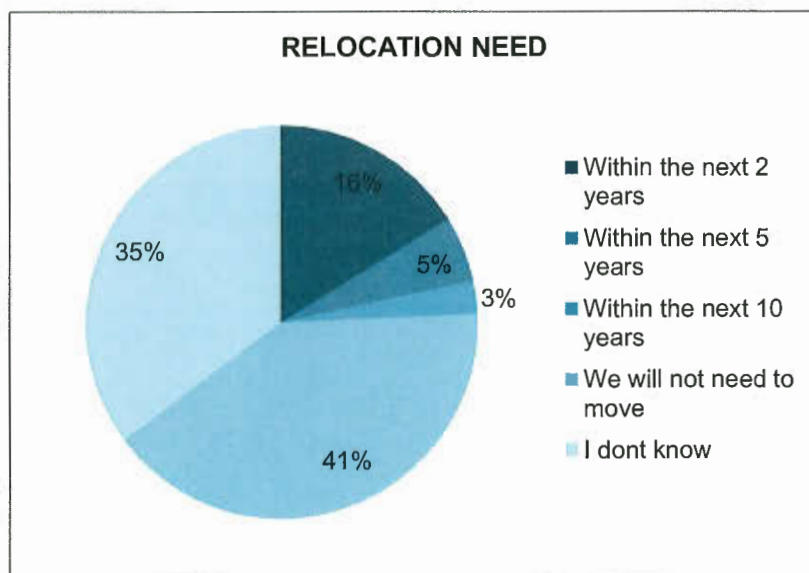
- 39% of respondent NPOs would consider redeveloping their sites.
- 17% of respondent NPOs would possibly consider redeveloping their sites.
- 22% of respondent NPOs would not consider redeveloping their sites.



## NEED TO MOVE

*Highlights from the responses to Q: Does my organization need to move in the coming years?*

- 41% of respondent NPOs do not need to move in the coming years.
- 35% of respondent NPOs do not know if they need to move in the coming years.
- 16% of respondent NPOs need to move in the next 2 years.
- 8% of respondent NPOs need to move in the next 10 years.
- The high response to "I don't know" if an organization will need to move or not suggests there is a high amount of uncertainty with respect to organizational strategic planning, or the inability to plan due to uncertainty of funding, lease agreements, etc.



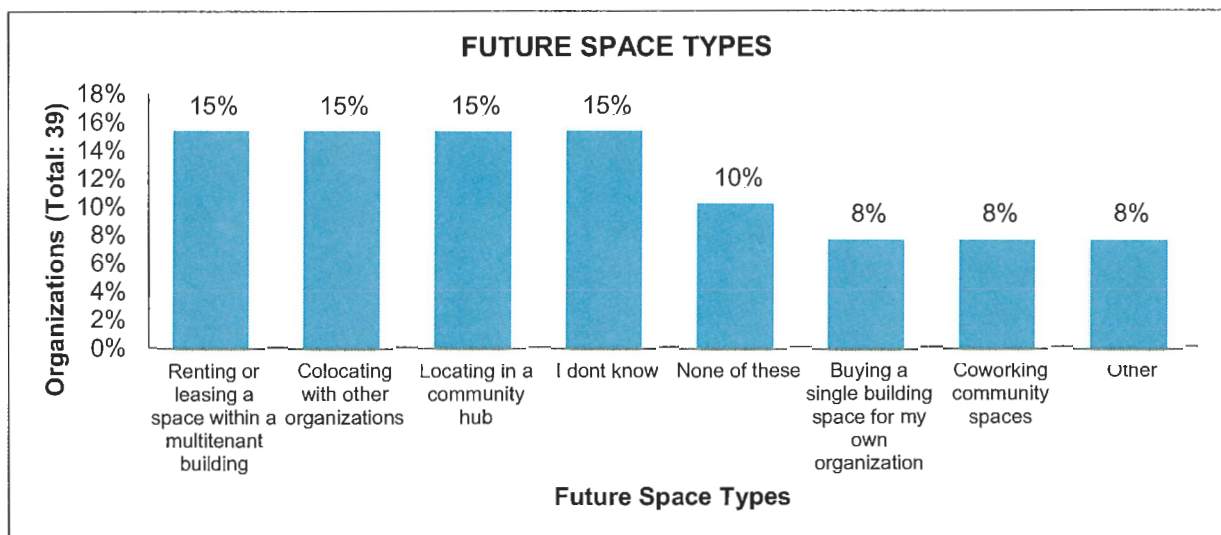
*Highlights from the responses to Q: Why will my organization need to move in the coming years?*

- The top reasons respondent NPOs indicated they would need to move include: (1) rental/lease expiration, (2) adding/expanding/growing programs and services, (3) other (such as donated space is being removed, a demolition clause is being executed, and there is less overall available space in co-location), (4) financing (5) changing location and needs of clients and users and (6) reducing/removing programs or services.



*Highlights from the responses to Q: In a future move or expansion my organization would consider?*

- 15% of respondent NPOs would consider renting or leasing a space within a multi-tenant building.
- 15% of respondent NPOs would consider co-locating with other organizations.
- 15% of respondent NPOs would consider locating in a community hub.
- 10% of respondent NPOs would consider none of these.
- 8% of respondent NPOs would consider buying a space.
- 8% of respondent NPOs would consider co-working community spaces.

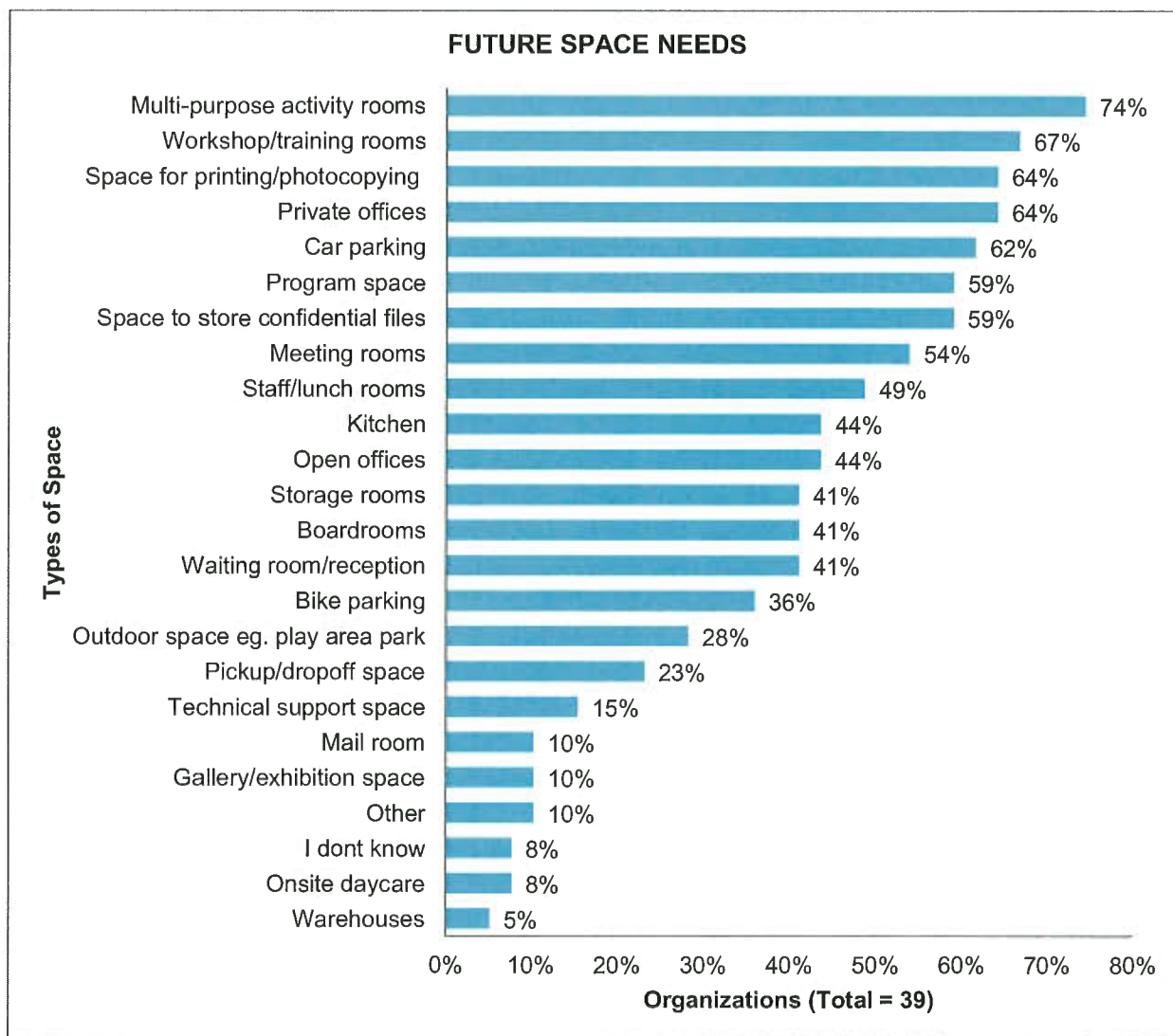


## FEATURES CONSIDERED IMPORTANT IN A FUTURE MOVE

*Highlights from the responses to Q: What type(s) of space will my organization need in the future?*

The top building features needed by respondent NPO's in the future are:

- multi-purpose activity rooms (flexible spaces that accommodate a range of activities) (74%)
- workshop / training rooms (space for educational activities) (67%)
- space for printing/photocopying (64%)
- private offices (64%)
- car parking (62%)
- program space (space for clients and community members) (59%)
- space to store confidential files (59%)



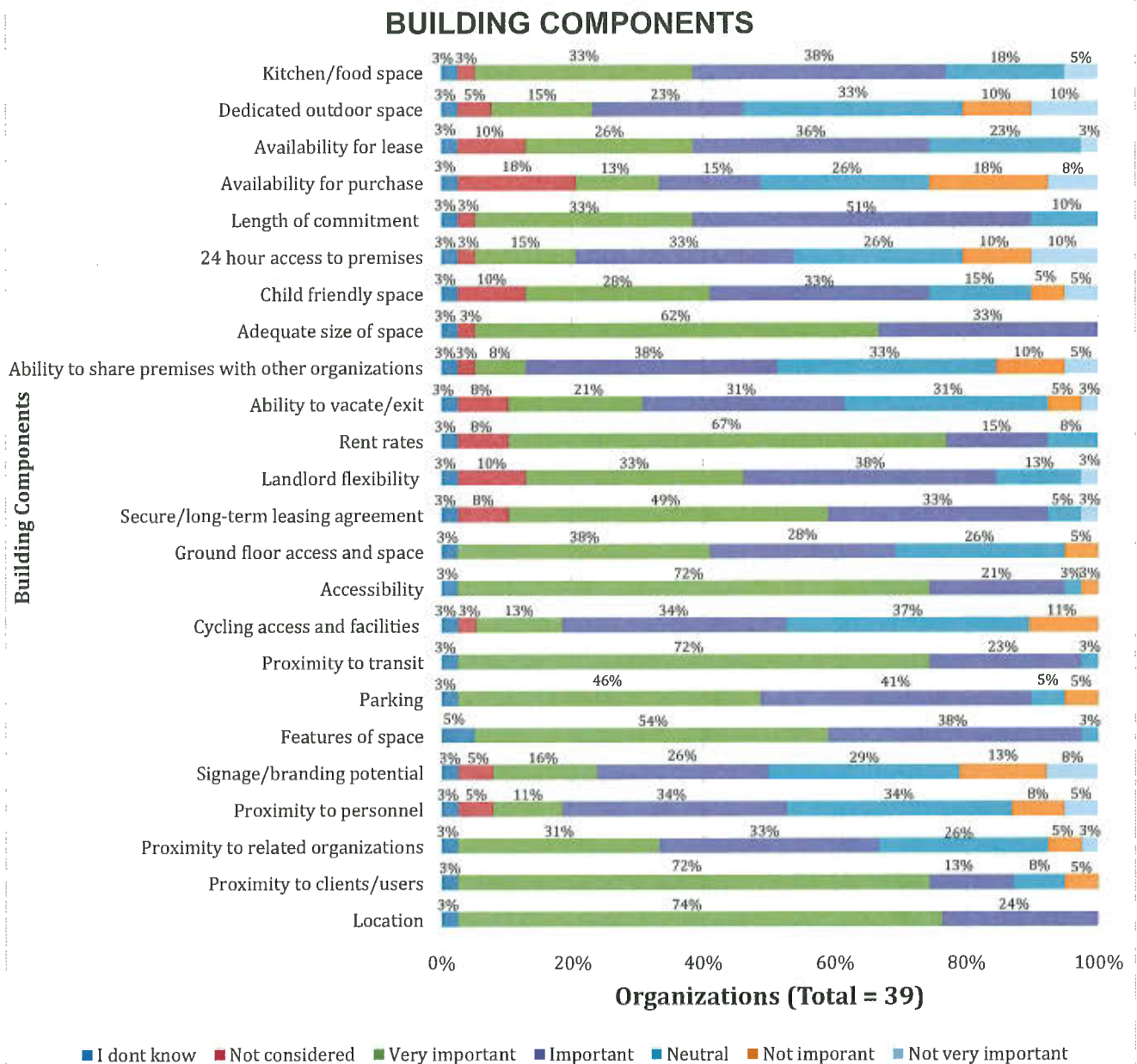


## FACTORS IMPORTANT IN A FUTURE MOVE

Highlights from the responses to Q: What are the most important factors my organization considers when choosing space?

The top building components ranked by respondent NPO's are:

- Location
- Proximity to clients/users
- Features of space
- Proximity to transit
- Accessibility
- Rent rates
- Adequate size of space



## 7.4 AFFORDABILITY

A key objective of the survey is to better understand the issues of affordability that NPOs in Richmond may be experiencing. The survey dedicated a specific section to affordability, with questions that obtained information pertaining to the base rent, lease, or mortgage payments NPOs are paying, as well as other occupancy costs.

The detailed cost questions appeared to be challenging for some NPOs as there were low response rates on some questions. Most survey respondents (59%) answered questions pertaining to the total amount of space-related costs, while few provided detailed breakdowns of space-related costs. Furthermore, there appeared to be some confusion and varying interpretations of the questions that asked for monthly lease/rental and mortgage costs.

The majority of survey respondents (53%) have small operating budgets of less than \$1 million per year, while 29% of respondents have an annual budget between \$1 and \$5 million and 13% have an annual budget of more than \$7.5 million. Of the organizations who own property, 40% have space-related costs of over \$20,000 per month. Of the organizations that lease or rent space, 23% use space that is donated to them at no cost, 22% have space-related costs of \$1,000 - \$1,999 per month, 21% have costs of \$5,000 - \$9,999 per month and 21% have costs of \$10,000 or more per month.

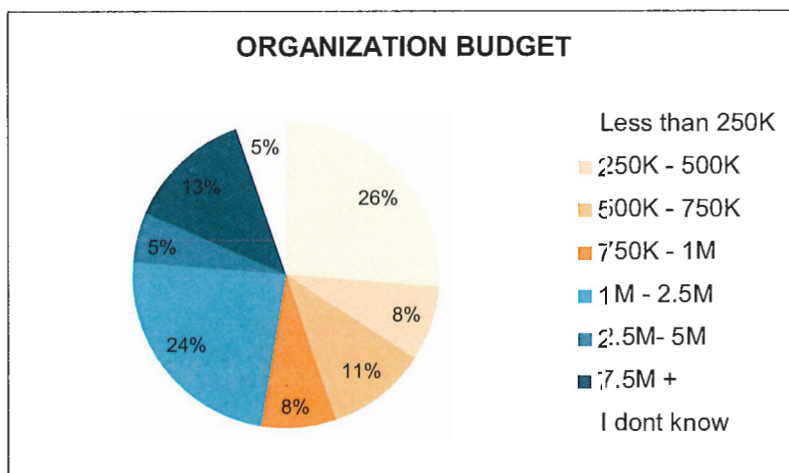
In terms of affordability, 72% of survey respondents said they are paying the right amount for space relative to what they can afford while 18% are paying more for space relative to what they can afford. The high response to "right amount" could reflect the fact that many of the respondent NPOs (23%) use space that is donated to them at no cost, 10% lease or rent space from government and 8% pay below market rents. Amongst NPOs that pay market rents / lease rates, the average rent is \$18.03 per square foot, which is closely aligned with findings from the office market analysis that shows the average net lease/rent for office space in Richmond is \$18.37 per square foot.

Overall, the findings indicate that many respondent NPOs have small operating budgets (53%) and are struggling to secure affordable space (15%) with increasing market costs associated with renting/leasing and owning. Many respondent NPOs need to pursue stable and reliable funding for space and to secure free donated space, space paid for at a nominal price or subsidized space in order to survive and to continue to operate programs and services.

### OPERATING BUDGET

*Highlights from the responses to Q: This fiscal year, my organization has/will work with the following approximate budget?*

- 34% of respondent NPO's have an operating budget of less than \$500,000 per year.
- 19% of respondent NPO's have an operating budget of between \$500,000 and \$1 million per year.
- 29% of respondent NPO's have an operating budget between \$1 million and \$5 million per year.
- 13% of respondent NPO's have an operating budget of more than \$7.5 million per year.





## SPACE RELATED COSTS

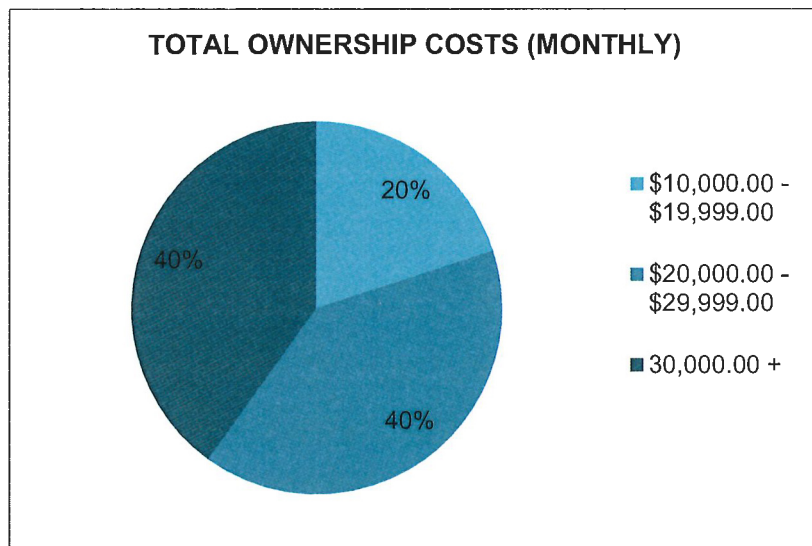
*Highlights from responses to Q: Approximately what percentage of your annual expenses/operating costs goes towards your lease, rent, mortgage, and other building expenditures such as property taxes and utilities?*

*This section had a low response rate thus data is presented as high level findings*

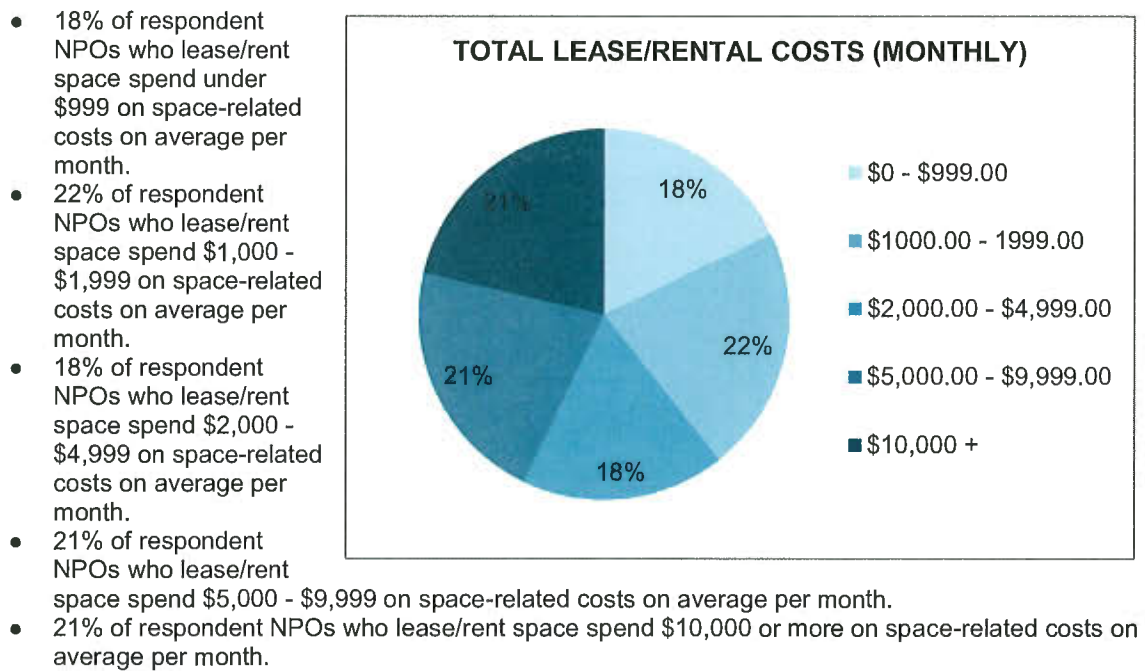
- Respondent NPOs identified they could afford on average 7.3% of their annual expenses/operating costs towards mortgage costs. (3 respondents)
- Respondent NPOs identified they could afford on average 8.2% of their annual expenses/operating costs towards lease/rental costs. (15 respondents)
- Respondent NPOs identified they could afford on average 4.5% of their annual expenses/operating costs towards building maintenance costs. (7 respondents)
- Respondent NPOs identified they could afford on average 7.2% of their annual expenses/operating costs towards building renovation costs. (3 respondents)

*Highlights from responses to Q: If you own, what is your organizations monthly expenses (including mortgage payment) on average?*

- 20% of respondent NPOs who own their property spend \$10,000 - \$19,999 on space-related costs on average per month.
- 40% of respondent NPOs who own their property spend \$20,000 - \$29,999 on space-related costs on average per month.
- 40% of respondent NPOs who own their property spend \$30,000 or more on space-related costs on average per month.



Highlights from the responses to Q: If you lease or rent, what are your total monthly lease or rental costs?



Highlights from the responses to Q: My organization is currently paying more/less or the right amount for space relative to what we can afford?

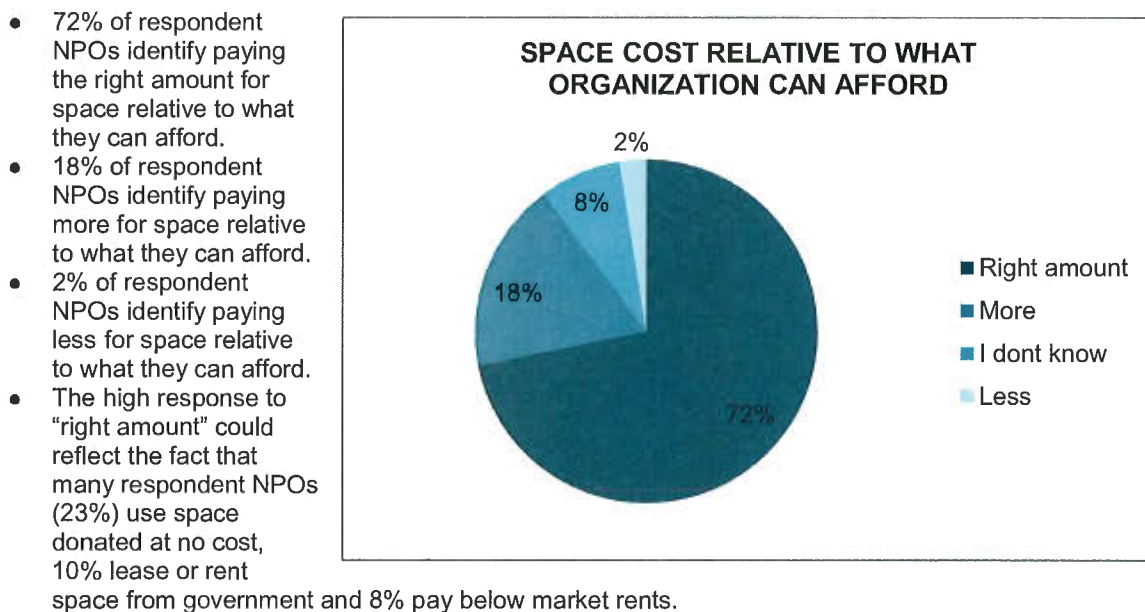


Table 2.1: Survey Respondent NPO Market Rates in Richmond

Office and Industrial Market Rate in Richmond: Average Paid Net Rental Rates (measured by dollar per square foot per year [\$/SF], where \$ = Annual Base Rent, and SF = the area that the organization occupies and uses as defined by organization). Average ownership Rates (measured by dollar per square foot per year [\$/SF], where \$ = Annual Base Mortgage, and SF = the area that the organization occupies and uses as defined by organization.)	
Average Lease/Rental Rate	Average Ownership Rate
<b>\$18.03</b>	<b>\$19.87</b>

The results from the survey can be compared to the average asking net rental rate and average ownership rate demonstrated in Table 2.1. From the organizations that pay market rents, NPOs reported that they are paying an average of \$18.03 per square foot for leased or rented space. This average aligns well with the office market analysis average of \$18.37 per square foot for leased or rented space (Table 1.3: Office Supply Net Market Rates in Metro Vancouver). NPOs operating programs and services in leased or rented space in Richmond are on average paying market rents. From the organizations who own their own property and pay ownership related costs (including mortgage payments), NPOs reported that they are paying a higher amount than the average of \$19.87 per square foot.



## 7.5 CHALLENGES & OPPORTUNITIES

A key objective of the survey is to better understand NPO's key space-related challenges and the opportunities to resolve those challenges.

Survey respondents identified numerous challenges related to social purpose real estate including the ability to find and access suitably located space, the affordability of space, the limited supply and increasing demand for space and obtaining reliable and stable funding for space.

Survey respondents also identified numerous strategies to respond to these challenges including diversifying revenue streams, creating a Fund Development Plan, growing the organisations operations and partnering with other social purpose organizations. Survey respondents are also interested in exploring the following opportunities: networking with planners, potential space providers, developers and other NPOs (64%), generating more revenue for space through finding new donors, fundraising and improving capital campaigning (51%), seeking financing and funding such as grants, property tax exemptions, low interest loans and assistance on raising funds and purchasing space (46%) and planning to co-locate with other organizations (46%). The top suggestions survey respondents have for funders, advocacy groups and/or governments to assist in achieving affordable, suitable and secure space are: increase government funding and increase the supply of accessible spaces, affordable spaces and shared spaces, improve tax exemptions, engage NPOs in space-related policy development and funding decisions and update zoning bylaws.

### CHALLENGES

*Highlights from the responses to Q: The main challenges my organization faces in securing affordable and suitable space are?*

1. Accessibility & Location (15 comments)
2. Affordability (13 comments)
3. No challenges (12 comments)
4. Limited Supply (7 comments)
5. Access to Active Transportation (7 comments)
6. Funding (6 comments)
7. Demolition Clause (3 comments)
8. Adequate Meeting Space (3 comments)
9. Adequate Program Space (3 comments)
10. Adequate Staff Space (2 comments)

### STRATEGIES

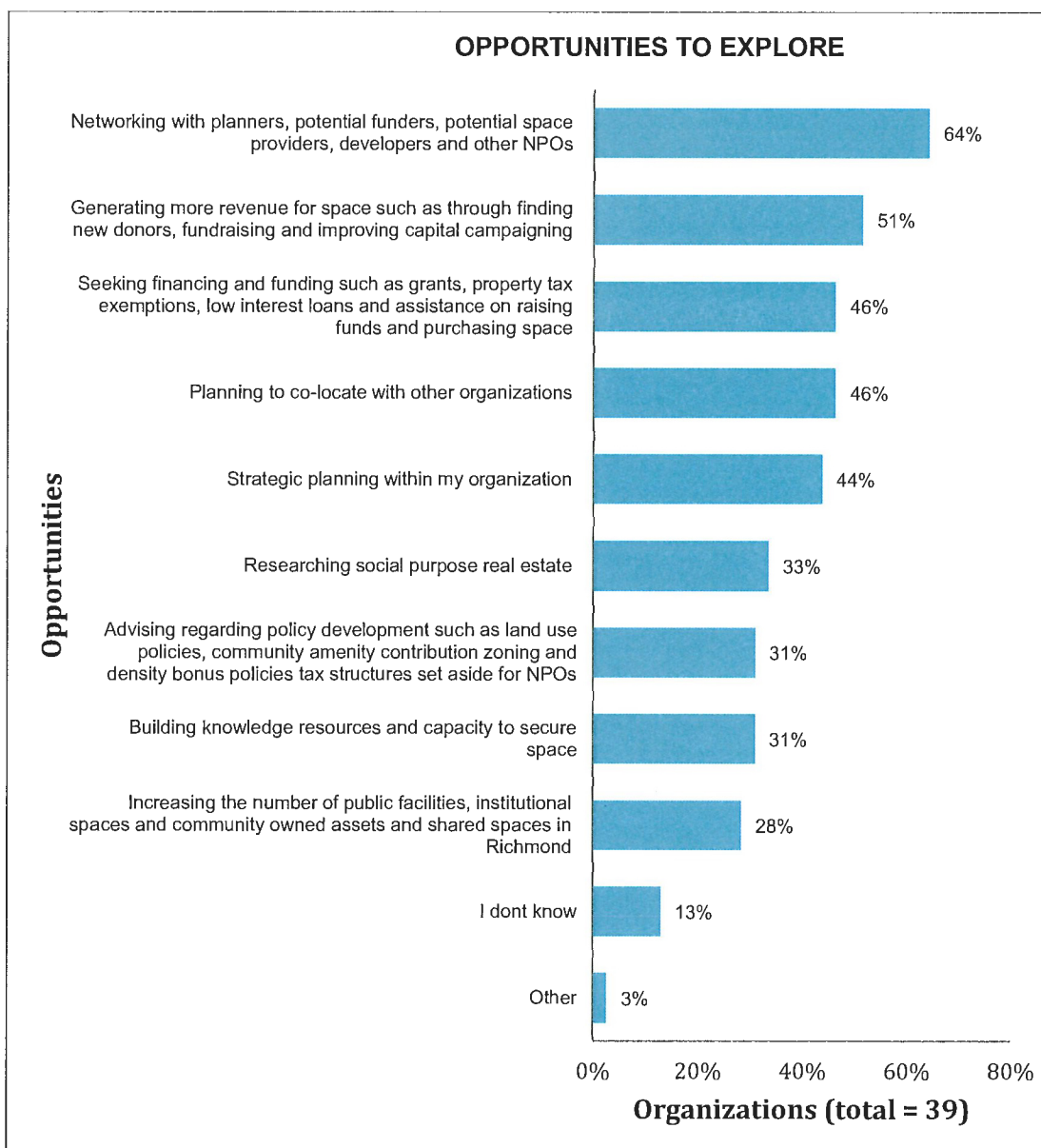
*Highlights from the responses to Q: The strategies or approaches my organization is planning to undertake in the next 5-10 years to respond to space challenges are:*

1. No new strategies (8 comments)
2. Diversify revenue streams (6 comments)
3. Fund Development Plan (6 comments)
4. Grow the organization (5 comments)
5. Partnerships (5 comments)
6. Work with the City of Richmond (4 comments)
7. Colocation (2 comments)
8. Renovate space (2 comments)
9. Work from home (2 comments)
10. Relocate space (1 comment)
11. Restructure delivery model (1 comment)

## OPPORTUNITIES

*Highlights from the responses to Q: What are the opportunities my organization is interested in exploring associated with securing or maintaining space in the next 5 - 10 years?*

- 64% of respondent NPOs identify networking with planners, potential space providers, developers and other NPOs.
- 51% of respondent NPOs identify generating more revenue for space through finding new donors, fundraising and improving capital campaigning.
- 46% identified seeking financing and funding such as grants, property tax exemptions, low interest loans and assistance on raising funds and purchasing space.
- 46% identified planning to co-locate with other organizations.



## SUGGESTIONS FOR NPO SUPPORTERS

*Highlights from the responses to Q: What are the main suggestions my organization has for funders, advocacy groups and/or governments to assist us in achieving affordable, suitable and secure space?*

1. Increase government funding (5 comments)
2. Increase supply of accessible spaces (4 comments)
3. Increase supply of affordable space (4 comments)
4. Increase supply of shared space (4 comments)
5. Improve tax exemptions (4 comments)
6. Engage NPOs (3 comments)
7. Update zoning bylaws (2 comments)



## 8. RECOMMENDATIONS

Considering the findings from the survey results and the initial goals of the study, NPOs, funders, agencies, and government officials may wish to consider the following initiatives outlined below.

### NON-PROFIT OPPORTUNITIES

#### REVENUE & FUND DEVELOPMENT PLANNING

A number of respondents indicated that they plan to address their real estate challenges by fundraising, improving their capital campaigning, finding new or additional donors and exploring ways of diversifying their revenue through social enterprise or diversifying services that generate funds.

Organizations also indicated interest in creating “fund development plans” which are sub-plans of a Strategic Plan that outline how the organization will secure funding to carry out the strategic plan, how the fund development process unfolds and people’s responsibility for and ownership over philanthropy.

There is the opportunity for NPOs to learn how they can branch into revenue generating opportunities, or alternative business models that may combine funding and campaigning with self-sufficient financial generation and develop Fund Development Plans that explore diverse and alternative revenue streams to acquire or procure space, including grants and subsidies from all levels of government, private funders and partnerships with private companies.

#### DATA COLLECTION AND DATABASE

One of the goals for this survey was to create a repeatable and comparable survey that can be administered at a regular interval to measure and better understand the space needs of Richmond NPOs. Important comparable measurements include collected data on total occupied space (square feet), monthly rent, annual space costs, facility costs, space security and rental/lease agreement type. Data collected over time could be a reliable source to measure the real estate situation facing the Richmond NPO sector periodically, and a database of NPO space needs information can be developed over time. This database could also include information such as: name of organization, contact information, primary activity (advocacy, housing, community or social service, etc.) and location.

#### BUILD KNOWLEDGE, RESOURCES & CAPACITY

Considering the limited space cost calculations completed by survey respondents and the interest in building knowledge, resources and capacity to secure space, many NPOs could benefit from learning more about real estate “basics”, such as determining what their total occupied square footage is, or how much they pay on a dollar per square foot per year basis. This presents an opportunity for a knowledge building program, possibly provided by supporters such as funders, investors, and/or government officials, that could include in-person and online resources, tools and knowledge-sharing platforms. To start, it may be worth exploring a presentation or workshop on the findings of the Richmond NPO Social Purpose NPO Space Needs Review.

#### PARTNERSHIPS

Organizations indicated interest in and opportunities to partner with other social purpose organizations/agencies to advocate for the creation of affordable, suitable spaces from the City of Richmond and the private sector; to work together to create and deliver tools that support the development of, and investment in real estate; provide more opportunities for leasing and renting; and increase the number of community-owned assets and shared spaces that better serve the community.

#### COLOCATION

Nearly half of respondents indicated that they already share space, and other respondents indicated that they would consider co-locating. In addition, most respondents require more space, especially meeting rooms, staff rooms and flex program rooms. Some respondents indicated that they are addressing their space challenges by exploring co-location opportunities, building relationships with like-minded organizations, or seeking partners and funders. There were a number of respondents who suggested the

need for more availability of co-location and community hub spaces, or for more co-location development projects be introduced by the local government. These results present an opportunity to explore ways of making more shared space and co- location opportunities available for NPOs. To start, it may be worth exploring the establishment of an online information system or in-person colocation collaborative to communicate across NPOs who are interested in co-locating.

### **NON-PROFIT OWNERSHIP**

In some cases, NPOs are able to raise and leverage the capital necessary to purchase a building and develop a multi-tenant non-profit centre. Often, a new non-profit corporation is created with the purpose of operating and managing the shared space. Space is leased to tenant organizations and, in some cases, short-term rental of other spaces (such as meeting rooms and gallery space) is made available to the broader community.<sup>61</sup> This requires a significant amount of financial investment for purchase, renovation, and operations. There is an opportunity for NPOs to pursue intensive capital campaigns, private investment, fundraising and loans in order to purchase a building if needed.

## **LOCAL GOVERNMENT OPPORTUNITIES**

### **SOCIAL DEVELOPMENT PLANS**

Many respondents indicated strong support for the expansion of a social development plan that specifically targets the space needs of NPOs. The City of Richmond currently has a social development framework in place that could be amended or updated to focus on the space needs of the nonprofit sector, as identified in Actions 29 to 32. These actions present an opportunity for an updated social development plan that establishes clear goals, targets and strategies that support nonprofit organizations in providing their programs and services and ensuring they have adequate, appropriate and affordable space to do so.

### **DEVELOPMENT PLANS AND REGULATIONS**

Some respondents indicated support for local government to update its development plans and regulations to create clear goals, targets and strategies that ensure NPOs are considered with the new supply of space. For example, an updated Official Community Plan (OCP) and neighbourhood plans can provide decision makers with the guidelines and tools needed to proactively create space for NPOs. In the Richmond OCP, there could be an emphasis on facilitating the provision of space for community agencies. For example, in the existing Richmond City Centre Area Plan (2009), implementation policies can be expanded to include the development of social purpose real estate, including shared and co-located spaces.

### **MUNICIPAL GRANT PROGRAMS**

Some respondent NPOs identified City funded grants and other forms of public funding as crucial to their operations. The City of Richmond's current grant program assists Richmond-based community groups to provide programs to residents, to build community and organizational capacity to deliver programs, and to promote partnerships and financial cost sharing. Groups can receive funding in the following program areas: health, social and safety; parks, recreation, and community events; and arts and culture. There is the potential to add or integrate social purpose real estate into the existing program areas.

### **COMMUNITY AMENITY CONTRIBUTION OR DENSITY BONUSING POLICIES**

Community amenity contribution or density bonusing policies can support NPO access to space. Municipalities can require or negotiate a community benefit contribution as part of a project that involves rezoning in return for the increase in land value that the developer gains. Given the importance of below-market space, or space donated and leased at nominal rates to NPOs in Richmond, there is an opportunity to consider updating or developing new policy so that community amenity contributions include affordable social purpose facilities or space for NPOs that benefit a neighbourhood.

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<sup>61</sup> The City of Edmonton. Edmonton Non-profit Shared Space Feasibility Toolkit. Accessed June 5, 2018. [https://www.edmonton.ca/programs\\_services/documents/PDF/Non-profit-SharedSpace-Toolkit.pdf](https://www.edmonton.ca/programs_services/documents/PDF/Non-profit-SharedSpace-Toolkit.pdf)

In addition to requiring affordable housing and child care contributions from major project rezonings for the City's Child Care Reserve Funds, the City could also consider establishing community amenity zoning or density bonus contributions from major project rezonings to be allocated to affordable social purpose facilities or NPO space. This would assist with establishing social purpose facilities and spaces in private or public developments and in acquiring sites for lease. The design of appropriate social purpose space can be further enhanced with design guidelines that outline standards required by non profits for the delivery of their services.

### UPDATE TAX EXEMPTIONS

The City of Richmond's Property Tax Exemption Policy allows the City to provide property tax exemptions to churches, private schools, hospitals. Charitable property tax exemptions are also allowed for properties where an NPO is using a municipal building as a licensee or tenant.<sup>62</sup> Survey respondents identified an opportunity to improve the tax exemption process for NPOs by clarifying and streamlining the exemption process. This may be as simple as improving the accessibility of resources for NPOs or restructuring the process for accessing exemptions. Additionally, many NPOs pay market rent in private properties and could also be given a tax receipt in lieu of below-market rents. For those who own or pay market rents, property tax deferral and forgiveness is another way NPOs can benefit and avoid barriers to secure and affordable space. This allows those with large property tax bills to defer payments or have the property tax payments forgiven.

### USE OF PUBLIC SPACE AND FACILITIES

Many survey respondents identified the importance of accessing free space or space leased/rented at nominal rates. The City of Richmond has planned and developed City-owned land for lease at nominal rates to NPOs, often for child care facilities. There is an opportunity for the City and the School District to create clear policies on NPO use of public facilities and properties, with expanded strategies for NPOs such as a lease grant program that rents City-owned or school district land and spaces to eligible agencies at significantly reduced rates, guidelines around leasing community facilities on an ongoing basis to NPOs that provide social benefits or additional support for co-located spaces and service hubs. Survey respondents indicated support for further investment in the development of shared or co-located spaces and service hubs, like the "Caring Place", to enable complimentary or like-minded service providers to work together, collaborate on space needs and to improve convenience and community access.

#### CASE STUDY<sup>63</sup>

Richmond Caring Place (Caring Place) is a 35,000 sq/ft space that has supported dozens of non-profit and mission-based organizations under one roof since it opened its doors in 1994.<sup>64</sup> The simplicity of Richmond Caring Place' purpose has allowed this multi-tenant space to thrive as a hub for the streamlined delivery of many social services. The Caring Place was built to house non-profit social service agencies. Currently, Caring Place supports 12 non-profits by overseeing the operational and administrative responsibilities of a building, enabling organizations to focus on the delivery of their programs and services. A legacy of experienced Board Members continues to drive the Caring Place to emphasize the provision of a well-managed and maintained building offering security of tenure for non-profit organizations.

RCP benefitted from the availability of City owned land and a corresponding agreement with the City of Richmond to lease that land. The land lease was also the impetus for private donations, as it demonstrated support by the City of Richmond for the need and viability of the project.

The Richmond Caring Place Societies ability to open the Richmond Caring Place debt free is one of the reasons why the continued operation and maintenance of the space has been "relatively easy". The absence of a mortgage or tax implications has enabled the Society to focus revenue on creating a beautiful, impactful space for both users and service providers.

#### FUNDING & FINANCING (1995)

<sup>62</sup> City of Richmond. Building Our Social Future – A Social Development Strategy for Richmond 2013-2022, 2013

<sup>63</sup> Social Purpose Real Estate. Case Studies / Space Profiles. Retrieved June 7, 2018.  
<https://www.socialpurposerealestate.net/content/richmond-caring-place-0>

<sup>64</sup> Richmond Caring Plan Society. About Us. <http://www.richmondcaringspace.ca/aboutus/>. Retrieved April 13, 2018

Revenue:

- \$1,500,000 – Land (In-kind contribution by City of Richmond)
- \$1,650,000 – Capital Campaign
- \$1,000,000 – Private Donation
- \$750,000 – City of Richmond (cash contribution)
- \$300,000 – City of Richmond (development cost waivers)
- \$5,200,000 – Total Revenue

Expenses:

- \$1,500,000 – Land (In-kind contribution by City of Richmond)
- \$3,700,000 – Hard and Soft Construction Costs<sup>[8]</sup>
- \$5,200,000 – Total Expenses

## PRIVATE SECTOR OPPORTUNITIES

### COLOCATION OR SHARED SPACE

Leasing and sub-leasing space from a private building owner is a shared space model. In such cases, a private owner (usually a real estate or development company) leases space to an anchor tenant or third party management organization. This organization, in turn, sub-leases to other non-profit tenant organizations and also manages the short-term rental of spaces such as meeting rooms and conference facilities. There is an opportunity for private building owners to lease/rent space to NPOs in Richmond.

#### CASE STUDY<sup>65</sup>

The Centre for Social Innovation (CSI) is a shared space in downtown Toronto which houses more than 100 organizations, projects, and individual social innovators.

Tonya Surman of the Commons Group and Margie Zeidler of Urbanspace Property Group came together in 2003 to envision a shared space for the social mission sector in Toronto. The Robertson Building is owned by Urbanspace Property Group and two floors are leased to the Centre for Social Innovation. Urbanspace paid for the leasehold improvements and the Ontario Trillium Foundation and the Harbinger Foundation also contributed with core operating grants to assist with start-up and operational costs. The Centre for Social Innovation is incorporated as a non-profit and is the primary leaseholder with Urbanspace. CSI serves as a third-party operator and sub-leases space to non-profit and other mission-based organizations. The landlord (Urbanspace) has no legal relationship with the sub-tenants. The initial 5% rent subsidy from Urbanspace to CSI has been normalized over the past 5 years.

The CSI also has a core staff of 7 people dedicated to animating the “shared space community” and providing opportunities for learning. From formal capacity building workshops to informal social mixers and open-space style message walls, the staff animates the community and provides the conditions for interaction, collaboration and learning.

### PARTNERSHIPS BETWEEN NPO AND BUSINESS

Partnerships between NPOs and private sector organizations can be a way to strengthen the delivery of services to communities. Survey respondents indicated interest in partnering with the private sector to create and deliver tools that support the development of, and investment in social purpose real estate, to increase the supply of space that can be leased and rented and to increase the supply of community-owned assets and shared spaces that better serve the community. The private sector can partner with NPOs to assist them with securing the right space by increasing the supply of suitable space, by providing sponsorship, grants, space-related support, arrangements for discounted or pro-bono services and space, joint program delivery models, community engagement and advocacy and promotions for NPO needs.

<sup>65</sup> The City of Edmonton. Edmonton Non-profit Shared Space Feasibility Toolkit. Accessed June 5, 2018. [https://www.edmonton.ca/programs\\_services/documents/PDF/Non-profit-SharedSpace-Toolkit.pdf](https://www.edmonton.ca/programs_services/documents/PDF/Non-profit-SharedSpace-Toolkit.pdf)





**GRANTS AND FINANCIAL COUNSELLING** Support from financial institutions for NPO programs, services and operations can come in the form of community grants, financial sponsorship, financial literacy programs and reduced or nominal rates for services. There is an opportunity for financial institutions in Richmond to more strategically work with local community-based NPOs to increase their financial literacy, to develop Fund Development Plans and to access grants and sponsorship where available.

## 9. CONCLUSIONS

The Richmond Non-Profit Social Purpose Space Needs Review has done its best to assess social purpose non-profit organizations space needs in Richmond. RCSAC will inform NPOs on the results of the Review and with this, increase understanding of both the challenges and opportunities NPOs face in accessing secure, affordable and appropriate space. RCSAC also aims to conduct ongoing monitoring of NPO space needs and will work with its member NPOs to determine what strategies they can take in moving forward to address their challenges and build upon their strengths and assets.

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# APPENDIX B: SURVEY

## Introduction

### **Richmond Not-For-Profit Space Needs Review**

**We invite not-for-profit organizations (NPOs) based in Richmond and/or serving Richmond residents with social services to complete the Richmond NPO Space Needs Survey!**

Richmond is home to many NPOs that deliver essential social services to residents. NPOs depend on access to quality spaces that are affordable, located in appropriate neighbourhoods and secure.

The Richmond Community Services Advisory Committee, an advisory body to Richmond City Council on social, health and community matters, has launched a Richmond NPO Space Needs Review to understand the real estate needs and challenges affecting not-for-profits operating social services in Richmond and to guide planning and action for the future.

We need your help to understand your community, office, retail, and industrial space needs, challenges and opportunities so that we can build a clearer picture of social purpose real estate in Richmond. Social purpose real estate is any space/facility owned, rented and/or operated by non-profit/charitable organizations and social enterprises for the purpose of community benefit. Survey results will help the Committee provide advice regarding future policy development and make the case for supporting social purpose real estate in Richmond. Please help us by completing this survey and you will be entered to win a \$100 VISA card!

Please complete the survey by March 30, 2018.

## **Section 1: About Your Organization**

To start, we would like to learn about your organization and the populations you serve in Richmond to get a snapshot of current and future demand for your programs and services.

1. My organization's name is: \_\_\_\_\_
2. In case we need to verify or clarify any information, please provide your name and contact information:
  - ☐ Contact person: \_\_\_\_\_
  - ☐ Role/title: \_\_\_\_\_
  - ☐ Email address: \_\_\_\_\_
3. My organization is a: Check all that apply.
  - ☐ Registered not-for-profit
  - ☐ Registered charity
  - ☐ For-profit entity
  - ☐ For-profit social enterprise
  - ☐ Not sure
  - ☐ Other: \_\_\_\_\_
4. My organization primarily serves the following population(s) in Richmond: Check all that apply.

<input type="radio"/> Children	<input type="radio"/> Linguistic oriented group	<input type="radio"/> Individuals with substance use/misuse or addictions
<input type="radio"/> Youth	<input type="radio"/> Multicultural individuals	<input type="radio"/> Individuals and families with low income
<input type="radio"/> Families	<input type="radio"/> LGBTQ2 communities	<input type="radio"/> Survivors of abuse
<input type="radio"/> Seniors	<input type="radio"/> Individuals with disabilities	<input type="radio"/> People who are unemployed or precariously employed
<input type="radio"/> Immigrants/Refugees	<input type="radio"/> Individuals with mental health concerns	<input type="radio"/> General population
<input type="radio"/> Individuals experiencing homelessness	<input type="radio"/> Individuals with physical health concerns	<input type="radio"/> Other: _____
<input type="radio"/> Individuals experiencing housing challenges		
<input type="radio"/> Indigenous communities		
5. My organization primarily serves the following age range(s) of people in Richmond: Check all that apply.
  - ☐ Under 12 years old
  - ☐ 12-17 years old
  - ☐ 18-24 years old
  - ☐ 25-34 years old
  - ☐ 35-44 years old
  - ☐ 45-54 years old
  - ☐ 55-64 years old
  - ☐ 65-74 years old
  - ☐ 75 years or older
6. The majority of my organizations clients / users come from:
  - ☐ Specific neighbourhood(s) in Richmond (check all that apply on the map)

<input type="radio"/> Blundell	<input type="radio"/> City Centre	<input type="radio"/> Shellmont
<input type="radio"/> Bridgeport	<input type="radio"/> East Cambie	<input type="radio"/> Steveston
<input type="radio"/> Broadmoor	<input type="radio"/> East Richmond	<input type="radio"/> Thompson
<input type="radio"/> Sea Island	<input type="radio"/> Hamilton	<input type="radio"/> West Cambie
  - ☐ Richmond city-wide
  - ☐ Metro Vancouver

- ☐ Province-wide
  - ☐ Canada-wide
  - ☐ Not sure
7. My organization's main area(s) of focus in 2018 is:
- |   |  |
|---|--|
| <input type="radio"/> Advocacy              | <input type="radio"/> Environment              |
| <input type="radio"/> Arts and culture      | <input type="radio"/> Food Security            |
| <input type="radio"/> Child care            | <input type="radio"/> Health                   |
| <input type="radio"/> Youth                 | <input type="radio"/> Mental health/Addictions |
| <input type="radio"/> Women                 | <input type="radio"/> Housing                  |
| <input type="radio"/> Seniors               | <input type="radio"/> Homelessness             |
| <input type="radio"/> Families              | <input type="radio"/> Poverty reduction        |
| <input type="radio"/> Community development | <input type="radio"/> Human rights             |
| <input type="radio"/> Settlement services   | <input type="radio"/> Legal services           |
| <input type="radio"/> Education             | <input type="radio"/> Religion/Faith           |
| <input type="radio"/> Employment            | <input type="radio"/> Recreation/Sport         |
| <input type="radio"/> Training              | <input type="radio"/> Transportation/Mobility  |
| <input type="radio"/> Animal rights         | <input type="radio"/> Waste management         |
| <input type="radio"/> Energy                | <input type="radio"/> Other: ____              |
8. This fiscal year (April 1, 2017 to March 31, 2018), my organization will:
- ☐ Add programs or services (please explain why)
  - ☐ Expand programs or services (please explain why)
  - ☐ Remove programs or services (please explain why)
  - ☐ Reduce programs or services (please explain why)
  - ☐ Maintain programs or services (please explain why)
  - ☐ I don't know
9. This fiscal year (April 1, 2017 through to March 31, 2018), my organization will serve the following estimated number of clients or users in Richmond:
- ☐ 0 – 50
  - ☐ 51 – 100
  - ☐ 101 – 250
  - ☐ 251 – 500
  - ☐ 501 – 750
  - ☐ 751 – 999
  - ☐ 1,000 – 4,999
  - ☐ 5,000+
10. How important is it that my organization remains in Richmond?
- ☐ Very important
  - ☐ Somewhat important
  - ☐ Not very important
  - ☐ Not important at all
  - ☐ Not sure
  - ☐ Other (please explain)

## **Section 2: Human Resources**

Next, we want to understand your needs for personnel who serve Richmond (even if they also serve other areas), and how this impacts your space needs.

11. How many people work in all of my organization's community, office, retail and industrial spaces in an average week?

	NA	1-2	3-5	6-10	11-20	21-50	51-100	Other
Full-time employees	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Part-time employees (less than 30 hours/week)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Contract workers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Volunteers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____

12. What percentage of full time and part time employees work in an average week:

- a. On site?
  - ☐ 0 – 25%
  - ☐ 26 – 50%
  - ☐ 51 – 75%
  - ☐ 76 – 100%
- b. From home because there is no room on site and not out of choice?
  - ☐ 0 – 25%
  - ☐ 26 – 50%
  - ☐ 51 – 75%
  - ☐ 76 – 100%

13. Number of employees and volunteers who may be working with my organization over the next 5 - 10 years will:

- ☐ Increase
- ☐ Decrease
- ☐ Stay the same
- ☐ Not sure

### **Section 3: Space Needs**

Next, we want to understand your organization's current space needs in Richmond. This will help us compile an inventory of NPO space demands in Richmond.

14. My organization operates the following number of sites (properties/units) in Richmond?  
\_\_\_\_\_
15. (If you answered none to the previous question), my organization wants to operate sites out of Richmond in the next 5 – 10 years?  
☐ Yes. How many: \_\_\_\_\_  
☐ No  
☐ Maybe  
☐ I don't know
16. My organizations current or future Richmond premises are or will be our:  
☐ Sole location(s)  
☐ Primary space or head office  
☐ Branch/satellite office(s)
17. Do you currently share space with another organization in Richmond?  
☐ Yes  
☐ No
18. Please fill in the following information for each space your organization occupies in Richmond (including any shared community space that you use and excluding housing sites and child care facilities).

	Site #
<b>Address:</b>	
<b>Size:</b> What is the approximate size in total square footage of this space (excluding parking, housing sites and child care facilities)?	
<b>Space type:</b> My organization would describe this space as:	<input type="radio"/> Office building <input type="radio"/> Commercial/retail <input type="radio"/> Religious building (e.g., church, mosque, temple) <input type="radio"/> Public/community facility <input type="radio"/> Institutional building (e.g., school, college, hospital) <input type="radio"/> Light industrial/warehouse <input type="radio"/> Heavy industrial / production <input type="radio"/> Multi-use building <input type="radio"/> Co-work/shared space <input type="radio"/> Home office <input type="radio"/> Do not have dedicated space <input type="radio"/> Other: _____
<b>Satisfaction:</b> How much does this space meet my organizational needs?	<input type="radio"/> Very satisfactory <input type="radio"/> Somewhat satisfactory <input type="radio"/> Neutral <input type="radio"/> Not very satisfactory <input type="radio"/> Not at all satisfactory
<b>Tenure:</b> What type of tenure does my organization have?	<input type="radio"/> Owns <input type="radio"/> Rents from government <input type="radio"/> Rents from the private sector <input type="radio"/> Leases from government <input type="radio"/> Leases from the private sector <input type="radio"/> Sub-leases from another organization <input type="radio"/> Pays below-market rates <input type="radio"/> Uses space that is subsidized



<p><b>Security:</b> How secure is my organizations space for the next 5 - 10 years (i.e. confidence in ability to renew lease or maintain space)?</p>	<ul style="list-style-type: none"> <li><input type="radio"/> Uses space that is donated at no cost</li> <li><input type="radio"/> Other: _____</li> <li><input type="radio"/> Very secure</li> <li><input type="radio"/> Somewhat secure</li> <li><input type="radio"/> Not very secure</li> <li><input type="radio"/> Not secure at all</li> <li><input type="radio"/> Not sure</li> </ul>
<p><b>Security:</b> Does my organization need to move in the coming years?</p>	<ul style="list-style-type: none"> <li><input type="radio"/> Yes, within the next 2 years</li> <li><input type="radio"/> Yes, within the next 5 years</li> <li><input type="radio"/> Yes, within the next 10 years</li> <li><input type="radio"/> Yes, in over 10 years</li> <li><input type="radio"/> No, we will not need to move</li> <li><input type="radio"/> Not sure</li> </ul>
<p><b>Security:</b> If yes, why will my organization need to move in the coming years?</p>	<ul style="list-style-type: none"> <li><input type="radio"/> Adding/expanding/growing programs and services</li> <li><input type="radio"/> Reducing/removing programs or services</li> <li><input type="radio"/> Changing location and needs of clients/users</li> <li><input type="radio"/> Rental/lease expiration</li> <li><input type="radio"/> Financing</li> <li><input type="radio"/> Other: _____</li> </ul>
<p><b>If lease/rent,</b> my organizations average total monthly total costs are:</p>	<ul style="list-style-type: none"> <li><input type="radio"/> Can provide total only: _____</li> <li><input type="radio"/> Can provide breakout: <ul style="list-style-type: none"> <li><input type="radio"/> Base rent or lease payment: _____</li> <li><input type="radio"/> Utilities (excluding phone, cable, security, cleaning): _____</li> <li><input type="radio"/> Maintenance: _____</li> <li><input type="radio"/> Taxes: _____</li> <li><input type="radio"/> Facility reserve funds: _____</li> <li><input type="radio"/> All-in rent: _____</li> </ul> </li> </ul>
<p><b>If lease/rent,</b> the term/length of my organizations lease/rental agreement is:</p>	<ul style="list-style-type: none"> <li><input type="radio"/> No written rental agreement</li> <li><input type="radio"/> Month-to-month</li> <li><input type="radio"/> Less than a year</li> <li><input type="radio"/> Between 1 and up to 2 years</li> <li><input type="radio"/> Between 2 and 5 years</li> <li><input type="radio"/> Between 5 and 10 years</li> <li><input type="radio"/> More than 10 years</li> <li><input type="radio"/> Not applicable</li> <li><input type="radio"/> Other: _____</li> </ul>
<p><b>If lease/rent,</b> my organizations agreement terms or restrictions are: (such as a redevelopment clause, limited operating hours, demolition clause etc.)? (Optional)</p>	
<p><b>If own,</b> my organizations monthly expenses (including mortgage payment) are on average:</p>	<ul style="list-style-type: none"> <li><input type="radio"/> Can provide total only: _____</li> <li><input type="radio"/> Can provide breakout: <ul style="list-style-type: none"> <li><input type="radio"/> Mortgage payment: _____</li> <li><input type="radio"/> Utilities (excluding phone, cable, security, cleaning): _____</li> <li><input type="radio"/> Maintenance: _____</li> <li><input type="radio"/> Taxes: _____</li> <li><input type="radio"/> Facility reserve funds: _____</li> <li><input type="radio"/> Total monthly costs: _____</li> </ul> </li> </ul>

19. My organizations current space (or lack of space) has limited or inhibited our ability to offer programs and services:
- ☐ Yes. \_\_\_\_\_ (please explain)
  - ☐ No

20. If owning, my organization would consider redeveloping any of our sites to better meet our needs?
- ☐ Yes
  - ☐ No
  - ☐ Maybe
21. Within the next 5 - 10 years, my organization's space will need to:
- ☐ Decrease
  - ☐ Stay the same
  - ☐ Expand (increase space)
  - ☐ Add (an additional location in Richmond)
  - ☐ Relocate to same sized premise
  - ☐ Relocate to larger premises (it is not possible to expand at current site)
22. If my organization has plans to grow its space in the next 5 - 10 years, why and how much additional space is needed (provide estimated number of sites and square footage per site)?
23. If relocating or opening another premise is necessary in the future, my organization will need the following number of sites:
- ☐ Dedicated space: \_\_\_\_\_
  - ☐ Shared space: \_\_\_\_\_
  - ☐ Not applicable
24. In a future move or expansion, my organization would consider:
- ☐ Buying a single building space for your own organization
  - ☐ Buying a space within a multi-tenant building
  - ☐ Renting / leasing a single building space for your own organization
  - ☐ Renting / leasing a space within a multi-tenant building
  - ☐ Co-locating with other organizations
  - ☐ Co-working / community spaces
  - ☐ Locating in a community hub
  - ☐ None of these
25. If relocating or opening another premise is necessary in the future, my organization would want to be in:
- |                                     |   |
|-------------------------------------|---|
| <input type="radio"/> Blundell      | <input type="radio"/> Shellmont               |
| <input type="radio"/> Bridgeport    | <input type="radio"/> Steveston               |
| <input type="radio"/> Broadmoor     | <input type="radio"/> Thompson                |
| <input type="radio"/> City Centre   | <input type="radio"/> West Cambie             |
| <input type="radio"/> East Cambie   | <input type="radio"/> Outside Richmond        |
| <input type="radio"/> East Richmond | <input type="radio"/> Outside Metro Vancouver |
| <input type="radio"/> Hamilton      | <input type="radio"/> None of these           |
26. The type(s) of space my organization will need in the future are:
- |   |   |
|---|---|
| <input type="radio"/> Waiting room/reception            | <input type="radio"/> Meeting rooms                         |
| <input type="radio"/> Open offices                      | <input type="radio"/> Staff/lunch rooms                     |
| <input type="radio"/> Private offices                   | <input type="radio"/> Kitchen                               |
| <input type="radio"/> Space to store confidential files | <input type="radio"/> Program space                         |
| <input type="radio"/> Space for printing/photocopying   | <input type="radio"/> Gallery / exhibition space            |
| <input type="radio"/> Mail room                         | <input type="radio"/> On-site daycare                       |
| <input type="radio"/> Purchasing room                   | <input type="radio"/> Technical support space               |
| <input type="radio"/> Board rooms                       | <input type="radio"/> Outdoor space (e.g., play area, park) |
| <input type="radio"/> Multi-purpose / activity rooms    | <input type="radio"/> Warehouses                            |
| <input type="radio"/> Workshop / training rooms         |   |

- ☐ Storage rooms
- ☐ Car parking
- ☐ Bike parking
- ☐ Pick-up / drop-off space
- ☐ Other: \_\_\_\_\_

27. Please rank the most important factors my organization considers when choosing space.

Consideration	Not considered	Not very important	Neutral	Important	Very important
Location	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Proximity to clients/users	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Proximity to related organizations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Proximity to personnel	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Signage/ branding potential	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Features of space	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Parking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Proximity to transit	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cycling access and facilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Accessibility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ground floor access and space	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Secure or long-term leasing agreement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Landlord flexibility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rent rates	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to vacate / exit	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Exclusive use of premise	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to share premises with other organizations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Adequate size of space	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Child friendly space	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
24 hour access to premises	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Length of commitment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Availability for purchase	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Availability for lease	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dedicated outdoor space	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kitchen / food space	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

28. The major building components, features or amenities that are important to my organization that we do not currently have access to are: (max. 200 characters) \_\_\_\_\_

#### **Section 4: Finances**

Next, we want to learn about your organization's financial situation to understand your ability to sustain your current space needs, and to consider expanding into new spaces.

29. This fiscal year (April 1, 2017 to March 31, 2018), my organization has to work with the following approximate budget:
- ☐ Less than \$250K
  - ☐ \$250K - \$500K
  - ☐ \$500K - \$750K
  - ☐ \$750K - \$1M
  - ☐ \$1M - \$2.5M
  - ☐ \$2.5M - \$5M
  - ☐ \$5M - \$7.5M
  - ☐ \$7.5M+
30. This fiscal year (April 1, 2017 to March 31, 2018), my organizations total annual expenses/operating costs are: \_\_\_\_\_
31. The approximate per cent of my organization's annual expenses/operating costs go towards the following (fill in what you can):
- ☐ Mortgage \_\_\_\_\_
  - ☐ Rent / Lease \_\_\_\_\_
  - ☐ Building Maintenance \_\_\_\_\_
  - ☐ Building Renovations \_\_\_\_\_
  - ☐ Property Taxes \_\_\_\_\_
  - ☐ Capital Expenditures \_\_\_\_\_
32. My organization is currently paying more / less or the right amount for space relative to what we can afford?
- ☐ More
  - ☐ Less
  - ☐ Right amount
33. My organizations maximum monthly cost that we can afford and could spend on space-related costs is: (this could be triple-net rent, all-in rent or total costs including mortgage payment, utilities, maintenance, and taxes) \_\_\_\_\_

## **Section 5: Challenges & Opportunities**

Lastly, we want your help identifying key challenges and opportunities to the delivery of affordable, appropriate, accessible and secure space for social service NPO's in Richmond.

34. The main challenges my organization faces in securing affordable and suitable space are: (max. 200 characters) \_\_\_\_\_
35. The strategies or approaches my organization is planning to undertake in the next 5-10 years to respond to space challenges are: (max. 200 characters) \_\_\_\_\_
36. The opportunities my organization is interested in exploring associated with securing or maintaining space in the next 5 - 10 years are: (check all that apply)
- ☐ Strategic planning within my organization
  - ☐ Planning to co-locate with other organizations
  - ☐ Networking with planners, potential funders, potential space providers, developers, other NPO's and so on.
  - ☐ Researching social purpose real estate
  - ☐ Building knowledge, resources and capacity to secure space (such as with site selections, capital investment plans, due diligence, management approaches, decisions about tenure, and maintenance schedules). (please explain)
  - ☐ Advising regarding policy development (such as land use policies and regulations, social development infrastructure plans, municipal community amenity contribution zoning and density bonus policies, tax structures, set-asides for not-for-profits in commercial developments, not-for-profit enterprise zones etc.). (please explain)
  - ☐ Seeking financing and funding (such as grants, property tax exemptions, low-interest loans and assistance on raising funds and purchasing space). (please explain)
  - ☐ Generating more revenue for space (such as through finding new donors, fundraising, and improving capital campaigning). (please explain)
  - ☐ Increasing the number of public facilities, institutional spaces and community-owned assets and shared spaces in Richmond. (please explain)
  - ☐ None of the above
  - ☐ Other: \_\_\_\_\_
37. The main suggestions my organization has for funders, advocacy groups and/or governments to assist us in achieving affordable, suitable and secure space are: (max. 200 characters and optional) \_\_\_\_\_



## APPENDIX C: SURVEY SUMMARY TABLES

My organization is a .. (check all that apply)		
Registered Not-for-profit	32	82%
Registered Charity	28	72%
Other	1	3%

My organization primarily serves the following population(s) in Richmond (check all that apply)		
Linguistic oriented group	4	10%
Other	4	10%
Individuals experiencing housing challenges	10	26%
Survivors of Abuse	10	26%
Individuals experiencing homelessness	11	28%
Individuals with substance use/misuse or addiction	11	28%
Indigenous communities	12	31%
LGBTQ2 communities	12	31%
Individuals and families with low income	12	31%
Individuals with physical health concerns	13	33%
People who are unemployed or precariously employed	13	33%
Immigrant Refugees	15	38%
Multicultural individuals	15	38%
General population	17	44%
Seniors	18	46%
Individuals with disabilities	18	46%
Individuals with mental health concerns	18	46%
Youth	19	49%
Children	23	59%
Families	25	64%

My organization primarily serves the following age range(s) of people in Richmond (check all that apply)		
10 and under	23	59%
11-19	29	74%
20-29	32	82%
30-39	33	85%
40-49	33	85%
50-59	33	85%
60-69	32	82%
70+	27	69%
All	14	36%

Most of my organizations clients/users geographically live/commute from		
Richmond citywide	33	85%
Metro Vancouver	10	26%
Specific Neighbourhoods in Richmond	3	8%
Province-wide	2	5%
Canada-wide	2	5%
I dont know	1	3%

Check all that apply	
Blundell	2
Bridgeport	2
Broadmoore	2
Sea Island	2
City Centre	2
East Cambie	3
East Richmond	2
Hamilton	2
Shellmont	2
Steveston	2
Thompson	2
West Cambie	2

My organization's main area(s) of focus in 2018 are (check all that apply)		
Transportation & Mobility	1	3%
Religion/Faith	1	3%
Legal services	3	8%
Arts and culture	3	8%
Human rights	4	10%
Settlement services	5	13%
Recreation/Sport	5	13%
Poverty reduction	5	13%
Food security	5	13%
Child care	6	15%
Education	7	18%
Other	8	21%
Housing	8	21%
Homelessness	8	21%
Women	10	26%
Training	10	26%
Employment	10	26%
Community development	10	26%
Advocacy	10	26%
Mental health & Addictions	11	28%
Seniors	12	31%
Health	12	31%
Youth	14	36%
Families	19	49%

This fiscal year (April 1, 2017 to March 31, 2018) my organization has/will:		
Add programs or services	9	23%
Expand programs or services	10	26%
Maintain programs or services	19	49%
I dont know	1	3%

This fiscal year (April 1, 2017 through to March 31, 2018), my organization has / will serve the following estimated number of clients or users in Richmond		
# Clients / Users	Org. #	% Respondents
0-50	1	3%
51-100	5	13%
101-250	4	10%
251-500	8	21%
751-999	1	3%
1000-4999	11	28%
5000+	8	21%
I dont know	1	3%

How important is it that my organization remains in Richmond	
Very important	35
Somewhat important	3
Other	1

**The approximate percentage of my organization's annual expenses and operating costs go towards the following (check all that apply and then fill out amounts in the fields that appear below):**

Rent or Lease	24%
Building Maintenance	10%
I don't know	8%
Building Renovations	5%
Mortgage	3%
Property Taxes	4%
Capital Expenditures	4%

**My organization is currently paying more / less or the right amount for space relative to what we can afford?**

Right amount	28
More	7
I don't know	3
Less	1

**This fiscal year (April 1, 2017 to March 31, 2018), my organization has / will work with the following approximate budget:**

Less than 250K	10
250K - 500K	3
500K - 750K	4
750K - 1M	3
1M - 2.5M	9
2.5M- 5M	2
7.5M +	5
I don't know	2

The opportunities my organization is interested in exploring associated with securing or maintaining space in the next 5 to 10 years are (check all that apply):		
Other	1	3%
I don't know	5	13%
Increasing the number of public facilities, institutional spaces and community owned assets and shared spaces in Richmond	11	28%
Building knowledge resources and capacity to secure space	12	31%
Advising regarding policy development such as land use policies, community amenity contribution zoning and density bonus policies tax structures set aside for NPOs	12	31%
Researching social purpose real estate	13	33%
Strategic planning within my organization	17	44%
Planning to co-locate with other organizations	18	46%
Seeking financing and funding such as grants, property tax exemptions, low interest loans and assistance on raising funds and purchasing space	18	46%
Generating more revenue for space such as through finding new donors, fundraising and improving capital campaigning	20	51%
Networking with planners, potential funders, potential space providers, developers and other NPOs	25	64%

*If you answered none to the previous question. My organization wants to operate sites in Richmond in the next 5 to 10 years		
Yes	6	55%
No	2	18%
Maybe	2	18%
I don't know	1	9%

Number of sites in Richmond		
0 sites	5	13%
1 site	18	46%
2 sites	9	23%
3 to 10 sites	7	18%



My organization currently shares space with another organization in Richmond		
Yes	18	47%
No	20	53%

My organization's current or future Richmond premises are or will be our:		
Sole locations	15	39%
Primary space or head office	12	32%
Branch/satellite offices	8	21%
I don't know	1	3%
Other	2	5%

Space type: My organization would describe this space as:		
Other	3	8%
Home office	1	3%
Commercial building	2	5%
Institutional building	2	5%
Co-work or shared space	2	5%
Do not have dedicated space	2	5%
Religious building	3	8%
Public or community facility	17	44%
Multiuse building	11	28%
Office building	13	33%
Light industrial or warehouse	1	3%

Satisfaction: How much does this space meet my organization's needs?		
Very satisfied	8	22%
Somewhat satisfied	18	50%
Neutral	1	3%
Not very satisfied	9	25%

Tenure: What type of tenure does my organization have?		
Uses space that is subsidized	1	3%
Rents from government	2	5%
Leases from government	2	5%
Other	2	5%
Rents from the private sector	3	8%
Subleases from another organization	3	8%
Pays below market rates	3	8%
Owns	4	10%
Leases from the private sector	7	18%
Uses space that is donated at no cost	9	23%

Security: How secure is my organization's space for the next 5 to 10 years (i.e. confidence in ability to renew lease or maintain space)?		
Very secure	13	35%
Somewhat secure	13	35%
Not very secure	3	8%
Not secure at all	4	11%
I dont know	4	11%

<b>Security: Does my organization need to move in the coming years?</b>		
Within the next 2 years	6	16%
Within the next 5 years	2	5%
Within the next 10 years	1	3%
We will not need to move	15	41%
I don't know	13	35%

<b>Security: If yes, why will my organization need to move in the coming years?</b>		
Adding/expanding/growing programs and services	5	26%
Reducing/removing programs or services	1	5%
Changing location and needs of clients and users	1	5%
Rental/lease expiration	5	26%
Financing	1	5%
I don't know	1	5%
Other	5	26%

If Leasing/Renting: The term/length of my organization's lease/rental agreement is:		
Other	2	7%
Less than a year	2	7%
Between 5 and 10 years	2	7%
More than 10 years	2	7%
Not applicable	2	7%
Month to month	2	7%
Between 2 and 5 years	6	22%
Between 1 and up to 2 years	9	33%

My organization's current space (or lack of space) has limited or inhibited our ability to offer programs and services:		
Yes	24	62%
No	15	38%

If owning, my organization would consider redeveloping any of our sites to better meet our needs?		
Yes	7	39%
No	4	22%
Possibly	3	17%
I don't know	3	17%
Other	1	6%

Total ownership costs		
\$10,000.00 - \$19,999.00	1	20%
\$20,000.00 - \$29,999.00	2	40%
30,000.00 +	2	40%

Total monthly lease/rental costs		
\$0 - \$999.00	5	18%
\$1000.00 - 1999.00	6	21%
\$2,000.00 - \$4,999.00	5	18%
\$5,000.00 - \$9,999.00	6	21%
\$10,000 +	6	21%

Approximate Size of Organizations Space		
0 - 999 sq ft	20	34%
1000 - 1999 sq ft	5	9%
2000 - 2999 sq ft	12	21%
3000 - 3999 sq ft	4	7%
4000 - 4999 sq ft	6	10%
5000 - 9999 sq ft	6	10%
10,000 + sq ft	5	9%

Within the next 5 to 10 years, my organization's space will need to:		
Expand/increase space	11	28%
Stay the same	11	28%
I don't know	6	15%
Add an additional location in Richmond	5	13%
Relocate to larger premises it is not possible to expand at current site	4	10%
Relocate to same size	2	5%

In a future move or expansion, my organization would consider:		
Renting or leasing a space within a multitenant building	6	15%
Co-locating with other organizations	6	15%
Locating in a community hub	6	15%
I don't know	6	15%
None of these	4	10%
Buying a single building space for my own organization	3	8%
Coworking community spaces	3	8%
Other	3	8%



If relocating or opening another premise is necessary in the future, my organization would ideally be located in (check all that apply):		
Other	1	3%
Outside Richmond	1	3%
None of these	1	3%
Hamilton	1	3%
Outside Metro Vancouver	2	5%
Broadmoor	4	10%
East Cambie	4	10%
East Richmond	4	10%
Shellmont	4	10%
Thompson	5	13%
Blundell	6	15%
West Cambie	6	15%
Steveston	7	18%
I don't know	7	18%
Bridgeport	8	21%
City Centre	27	69%

The type(s) of space my organization will need in the future is / are (check all that apply):		
Warehouses	2	5%
Onsite daycare	3	8%
I don't know	3	8%
Other	4	10%
Gallery/exhibition space	4	10%
Mail room	4	10%
Technical support space	6	15%
Pickup/drop-off space	9	23%
Outdoor space (e.g. play area park)	11	28%
Bike parking	14	36%
Waiting room/reception	16	41%
Boardrooms	16	41%
Storage rooms	16	41%
Open offices	17	44%
Kitchen	17	44%
Staff/lunch rooms	19	49%
Meeting rooms	21	54%
Space to store confidential files	23	59%
Program space	23	59%
Car parking	24	62%
Private offices	25	64%
Space for printing/photocopying	25	64%
Workshop/training rooms	26	67%
Multi-purpose activity rooms	29	74%

The most important factors my organization considers when choosing space are (please rank):				
	Location	Proximity to clients/users	Proximity to related organizations	Proximity to personnel
I don't know	1	1	1	1
Not considered	0	0	0	2
Very important	28	28	12	4
Important	9	5	13	13
Neutral	0	3	10	13
Not important	0	2	2	3
Not very important	0	0	1	2

The most important factors my organization considers when choosing space are (please rank):						
	Signage/ branding potential	Features of space	Parking	Proximity to transit	Cycling access and facilities	Accessi bility
I don't know	1	2	1	1	1	1
Not considered	2	0	0	0	1	0
Very important	6	21	18	28	5	28
Important	10	15	16	9	13	8
Neutral	11	1	2	1	14	1
Not important	5	0	2	0	4	1
Not very important	3	0	0	0	0	0

The most important factors my organization considers when choosing space are (please rank):					
	Ground floor access and space	Secure/long-term leasing agreement	Landlord flexibility	Rent rates	Ability to vacate/exit
I don't know	1	1	1	1	1
Not considered	0	3	4	3	3
Very important	15	19	13	26	8
Important	11	13	15	6	12
Neutral	10	2	5	3	12
Not important	2	0	0	0	2
Not very important	0	1	1	0	1

The most important factors my organization considers when choosing space are (please rank):					
	Ability to share premises with other organizations	Adequate size of space	Child friendly space	24 hour access to premises	Length of commitment
I don't know	1	1	1	1	1
Not considered	1	1	4	1	1
Very important	3	24	11	6	13
Important	15	13	13	13	20
Neutral	13	0	6	10	4
Not important	4	0	2	4	0
Not very important	2	0	2	4	0

The most important factors my organization considers when choosing space are (please rank):				
	Availability for purchase	Availability for lease	Dedicated outdoor space	Kitchen/food space
I don't know	1	1	1	1
Not considered	7	4	2	1
Very important	5	10	6	13
Important	6	14	9	15
Neutral	10	9	13	7
Not important	7	0	4	0
Not very important	3	1	4	2

## RCSAC Recommendations Summary Tables

### A. RCSAC Recommendations for Non-Profits

Recommendation Summary	Non-Profit Approaches	Staff Comments
<b>1. Revenue and Fund Development Planning:</b> Fundraising, capital campaigning, donor relationships, social enterprise	Non-profits will continue to pursue opportunities and the RCSAC will seek opportunities to expand member capacity.	Staff will support RCSAC initiatives.
<b>2. Data collection and database:</b> Reliable data to be collected over time to monitor space needs	The RCSAC will prepare and analyze a biannual space needs survey and all social purpose non-profits will be encouraged to participate.	Staff will support the RCSAC by seeking to host the bi-annual survey on Let's Talk Richmond that will form the basis of a space needs database.
<b>3. Building Knowledge, Resources and Capacity:</b> Learning more about real estate basics (e.g. calculating occupied space, determining payment per sq. ft., rental/lease agreement type)	The RCSAC will help members become more knowledgeable about real estate basics and encourage information sharing.	Staff have joined the Social Purpose Real Estate Collective which helps to build non-profit capacity and will provide information about resources to the RCSAC.
<b>4. Developing Partnerships:</b> Partnering to advocate; to create and deliver tools; increase leasing and renting opportunities; increasing community-owned assets and shared spaces	Non-profits will continue to develop partnerships. The RCSAC will support the development of partnerships through networking and knowledge building opportunities.	Staff will support partnerships by providing information about City processes and opportunities as they arise.
<b>5. Co-location:</b> Most respondents require more space, particularly meeting rooms, staff rooms and flex program rooms; increased co-locations and hubs would help; initiate information sharing or collaboration among those interested in co-location	Non-profits will seek opportunities to co-locate and share information about available space as opportunities arise.	Staff will continue to work with the Richmond Caring Place Society on their expansion plans and support other co-location opportunities that may arise.
<b>6. Non-Profit Ownership:</b> Purchasing a building for use as a multi-tenant non-profit centre, which may be operated by a new non-profit corporation	Non-profits will explore ownership as an avenue to establish new multi-tenant hubs, including establishing a third-party society to operate the centre.	Staff will support the Richmond Caring Place expansion plans and other feasible proposals that follow this model.



## B. RCSAC Recommendations for the City of Richmond

Recommendation Summary	City Approaches	Staff Comments
<b>1. Social Development Plans:</b> Prepare a social development plan that specifically addresses non-profit space needs including clear goals, targets and strategies	Social Development Strategy (SDS) Actions 29, 30, 31 and 32 address non-profit space needs.	SDS Action 30 - developing and maintaining a database on non-profit space needs is underway and staff recommend its continuance. Additional SDS Actions may be considered following further exploration of existing opportunities to accommodate agencies.
<b>2. Development Plans and Regulations:</b> Update the OCP and neighbourhood plans to proactively create space for non-profits (e.g. in the City Centre Area Plan)	While not a stated purpose, CCAP Implementation Policies (Attachment 5) provide the City with the option of identifying agency space as a community amenity use under specific circumstances.	Although there are no specific implementation tools for non-profit agency space, opportunities do exist within the CCAP to secure space for non-profit agencies.
<b>3. Municipal Grant Programs:</b> Consider adding or integrating social purpose real estate into the respective grant programs	SDS Action 39 proposes reviewing the City Grant Program to make improvements as required. No grants are currently provided for capital expenditures.	While not part of a grant program, the City supports social service agencies through below-market and nominal lease payments on a case-by-case basis.
<b>4. Community Amenity Contribution or Density Bonusing Policies:</b> Updating or developing new policy so that community amenity contributions include social purpose facilities or space; establish contributions from major rezonings to be allocated to establish social purpose space in public or private developments or site acquisition; develop social purpose space guidelines to ensure standards are met	As indicated above, while not a stated purpose, CCAP Implementation Policies (Attachment 5) provide the City with the option of identifying agency space as a community amenity use under specific circumstances.	Existing CCAP policy tools may be used to help secure non-profit office and program space. Other options may also be explored (e.g. in affordable housing developments and early childhood development hubs, through voluntary developer contributions).
<b>5. Update Tax Exemptions:</b> Clarify and streamline the tax exemption process; consider tax receipts in lieu of below-market rents, tax deferral and forgiveness	The City's Property Tax Exemption Policy describes eligibility criteria for permissive property tax exemptions as stated in the Community Charter. Non-profit societies leasing City-owned properties are eligible to apply for exemption.	Finance staff attended a RCSAC meeting to explain the Property Tax Exemption Policy and explained that the Community Charter does not give municipalities the authority for tax deferral or forgiveness.

Recommendation Summary	City Approaches	Staff Comments
<b>6. Use of Public Space and Facilities:</b> Create clear policies re: establishing a lease grant program that rents City-owned or school district land and spaces to eligible agencies at significantly reduced rates; leasing community facilities; providing additional support for co-location and hubs	See #3 above regarding lease grants on City-owned properties; non-profits would need to approach the Richmond School District regarding their properties.	The RCSAC has been provided with information about the Richmond School District Long Range Facilities Plan and opportunities to provide stakeholder input. Staff will continue to stay apprised of Richmond Caring Place expansion plans and other co-location opportunities.

### C. RCSAC Recommendations for the Private Sector

Recommendation Summary	Private Sector Approaches	Staff Comments
<b>1. Co-location or Shared Space:</b> A building owner would lease to an anchor tenant who would sublease to tenant organizations	Non-profits will continue to seek co-location opportunities through the private sector whereby an anchor tenant would sublease to other non-profits.	Staff have provided information about Spacelist to the RCSAC to assist with private market searches.
<b>2. Partnerships between NPO and Business:</b> Increasing supply of available space, sponsorship, grants, space supports, discounted or pro-bono services; advocacy and promotions	Non-profits will approach businesses to provide sponsorship, grants, space supports, discounted or pro-bono services.	Staff will inform the RCSAC about opportunities that may come to the City's attention.
<b>3. Grants and Financial Counselling:</b> Support from financial institutions in the form of grants, sponsorship, rate reductions and financial literacy programs	Members will seek support from financial institutions in the form of grants, sponsorships, rate reductions and financial literacy programs.	Staff will provide the RCSAC with relevant information brought forward by the Social Purpose Real Estate Collective.

## 2.8.2(c) Community Service Hubs

Ensuring that all residents, regardless of age, ability, income and cultural background, have access to community services is key to village livability. Suitable and affordable space will be required by community service agencies as the population grows.

Community service hubs involve the co-location of two or more compatible community services to better serve the needs of residents while strengthening the capacity of participating agencies.

Community service hubs may target specific populations or mandates (e.g., early childhood, youth, seniors) or provide services to a wide spectrum of community members. A range of spatial and governance models exist.

### Challenges/Opportunities

The cost of leasing/purchasing land and facilities is beyond the financial reach of many community service organizations. The City and other stakeholders need to work together to ensure that suitable space is available for community services as the population grows. The hub model maximizes use of land/facilities, while minimizing capital/operating costs and improving service to residents.

### Proposed Strategy

- Encourage amenity space in new City centre development to lease space to non-profit agencies, giving priority to co-located services.
- Co-locate community services in civic and other public sector facilities.

Community Service Hubs may be located in a range of neighbourhoods and take a variety of forms to suit the surrounding community. Photos and descriptions of existing community service hubs are found below.



#### Examples in Richmond:

1. Located in Community Agencies: At Richmond Family Place, a variety of social service and statutory agencies provide early childhood and family support programs. Shared office and program space is provided;
2. Located in Schools: The Grauer Early Learning Centre is a school-community partnership initiated by Richmond Children First (MCFD) and the School District whereby services to pre-school children and their families are offered in existing facilities;
3. Located in Civic Land/Facilities: Richmond Caring Place, a purpose-built stand alone facility, houses a range of community service agencies that share amenities on City land. Hamilton School and Community Centre is a joint use facility that also provides program space to community agencies and the Richmond Public Library.

#### Examples in other municipalities:

4. Neighbourhood Houses, Greater Vancouver: Neighbourhood Houses typically offer a range of programs through partnerships with service providers (e.g., child care, family support, immigrant settlement, social and recreational opportunities);
5. John Braithwaite Community Centre, City of North Vancouver: A partnership among the City of North Vancouver, North Vancouver Recreation Commission and North Shore Neighbourhood House that offers recreation, cultural and social programming in partnership with community agencies;
6. Early Years Centre, Surrey: This centre co-locates three early years (e.g., birth to 6 yrs.) services (e.g., child care and family) in a commercial facility leased by one of the non-profit service providers. Space is shared.

## City of Richmond

**POLICIES****2.8.1 Policy, Program & Investment Coordination**

- a) **Establish an Integrated City Centre Community Service Strategy**  
Support equitable community service access for the City Centre's diverse and changing population, including:
- policy and program consistency and coordination;
  - service delivery models tailored to meet the City Centre's special challenges and opportunities;
  - planning for a continuum of services, through the lives of the citizens, and across service providers.
- b) **Encourage a Continuum of Education Opportunities**  
Recognize the importance of life-long learning to the health and well-being of residents by supporting:
- the Richmond School District (No. 38) and its delivery of the provincial K-12 curriculum, together with extra-curricular activities and complementary services and programs (e.g., after-school care, adult education, ESL), including the support of school expansions and new facilities (e.g., form, size, location & implementation). The City will co-operate with the School Board in co-planning its schools and sports fields (e.g., a new elementary school, any surplus lands);
  - the establishment of the City Centre as a regional focus for post-secondary facilities and programs;
  - private schools and alternative education programs supportive of the City Centre, Richmond, and its residents.
- c) **Ensure that Richmond's Law & Community Safety Strategic Plan Meets the Needs of the City Centre**  
Ensure that Richmond's proposed Law and Community Safety Strategic Plan includes clear strategies and adequate resources for responding to the City Centre's emerging challenges, lifestyle objectives, and development considerations.

**2.8.2 Urban Development & Planning**

- a) **Encourage the Development of an Inclusive City Centre**  
Develop a compact, pedestrian- and transit-oriented, urban environment designed to:
- locate housing, jobs, parks, amenities, and services to enhance residents' proximity to daily needs;
  - enhance the ease of mobility and access to daily needs and services for all residents, regardless of age, aptitude or level of ability (e.g., via walking, scooter, transit, audible crossing signals);
  - incorporate "crime prevention through environmental design" (CPTED) strategies to enhance personal and property safety and security;
  - support institutions (e.g., educational, health, religious) seeking to locate or retain premises in the City Centre, and related uses that provide a community benefit, are consistent with neighbouring properties and have a complementary design to neighbouring uses.
- b) **Encourage the Timely & Cost-Effective Provision of Well-Located Childcare Facilities**  
Support the following facilities and programs (where permitted under Richmond's OCP airport noise sensitive development policy), through partnerships, development incentives, and the support of outside agencies:
- at least one childcare facility should be situated within each village centre (e.g., to be funded in whole or in part via developer contributions) (e.g., density bonusing or a reduction in the parking requirements may be considered);
  - one childcare facility is encouraged as part of any major City facility (e.g., community centre);
  - encourage out-of-school care for school-aged children in all City Centre elementary schools and/or in adjacent, private development (density bonusing may be considered in the latter case);
  - encourage additional facilities and programs as determined to be necessary based on up-to-date needs assessments and the advice of the Health Care Licensing authority.
- c) **Encourage the Establishment of "Community Service Hubs"**  
Explore opportunities to establish a multi-use, multi-agency community service "hub" in each of the City Centre's six village centres, designed to provide:
- convenient access to services and programs offering a range of tools, resources, and technical assistance;
  - a variety of new service delivery models;
  - multi-agency partnerships, coordination, co-location, cost sharing, and efficiencies;
  - a continuum of services, especially where this requires the coordination of multiple agencies (e.g., early childhood development, health and wellness).

**2.8.3 Intercultural Needs**

- a) **Support Intercultural Dialogue & Exchange**  
Encourage neighbourhoods, civic facilities, and programs that foster intercultural dialogue and understanding, and welcome and support new immigrants (e.g., promote intercultural activities).

**2.8.4 Community Involvement**

- a) **Explore Opportunities for Village-Based Community Involvement**  
Encourage village residents and stakeholders to create effective associations that promote community connectivity, pride and safety.

## City of Richmond

Bylaw 8035  
2012/07/16

n)	<b>Density Bonusing – Affordable Housing</b> In accordance with the Richmond Affordable Housing Strategy, the following density bonusing approach will be used for rezoning applications in the City Centre: <ul style="list-style-type: none"> <li>• Apartment and mixed use developments involving more than 80 residential units are to make available at least 5% of their total residential building area (or a minimum of 4 residential units) for affordable low end market rental housing. Note: Calculation on net area as per the Zoning Bylaw.</li> <li>• All townhouse developments and apartment or mixed use developments involving 80 or less residential units are to provide a cash contribution for affordable housing (currently \$2 per square foot for townhouse developments and \$4 per square foot for apartment or mixed use developments).</li> <li>• Single-family residential developments are to include an affordable low end market rental secondary suite or coach house on at least 50% of any lots being rezoned and subdivided or to provide a cash contribution for affordable housing (proposed to be \$1 per square foot for all new single-family residences).</li> <li>• Provide a cash contribution towards affordable housing only in Council approved special development circumstances, while continuing to meet the City's affordable housing policy requirements.</li> </ul>
o)	<b>Density Bonusing – Child Care</b> In addition to providing affordable housing, the density bonusing approach will be used to obtain child care as an amenity from rezoning applications in the following areas of the City Centre: Urban Core Transect (T6 area): <ul style="list-style-type: none"> <li>• 1% of the total residential building area for child care space; or</li> <li>• a cash contribution to the child care reserve fund (e.g., \$0.80 per total square foot).</li> </ul> Village Centre Bonus Map areas where aircraft noise sensitive land uses are not prohibited: <ul style="list-style-type: none"> <li>• 5% of the additional 1.0 FAR permitted for non-residential uses for child care space; or</li> <li>• a cash contribution to the child care reserve fund (e.g., \$4 per total square foot).</li> </ul>
p)	<b>Density Bonusing – Community Facility Instead of Child Care</b> In certain instances, the provision of child care space may not be the top priority. Staff will identify circumstances where the density bonusing approach should be used for community facilities (e.g., community centres, libraries) rather than child care. Council will approve any such arrangements. This being the case, the density bonusing approach will be used to obtain community facilities from rezoning applications in the following areas of the City Centre: Village Centre Bonus Map areas where aircraft noise sensitive land uses are not prohibited: <ul style="list-style-type: none"> <li>• 5% of the additional 1.0 FAR permitted for non-residential uses for community facility space; or</li> <li>• a cash contribution to the leisure statutory reserve fund (e.g., \$4 per total square foot).</li> </ul>
q)	<b>Density Bonusing – Community Benefit Items</b> The density bonusing approach will be used to obtain items that benefit both the developer and the City besides affordable housing, child care or community facilities from rezoning applications in the following areas of the City Centre: Village Centre Bonus Map areas where aircraft noise sensitive land uses are prohibited: <ul style="list-style-type: none"> <li>• 5% of the additional 1.0 FAR permitted for non-residential uses for the benefit of both the City and the developer (e.g., artist studios; heritage initiatives; etc.).</li> </ul>
r)	<b>Density Bonusing – Capstan Canada Line Station</b> The density bonusing approach will be used to obtain voluntary developer contributions towards funding of the future Canada Line station and related amenities within the Capstan Station Bonus area, including: <ul style="list-style-type: none"> <li>• cash contribution to the Capstan Station Reserve, as per the Richmond Zoning Bylaw;</li> <li>• publicly accessible areas secured for public park and related uses.</li> </ul> Council shall review the Capstan Station density bonus provisions in the Zoning Bylaw when approved development within the Bonus area approaches 3,250 dwelling units in consideration of, but not limited to, area capacity for additional dwelling units, sufficiency of proceeds to the Capstan Station Capital Reserve Fund, and other amenities that may be required in the Bonus area.
s)	<b>No Density Bonusing for Public Art</b> Public art will continue to be a voluntary program and will not be obtained through the density bonusing approach in the City Centre.
t)	<b>Downtown Commercial District (C7)</b> Variances to reduce the parking requirements in the Downtown Commercial District (C7) zone will be considered on a case-by-case basis by Council and will be reviewed in light of the various CCAP policies.
u)	<b>Community Planning</b> The City may use the negotiation of phased development agreements to obtain funds to assist with its community planning program (e.g., \$0.25 per square foot of total net building area in the City Centre).
<b>4.2 Phasing Strategy</b>	
a)	<b>Planning &amp; Development Priorities</b> The CCAP <i>Implementation Strategy</i> also identified guiding principles for phasing growth. Based on these principles, the fundamental planning and development priorities for the City Centre include the: <ul style="list-style-type: none"> <li>• establishment of high-density transit villages;</li> <li>• enhancement of the waterfront;</li> <li>• establishment of important transportation and utility improvements;</li> <li>• acquisition of well-located, highly used public parks and community facilities.</li> </ul>
b)	<b>Additional Studies &amp; Periodic Updates</b> The CCAP identifies a wide range of additional studies and periodic updates. Each City department will be responsible for leading and undertaking their studies and updates, and seek Council approval and funding to do so. Council will review and, if acceptable, approve study and update findings, and any required implementation funding. Such initiatives are subject to corporate priorities and approved budgets.

Bylaw 8837  
2012/03/12





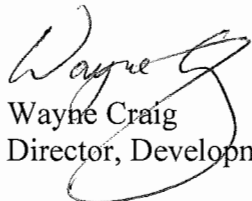
**To:** Planning Committee  
**From:** Wayne Craig  
Director, Development

**Date:** May 6, 2019  
**File:** RZ 17-794287

**Re:** Application by 1132865 BC Ltd for Rezoning at 7464, 7480, 7500, 7520, 7540, 7560/7580 and 7600 No. 1 Road from "Single Family Detached (RS1/E)" and "Two Unit Dwelling (RD1)" to "Medium Density Townhouse (RTM2)"

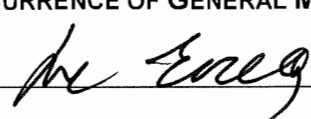
**Staff Recommendation**

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9983, for the rezoning of 7464, 7480, 7500, 7520, 7540, 7560/7580 and 7600 No. 1 Road from "Single Family Detached (RS1/E)" and "Two Unit Dwelling (RD1)" to "Medium Density Townhouse (RTM2)" to permit the development of 30 townhouse units, be introduced and given first reading.



Wayne Craig  
Director, Development

WC:db  
Att. 5

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Affordable Housing	<input checked="checked" type="checkbox"/>	



## Staff Report

### Origin

1132865 BC LTD has applied to the City of Richmond for the permission to rezone 7464, 7480, 7500, 7520, 7540, 7560/7580 and 7600 No. 1 Rd from “Single Family Detached (RS1/E)” and “Two Unit Dwelling (RD1)” to “Medium Density Townhouse (RTM2)” in order to construct 30 townhouse units on the consolidated property with access from No. 1 Road. The development proposal is for 18 three storey units in four separate buildings fronting onto No. 1 Road and another 12 two storey units in six buildings behind. The development will include three convertible units and three lock-off suites. A front-yard setback variance to No. 1 Road is requested to accommodate the proposed development and discussed later in this report.

### Findings of Fact

The development site will require the consolidation of seven properties comprising of six existing single family dwellings and one two family dwelling. The subject properties are located in the Seafair Planning Area between Granville Avenue and Blundell Road (see the location map in Attachment 1).

All of the subject properties are generally below the level of the fronting sidewalk with the front yards or driveways typically having a gentle downward slope from the public sidewalk. The lots are regular shaped and range in depth between 41.0 m (134.5 ft.) and 43.74 m (143.5 ft.) deep.

Conceptual Development Plans are provided in Attachment 2. A Development Application Data Sheet providing details about the development proposal is provided in Attachment 4.

### Subject Site Existing Housing Profile

The applicant has submitted a housing profile for each of the eight addressed properties. The submission indicates that all eight units are currently rented out. Seven of the addressed properties do not contain secondary suites. One half of the duplex unit (i.e. 7580 No. 1 Road) contains a rented unit on the main floor and a single two bedroom secondary suite in the upper floor of the structure.

### Surrounding Development

Surrounding Development is as follows:

- To the North and South: Large lot single family residential zoned “Single Detached (RS1/E)”.
- To the East: Behind four of the subject lots are three large lots zoned “Two-Unit Dwellings (RD1)” containing three duplex dwellings fronting Burton Avenue. To the east of the three remaining subject lots are three large single family residential lots zoned “Single Detached (RS1/E)” fronting Amundsen Place.

- To the West: Across No. 1 Road are three lots (7471, 7491 and 7531 No. 1 Road) zoned “Low Density Townhouses (RTL1)”. The lots vary in size from 0.18 ha (0.43 ac) to 2.28 ha (5.64 ac) in area. The dwellings are typically two storeys in height.

## **Related Policies & Studies**

### **Official Community Plan**

Under the Official Community Plan (OCP) (Bylaw 9000) the subject lots are designated as “Neighbourhood Residential” which, by definition, includes multiple family housing (specifically townhouses). The proposed development for 30 townhouse dwellings conforms to the OCP “Neighbourhood Residential” designation.

### **Arterial Road Policy**

The site is designated “Arterial Road Townhouse” in the City’s Arterial Road Housing Development Map. The proposed development complies with the Arterial Road Policy.

### **Floodplain Management Implementation Strategy**

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

## **Analysis**

### **Built Form and Architectural Character**

The proposed townhouses are proposed to be arranged in two, north-south rows with a central vehicle access between the rows. Eighteen units will front No. 1 Road arranged in four three-storey buildings with four to five units per building with pedestrian connections to the street frontage. The second row of townhouses are proposed to be arranged in six buildings with two dwellings each. All of these units will be two storeys in height and provide pedestrian access to the internal drive aisle.

The Conceptual Development Plans (Attachment 2) show the townhouses as flat roofed allowing them to be shorter in height than townhouses with peaked roofs. The three storey units fronting No. 1 Road are proposed to be 9.91 m (32.5 ft.) tall which will appear closer to a typical two storey (9 m (29.5 ft.)) structure and therefore generally in keeping with the heights of the houses in the area. No rooftop decks are included in the development proposal.

Three convertible units (units 10, 12, 14) and three 26.5 m<sup>2</sup> (285 ft<sup>2</sup>) studio lock-off suites (secondary suite in units 1, 22 and 30) are proposed in the project. The Rezoning Considerations (Attachment 5) include requirements for agreements to be registered on Title to ensure that no final Building Permit inspection is granted until the secondary suites are constructed on site and that the secondary suites cannot be stratified or otherwise held under separate Title.

The Conceptual Development Plans show both vertical differentiation between floors and structural articulation across the building elevations. Additionally, several units / buildings are

slightly stepped in / out to provide visual relief to the building placement. Exterior materials and colors will be refined through a separate Development Permit (DP 18-829236) application and associated design review.

#### Existing Legal Encumbrances

Two Covenants (BE293306 and BE293307) on the titles of 7560 and 7580 No. 1 Road restricting the use of these properties to one-family dwellings will be removed prior to Bylaw adoption. This is reflected in the Rezoning Considerations (Attachment 5).

Right of Ways for sanitary sewer run along the eastern (rear) property boundaries of all the properties. Based on Engineering staff's review, no changes are indicated to the existing sanitary Right of Ways as a result of the proposed development. No building construction is proposed within the Right of Way.

The Rezoning Considerations (Attachment 5) include a requirement that Plan Strata Plan NW381 associated with 7560 and 7580 No. 1 Road must be dissolved prior to Rezoning adoption.

#### Transportation and Site Access

Vehicle access to the property will be provided via a central single access off No. 1 Road. A raised island at the vehicle entrance will enforce right-in and right-out passenger vehicle movements to/from No. 1 Road. The island will be designed to permit larger vehicles (e.g. SU-9) to partially drive onto the island to effect the turn.

Garbage and recycling facilities will be centralized adjacent to the vehicle entrance drive aisle allowing for efficient servicing.

Permeable pavers are proposed along the vehicle access and in front of the central amenity area providing a visual cue to drivers as to the locations of the outdoor amenity/play area and the vehicle entrance/exit for the site.

The development will be in full compliance with the Zoning Bylaw (No. 8500) through the provision of 60 parking spaces for residents and six parking spaces for visitors. No tandem parking spaces are proposed and the number of small parking spaces has been limited to 18 (27.3%) which will not exceed the 50% maximum permitted under the Zoning Bylaw. One accessible parking space will be required and is provided for in the proposed development.

The site's access and internal 6 m wide drive aisle are to be constructed to provide future access to adjacent properties to the north and south should those properties redevelop. To accomplish this, the Rezoning Considerations (Attachment 5) include a requirement for a Statutory Right-of-Way (SRW) with Public Right-of-Passage (PROP) to be registered on Title.

#### Tree Retention and Replacement

The applicant has submitted a Certified Arborist's Report (dated Dec. 4, 2017/ updated April 25, 2019); which identifies on-site and off-site tree species, assesses tree structure and condition, and provides recommendations on tree retention and removal relative to the proposed development.

The Report assesses 32 bylaw-sized trees on the subject property, eight trees on neighbouring properties plus two trees on a shared property line with the neighbour.

The City's Tree Preservation Coordinator has reviewed the Arborist's Report and supports the Arborist's findings, with the following comments:

- A total of 31 trees (refer to Attachment 3) located on the development site are proposed for removal from the subject site due to tree health and structure. The majority of these trees are located in three groupings:
  - i. Most of the trees (Tag #705-711) in the group running along the property boundary between 7464 and 7480 No. 1 Road have been topped. Their condition ranges from fair to declining or poor which does not make any suitable for retention.
  - ii. A second group of trees (Tag #727-736) are located around the property boundary between 7580 and 7600 No. 1 Road. Only one tree, a Japanese Maple (Tag #734), has been assessed to be in good condition. The rest of the trees have various concerns with lean, having been topped, sheared or having decay which does not make them suitable for retention.
  - iii. The third group of trees (Tag #718-725) are located near the south-east property boundary. Five of these trees have been topped and structural condition has been rated as poor by the project Arborist. Only one tree (Tag #718) has been noted as having no defects however it's health does not make it a good candidate for long-term retention.

Overall, the majority of these trees are either dead, dying (sparse canopy foliage), have been previously topped or exhibit structural defects such as cavities at the main branch union and co-dominant stems with inclusions or will be in conflict with the proposed development. As a result, these trees are not good candidates for retention and should be replaced. Through discussion with staff, the applicant has agreed to attempt a relocation of the Japanese Maple (Tag # 734). A survival security of \$1,000 is included in the Rezoning Considerations (Attachment 5).

- Two trees (#716, 726) located on a shared property line with the neighbouring properties (4051/4033 Burton Ave. and 7660 No. 1 Road) should be retained and protected as per City of Richmond Tree Protection Information Bulletin Tree-03.
- Eight trees (8) located on adjacent neighbouring properties (4051/4053, 4031/4033, 4040/4044 Burton Ave. and 4051 Amundsen Pl.) are identified to be retained and protected. Tree protection is to be provided as per City of Richmond Tree Protection Information Bulletin Tree-03.
- Replacement trees should be specified at 2:1 ratio as per the OCP.

The locations of trees to be retained and removed are shown on Attachment 3.

### *Tree Replacement*

The applicant wishes to remove 31 on-site trees (refer to Attachment 3). The 2:1 replacement ratio would require a total of 62 replacement trees. The applicant has agreed to plant a total of 62 trees. The required replacement trees are to be of the following minimum sizes, based on the size of the trees being removed as per Tree Protection Bylaw No. 8057.

No. of Replacement Trees	Minimum Caliper of Deciduous Replacement Tree	Minimum Height of Coniferous Replacement Tree
24	6 cm	3.5 m
16	8 cm	4 m
8	9 cm	5 m
6	10 cm	5.5 m
8	11 cm	6 m

### *Tree Protection*

Ten trees (# 716, 726, 750, 751, 752, 753, 754, 755, 756 and 757) on, or neighbouring properties or shared property lines are to be retained and protected. The applicant has submitted a tree management plan showing the trees to be retained and the measures taken to protect them during development stage (Attachment 3). To ensure that the trees identified for retention are protected at development stage, the applicant is required to complete the following items:

- Prior to final adoption of the rezoning bylaw, submission to the City of a contract with a Certified Arborist for the supervision of all works conducted within or in close proximity to tree protection zones. The contract must include the scope of work required, the number of proposed monitoring inspections at specified stages of construction, any special measures required to ensure tree protection, and a provision for the arborist to submit a post-construction impact assessment to the City for review.
- Prior to demolition of the existing dwelling on the subject site, installation of tree protection fencing around all trees to be retained. Tree protection fencing must be installed to City standard in accordance with the City's Tree Protection Information Bulletin Tree-03 prior to any works being conducted on-site, and remain in place until construction and landscaping on-site is completed.

The Rezoning Considerations (Attachment 5) include a requirement for submission of a survival security for the two shared trees (#716 and # 726) in the amount of \$10,000 to be held for one year. The security will be released upon submission of a satisfactory report by a Certified Arborist.

### Variance Requested

A variance will be requested through the Development Permit Application (DP 18-829236) to reduce the front yard setback from 6.0 m (19.7 ft.) to 4.5 m (14.8 ft.). The closest building face will be 7.71 m (25.29 ft.) away from the back of the curb along No. 1 Road. The variance request is consistent with the OCP Development Permit Guidelines for Townhouses on arterial roads which support front yard setbacks to 4.5m (14.8 ft.) where a 6 m (19.7 ft.) rear yard setback to both the ground and second floors of the rear units is provided. The proposed development complies with the criteria and the associated conditions (e.g. varied building setbacks, no impact to tree preservation, provision of a minimum of 30 m<sup>2</sup> (323 ft<sup>2</sup>) of private

outdoor space etc.). The result will provide a wider space between the rear units of the subject development and the single family and duplex units that back onto the subject site.

#### On-Site Fire Hydrant

Due to the distances between the proposed new City fire hydrant in the boulevard and the furthest units (units 10 and 21) a private fire hydrant will be located near the front of the central amenity area. The location of the on-site hydrant is shown on the submitted plan set and will be reconfirmed through the Development Permit review.

#### Affordable Housing Strategy

Under the proposed “Medium Density Townhouse (RTM2)” zoning a contribution to the City’s Affordable Housing Reserve is required for the 0.65 Floor Area Ratio (FAR) being requested. Affordable Housing staff have advised that, per the 2017 Affordable Housing Strategy, a cash in lieu contribution of \$344,097.00 ( $\$8.50 \text{ per ft}^2 \times 40,482 \text{ ft}^2$ ) is required. The Rezoning Considerations (Attachment 5) include the requirement for the cash in lieu contribution prior the adoption of the Bylaw.

#### Townhouse Energy Efficiency and Renewable Energy

As this application was received prior to July 16, 2018, the applicant may meet the pre-step code energy compliance path (i.e. EnerGuide 82 and building to the BC Solar Hot Water Ready regulation). Under this approach the applicant will be required to submit an acceptable Building Energy Report prior to the Development Permit application (DP 18-829236) being forwarded to the Development Permit Panel. Staff note that this approach is acceptable as the application was submitted on December 22, 2017 and therefore qualifies as an “in-stream” application. However, to retain the “grandfathered” condition the applicant will be required to achieve Building Permit issuance before December 31, 2019.

The Rezoning Considerations (Attachment 5) include a requirement for registration of an agreement on Title, commitments to install all energy-efficiency upgrade measures and/or servicing agreements identified in the approved Building Energy Report prior to Bylaw adoption.

#### Amenity Space

The proposed development includes an outdoor amenity space of approximately  $188 \text{ m}^2$  ( $2,023.6 \text{ ft}^2$ ) in area which more than meets the Official Community Plan requirement of  $180 \text{ m}^2$  for a project of this size. The amenity space will be centrally located and contain a children’s play area, a bench, mail kiosk, bike rack and open lawn space. The children’s play area will have a resilient surface and include natural play elements. Details of the play elements will be reviewed through the separate Development Permit application (DP 18-829236) and design review.

In lieu of the provision of indoor amenity space the applicant has agreed to provide a voluntary cash contribution of \$65,600 as permitted in the City’s OCP. The Rezoning Considerations (Attachment 5) include a cash contribution provision for this amount to be paid prior to Bylaw adoption.



### Site Servicing and Frontage Improvements

The Rezoning Considerations (Attachment 5) include a requirement for the applicant to enter into a Servicing Agreement (SA) prior to the Bylaw adoption. The SA will address site servicing works and frontage improvements required for this development. A detailed listing of these works is included in the Rezoning Considerations. Highlights of the works include the following:

- Removal and replacement of water, storm and sanitary sewer connections to the site;
- Installation of various inspection chambers;
- Conduct a review of street lighting levels and install LED fixtures if required;
- Relocation of existing BC Hydro poles into the boulevard;
- Installation of a new 1.5 m wide concrete sidewalk, a 1.7 m wide boulevard with street trees and a 0.15 m wide curb along the site's frontage;
- Closure of all the existing driveways along No. 1 Road;
- Placement of new City fire hydrant within the boulevard near the entrance driveway;
- Upgrades to a nearby bus stop including a concrete bus pad with pre-ducting for a future bus shelter; and
- Installation of a raised island at the vehicle entrance to restrict access to right-in, right-out only.

The Rezoning Considerations (Attachment 5) also includes requirements for contributions toward the upgrading of the existing pedestrian traffic signal infrastructure at No. 1 Road and Morseby Drive and the upgrading of the traffic signal at No. 1 Road and Blundell Road.

The contribution for the pedestrian traffic signal, in the amount of \$8,500, will result in the following upgrades: Audible Pedestrian Signals (APS), pedestrian crossing countdown timers, and street light luminaire to new LED street light standard.

The contribution, in the amount of \$156,840, for the traffic signal at No. 1 Road and Blundell Road will result in the following upgrades: Uninterrupted Power Supply (UPS), Audible Pedestrian Signals (APS), signal upgrades (signal heads, hardware, bases, poles, arms, LED luminaires), cameras and LED street name signs.

### Public Art

Based on the buildable square footage possible at the subject site a voluntary contribution of \$34,440.64 to the City's public art fund is anticipated for this development (i.e. \$0.85 per buildable square foot x 62,336 ft<sup>2</sup> x 0.65 FAR). The applicant has indicated that they will opt for a cash contribution to the City's public art fund reserve. The Rezoning Considerations (Attachment 5) include this contribution to be submitted prior to Rezoning adoption.

### Development Permit Review

The proposed development will be required to undergo a separate Development Permit (DP 18-829236) application review wherein further design development could occur. Some of the elements that staff will verify through the DP review include:

- Landscaping species selections, sizes and placement;
- Confirming building setbacks and proposed encroachments;
- Placement of the project/address signage;
- Site grading along the east property boundary and options for reducing the height of the proposed retaining wall will be reviewed;
- Confirm placement of an on-site fire hydrant near the front of the amenity area;
- Detailed review of façade materials and colors, and;
- Detailed review of children's play space and equipment.

### **Financial Impact or Economic Impact**

Engineering staff have indicated that the rezoning application will result in an insignificant Operational Budget Impact (OBI) for off-site City infrastructure (such as roadworks, storm sewers, sanitary sewers, street lights, street trees and traffic signals).

### **Conclusion**

1132865 BC LTD has applied to the City of Richmond for the permission to rezone 7464, 7480, 7500, 7520, 7540, 7560/7580 and 7600 No 1 Rd from "Single Family Detached (RS1/E)" and "Two Unit Dwelling (RD1)" to "Medium Density Townhouse (RTM2)" in order to construct 30 townhouse units on the consolidated property. The accompanying conceptual development plans, in conjunction with the Rezoning Considerations, have appropriately addressed all the technical concerns identified by staff.

It is recommended that Richmond Zoning Bylaw 8500, Amendment Bylaw 9983 be introduced and given first reading.



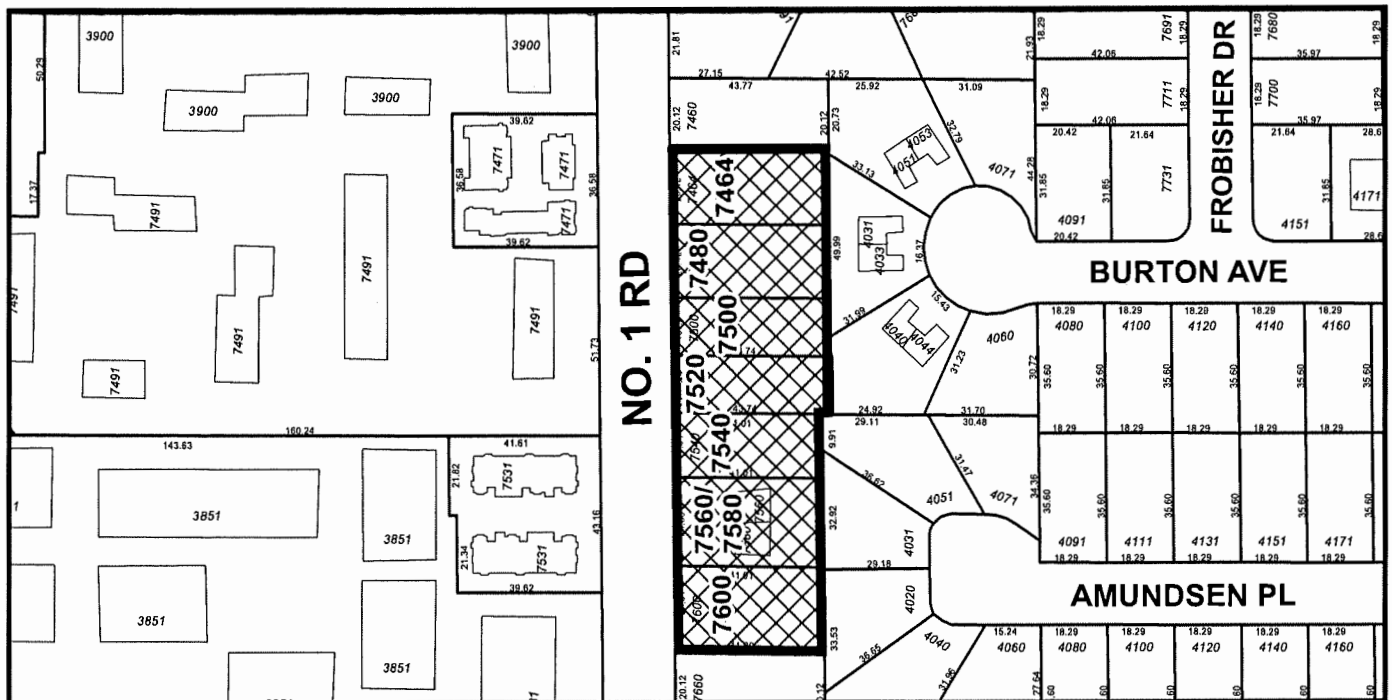
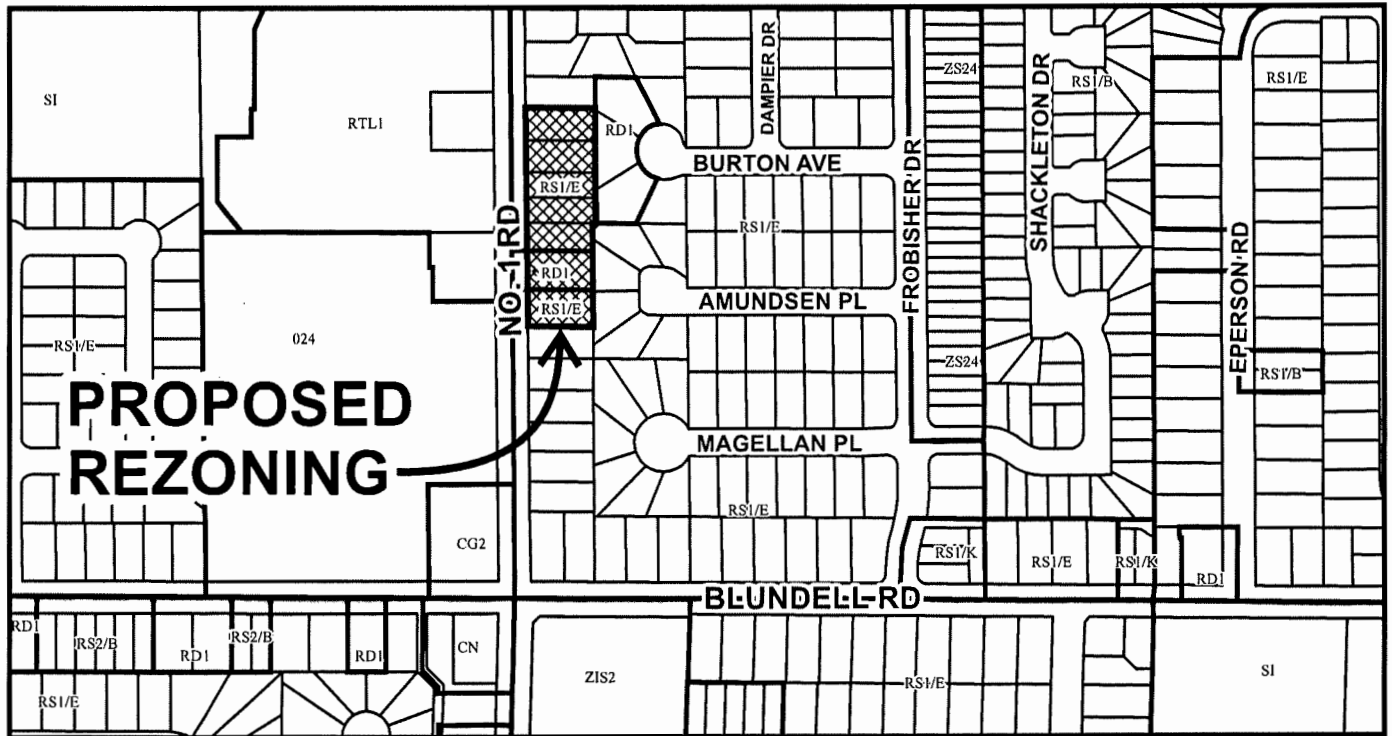
David Brownlee  
Planner 2

DCB:rg

Attachment 1: Location Map  
Attachment 2: Conceptual Development Plans  
Attachment 3: Tree Management Plan  
Attachment 4: Development Application Data Sheet  
Attachment 5: Rezoning Considerations



City of  
Richmond



RZ 17-794287

Original Date: 01/09/18

Revision Date: 04/01/19

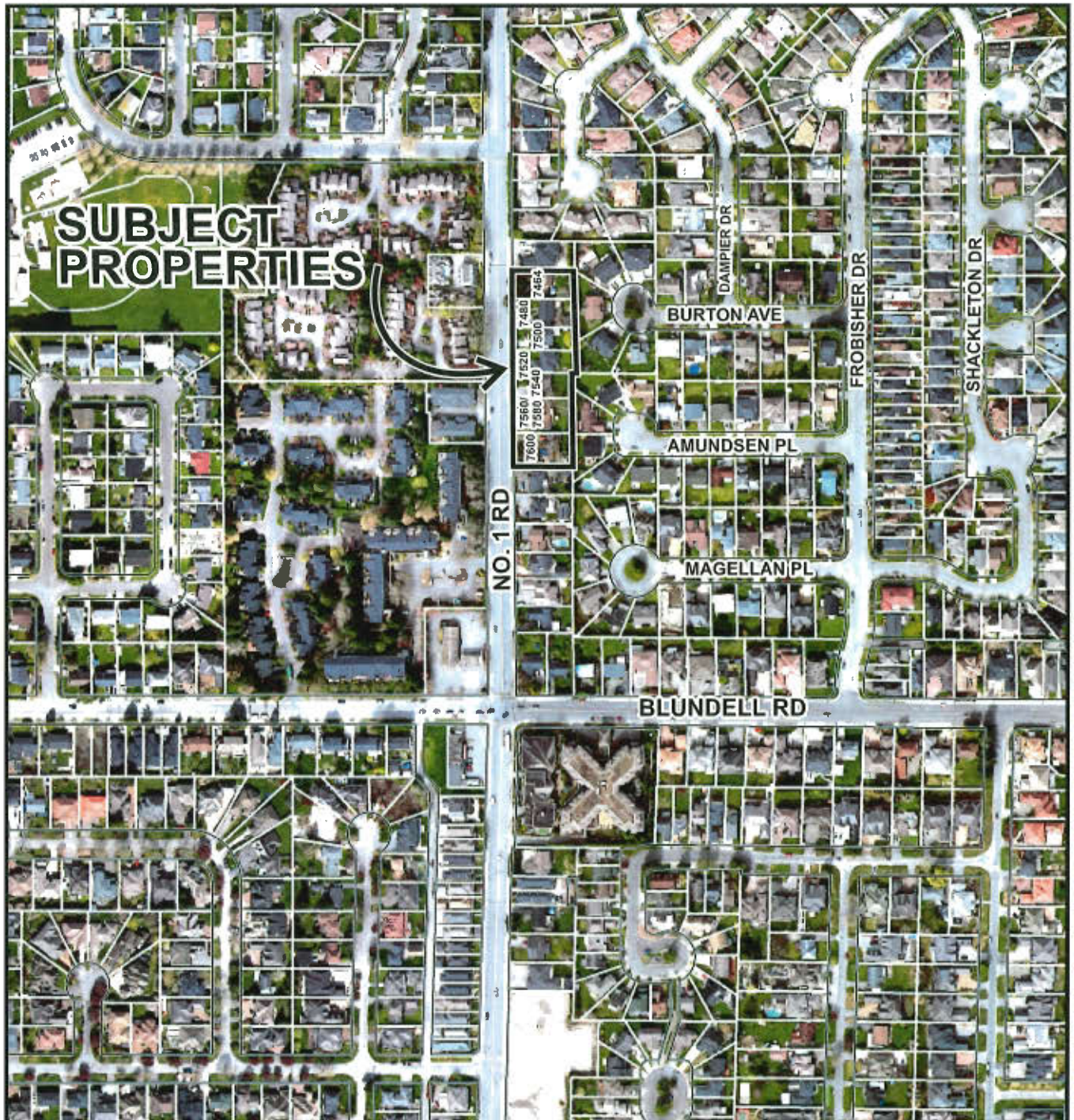
Note: Dimensions are in METRES

PLN - 129





# City of Richmond



RZ 17-794287

Original Date: 01/09/18

Revision Date: 04/01/19

Note: Dimensions are in METRES



7464, 7480, 7550, 7520, 7540, 7560, 7590, 7600  
NUMBER 1 ROAD, RICHMOND BC

[illegible]

[illegible]

PARCEL ADDRESS	LEGAL DESCRIPTION	PARCEL ID	ZONING
(1) #7044	1/2 S. PLAIN 10114	(1) PDC 000400377	(1) R100
(2) #7045	1/2 S. PLAIN 10114	(2) PDC 000400378	(1) R100
(3) #7046	1/2 S. PLAIN 10114	(3) PDC 000400381	(1) R100
(4) #7047	1/2 S. PLAIN 10114	(4) PDC 000400382	(1) R100
(5) #7048	1/2 S. PLAIN 10114	(5) PDC 000400383	(1) R100
(6) #7049	1/2 S. PLAIN 10114	(6) PDC 000400384	(1) R100
(7) #7050	1/2 S. PLAIN 10114	(7) PDC 000400385	(1) R100
(8) #7051	1/2 S. PLAIN 10114	(8) PDC 000400386	(1) R100
(9) #7052	1/2 S. PLAIN 10114	(9) PDC 000400387	(1) R100
(10) #7053	1/2 S. PLAIN 10114	(10) PDC 000400388	(1) R100
(11) #7054	1/2 S. PLAIN 10114	(11) PDC 000400389	(1) R100
(12) #7055	1/2 S. PLAIN 10114	(12) PDC 000400390	(1) R100
(13) #7056	1/2 S. PLAIN 10114	(13) PDC 000400391	(1) R100
(14) #7057	1/2 S. PLAIN 10114	(14) PDC 000400392	(1) R100
(15) #7058	1/2 S. PLAIN 10114	(15) PDC 000400393	(1) R100
(16) #7059	1/2 S. PLAIN 10114	(16) PDC 000400394	(1) R100
(17) #7060	1/2 S. PLAIN 10114	(17) PDC 000400395	(1) R100
(18) #7061	1/2 S. PLAIN 10114	(18) PDC 000400396	(1) R100
(19) #7062	1/2 S. PLAIN 10114	(19) PDC 000400397	(1) R100
(20) #7063	1/2 S. PLAIN 10114	(20) PDC 000400398	(1) R100
(21) #7064	1/2 S. PLAIN 10114	(21) PDC 000400399	(1) R100
(22) #7065	1/2 S. PLAIN 10114	(22) PDC 000400400	(1) R100
(23) #7066	1/2 S. PLAIN 10114	(23) PDC 000400401	(1) R100
(24) #7067	1/2 S. PLAIN 10114	(24) PDC 000400402	(1) R100
(25) #7068	1/2 S. PLAIN 10114	(25) PDC 000400403	(1) R100
(26) #7069	1/2 S. PLAIN 10114	(26) PDC 000400404	(1) R100
(27) #7070	1/2 S. PLAIN 10114	(27) PDC 000400405	(1) R100
(28) #7071	1/2 S. PLAIN 10114	(28) PDC 000400406	(1) R100
(29) #7072	1/2 S. PLAIN 10114	(29) PDC 000400407	(1) R100
(30) #7073	1/2 S. PLAIN 10114	(30) PDC 000400408	(1) R100
(31) #7074	1/2 S. PLAIN 10114	(31) PDC 000400409	(1) R100
(32) #7075	1/2 S. PLAIN 10114	(32) PDC 000400410	(1) R100
(33) #7076	1/2 S. PLAIN 10114	(33) PDC 000400411	(1) R100
(34) #7077	1/2 S. PLAIN 10114	(34) PDC 000400412	(1) R100
(35) #7078	1/2 S. PLAIN 10114	(35) PDC 000400413	(1) R100
(36) #7079	1/2 S. PLAIN 10114	(36) PDC 000400414	(1) R100
(37) #7080	1/2 S. PLAIN 10114	(37) PDC 000400415	(1) R100
(38) #7081	1/2 S. PLAIN 10114	(38) PDC 000400416	(1) R100
(39) #7082	1/2 S. PLAIN 10114	(39) PDC 000400417	(1) R100
(40) #7083	1/2 S. PLAIN 10114	(40) PDC 000400418	(1) R100
(41) #7084	1/2 S. PLAIN 10114	(41) PDC 000400419	(1) R100
(42) #7085	1/2 S. PLAIN 10114	(42) PDC 000400420	(1) R100
(43) #7086	1/2 S. PLAIN 10114	(43) PDC 000400421	(1) R100
(44) #7087	1/2 S. PLAIN 10114	(44) PDC 000400422	(1) R100
(45) #7088	1/2 S. PLAIN 10114	(45) PDC 000400423	(1) R100
(46) #7089	1/2 S. PLAIN 10114	(46) PDC 000400424	(1) R100
(47) #7090	1/2 S. PLAIN 10114	(47) PDC 000400425	(1) R100
(48) #7091	1/2 S. PLAIN 10114	(48) PDC 000400426	(1) R100
(49) #7092	1/2 S. PLAIN 10114	(49) PDC 000400427	(1) R100
(50) #7093	1/2 S. PLAIN 10114	(50) PDC 000400428	(1) R100
(51) #7094	1/2 S. PLAIN 10114	(51) PDC 000400429	(1) R100
(52) #7095	1/2 S. PLAIN 10114	(52) PDC 000400430	(1) R100
(53) #7096	1/2 S. PLAIN 10114	(53) PDC 000400431	(1) R100
(54) #7097	1/2 S. PLAIN 10114	(54) PDC 000400432	(1) R100
(55) #7098	1/2 S. PLAIN 10114	(55) PDC 000400433	(1) R100
(56) #7099	1/2 S. PLAIN 10114	(56) P	

REVISIONS	
APR 26, 2019	RZ REJUBINATION
MAR 06, 2019	RZ REJUBINATION

[illegible]

FAR AREA BY BUILDING		FAR AREA PER ACRE	
NO. OF BLDGS.	SQ. FT.	SQ. FT. PER ACRE	SQ. FT. PER ACRE
1	4,414.34	1,007.47	1,007.47
2	406	2,148.04	2,148.04
3	105.02	8,422.55	8,422.55
4	181.42	4,222.45	4,222.45
5	181.42	4,222.45	4,222.45
6	181.42	4,222.45	4,222.45
7	100.16	4,397.41	4,397.41
8	100.16	4,397.41	4,397.41
9	24.4344	7,292.47	7,292.47
10	44.4344	3,937.47	3,937.47
20	10.0168	30,000.00	30,000.00

[illegible][illegible]

PLN - 132

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Canada V6X 3Z5  
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F 604.821.1166  
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### PROJECT

#### Proposed 30-Unit Townhouse Development

#### 77 LOT ASSEMBLY

PROJECT NO. 571701845  
NO. 1 ROAD  
RICHMOND, BC  
7540 / 7560 / 7580 / 7600  
7620 / 7640 / 7660 / 7680 / 7700 / 7720 /

SCALE  
As Noted  
DATE  
JUNE 21, 2017

DRAWN BY KYC, SR3, XY	CHECKED BY KYC	TEST TITLE
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PROJECT DATA  
SITE/PARKING PLAN

DRAWING

Δ11

# IV

PROPOSED SITE/PARKING PLAN  
Scale: 1/16"=1'-0"

LEVEL 2 EV ENERGIZED OUTLET TO BE PROVIDED IN EACH RESIDENTIAL PARKING SPACES PER ZONING BYLAW

## SITE ACCESS

**NOTE: RIGHT IN RIGHT OUT SITE ACCESS SUBJECT TO FINAL CITY ENGINEERING & SERVICING AGREEMENT.**

*(continued)*









REVISIONS	
APR 29, 2018	REVISIONS
MAY 04, 2018	REVISIONS
JUN 15, 2018	REVISIONS
DEC 07, 2018	REVISIONS
JULY 18, 2018	UP APPLICATION
DEC 26, 2017	UP APPLICATION
COMMENTS	

## INTERFACE:

Scale 230  
11500 Capital Road  
Canada V6X 3Z5  
T 604 821 1162  
F 604 821 1166  
www.interface-architecture.com

PROJECT	Proposed 30-unit Townhouse Development 2107/2109/2111/2113/2115/2117/2119/2121/2123/2125/2127/2129/2131/2133/2135/2137/2139/2141/2143/2145/2147/2149/2151/2153/2155/2157/2159/2161/2163/2165/2167/2169/2171/2173/2175/2177/2179/2181/2183/2185/2187/2189/2191/2193/2195/2197/2199/2201/2203/2205/2207/2209/2211/2213/2215/2217/2219/2221/2223/2225/2227/2229/2231/2233/2235/2237/2239/2241/2243/2245/2247/2249/2251/2253/2255/2257/2259/2261/2263/2265/2267/2269/2271/2273/2275/2277/2279/2281/2283/2285/2287/2289/2291/2293/2295/2297/2299/2301/2303/2305/2307/2309/2311/2313/2315/2317/2319/2321/2323/2325/2327/2329/2331/2333/2335/2337/2339/2341/2343/2345/2347/2349/2351/2353/2355/2357/2359/2361/2363/2365/2367/2369/2371/2373/2375/2377/2379/2381/2383/2385/2387/2389/2391/2393/2395/2397/2399/2401/2403/2405/2407/2409/2411/2413/2415/2417/2419/2421/2423/2425/2427/2429/2431/2433/2435/2437/2439/2441/2443/2445/2447/2449/2451/2453/2455/2457/2459/2461/2463/2465/2467/2469/2471/2473/2475/2477/2479/2481/2483/2485/2487/2489/2491/2493/2495/2497/2499/2501/2503/2505/2507/2509/2511/2513/2515/2517/2519/2521/2523/2525/2527/2529/2531/2533/2535/2537/2539/2541/2543/2545/2547/2549/2551/2553/2555/2557/2559/2561/2563/2565/2567/2569/2571/2573/2575/2577/2579/2581/2583/2585/2587/2589/2591/2593/2595/2597/2599/2601/2603/2605/2607/2609/2611/2613/2615/2617/2619/2621/2623/2625/2627/2629/2631/2633/2635/2637/2639/2641/2643/2645/2647/2649/2651/2653/2655/2657/2659/2661/2663/2665/2667/2669/2671/2673/2675/2677/2679/2681/2683/2685/2687/2689/2691/2693/2695/2697/2699/2701/2703/2705/2707/2709/2711/2713/2715/2717/2719/2721/2723/2725/2727/2729/2731/2733/2735/2737/2739/2741/2743/2745/2747/2749/2751/2753/2755/2757/2759/2761/2763/2765/2767/2769/2771/2773/2775/2777/2779/2781/2783/2785/2787/2789/2791/2793/2795/2797/2799/2801/2803/2805/2807/2809/2811/2813/2815/2817/2819/2821/2823/2825/2827/2829/2831/2833/2835/2837/2839/2841/2843/2845/2847/2849/2851/2853/2855/2857/2859/2861/2863/2865/2867/2869/2871/2873/2875/2877/2879/2881/2883/2885/2887/2889/2891/2893/2895/2897/2899/2901/2903/2905/2907/2909/2911/2913/2915/2917/2919/2921/2923/2925/2927/2929/2931/2933/2935/2937/2939/2941/2943/2945/2947/2949/2951/2953/2955/2957/2959/2961/2963/2965/2967/2969/2971/2973/2975/2977/2979/2981/2983/2985/2987/2989/2991/2993/2995/2997/2999/3001/3003/3005/3007/3009/3011/3013/3015/3017/3019/3021/3023/3025/3027/3029/3031/3033/3035/3037/3039/3041/3043/3045/3047/3049/3051/3053/3055/3057/3059/3061/3063/3065/3067/3069/3071/3073/3075/3077/3079/3081/3083/3085/3087/3089/3091/3093/3095/3097/3099/3101/3103/3105/3107/3109/3111/3113/3115/3117/3119/3121/3123/3125/3127/3129/3131/3133/3135/3137/3139/3141/3143/3145/3147/3149/3151/3153/3155/3157/3159/3161/3163/3165/3167/3169/3171/3173/3175/3177/3179/3181/3183/3185/3187/3189/3191/3193/3195/3197/3199/3201/3203/3205/3207/3209/3211/3213/3215/3217/3219/3221/3223/3225/3227/3229/3231/3233/3235/3237/3239/3241/3243/3245/3247/3249/3251/3253/3255/3257/3259/3261/3263/3265/3267/3269/3271/3273/3275/3277/3279/3281/3283/3285/3287/3289/3291/3293/3295/3297/3299/3301/3303/3305/3307/3309/3311/3313/3315/3317/3319/3321/3323/3325/3327/3329/3331/3333/3335/3337/3339/3341/3343/3345/3347/3349/3351/3353/3355/3357/3359/3361/3363/3365/3367/3369/3371/3373/3375/3377/3379/3381/3383/3385/3387/3389/3391/3393/3395/3397/3399/3401/3403/3405/3407/3409/3411/3413/3415/3417/3419/3421/3423/3425/3427/3429/3431/3433/3435/3437/3439/3441/3443/3445/3447/3449/3451/3453/3455/3457/3459/3461/3463/3465/3467/3469/3471/3473/3475/3477/3479/3481/3483/3485/3487/3489/3491/3493/3495/3497/3499/3501/3503/3505/3507/3509/3511/3513/3515/3517/3519/3521/3523/3525/3527/3529/3531/3533/3535/3537/3539/3541/3543/3545/3547/3549/3551/3553/3555/3557/3559/3561/3563/3565/3567/3569/3571/3573/3575/3577/3579/3581/3583/3585/3587/3589/3591/3593/3595/3597/3599/3601/3603/3605/3607/3609/3611/3613/3615/3617/3619/3621/3623/3625/3627/3629/3631/3633/3635/3637/3639/3641/3643/3645/3647/3649/3651/3653/3655/3657/3659/3661/3663/3665/3667/3669/3671/3673/3675/3677/3679/3681/3683/3685/3687/3689/3691/3693/3695/3697/3699/3701/3703/3705/3707/3709/3711/3713/3715/3717/3719/3721/3723/3725/3727/3729/3731/3733/3735/3737/3739/3741/3743/3745/3747/3749/3751/3753/3755/3757/3759/3761/3763/3765/3767/3769/3771/3773/3775/3777/3779/3781/3783/3785/3787/3789/3791/3793/3795/3797/3799/3801/3803/3805/3807/3809/3811/3813/3815/3817/3819/3821/3823/3825/3827/3829/3831/3833/3835/3837/3839/3841/3843/3845/3847/3849/3851/3853/3855/3857/3859/3861/3863/3865/3867/3869/3871/3873/3875/3877/3879/3881/3883/3885/3887/3889/3891/3893/3895/3897/3899/3901/3903/3905/3907/3909/3911/3913/3915/3917/3919/3921/3923/3925/3927/3929/3931/3933/3935/3937/3939/3941/3943/3945/3947/3949/3951/3953/3955/3957/3959/3961/3963/3965/3967/3969/3971/3973/3975/3977/3979/3981/3983/3985/3987/3989/3991/3993/3995/3997/3999/4001/4003/4005/4007/4009/4011/4013/4015/4017/4019/4021/4023/4025/4027/4029/4031/4033/4035/4037/4039/4041/4043/4045/4047/4049/4051/4053/4055/4057/4059/4061/4063/4065/4067/4069/4071/4073/4075/4077/4079/4081/4083/4085/4087/4089/4091/4093/4095/4097/4099/4101/4103/4105/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CONVERTIBLE UNIT FEATURES CHECKLIST	
DOORS & DOORWAYS	ENTRY DOORS MIN. 800 MM BUT IDEALLY 914 MM AND HAVE CLEAR ACCESS. ENTRY DOOR CLEAR EXTERIOR FLOOR SPACE MIN. 1525 MM DEPTH BY DOOR WIDTH PLUS 600 MM LATCH SIDE (NOT NEEDED IF ROUGH IN VIBRIS PROVIDED) INTERIOR DOORS TO MAIN LIVING AREA, BATHROOM AND 1 BEDROOM MIN. 800 MM CLEAR OPENING WITH FLUSH THRESHHOLD MAX. 13 MM HEIGHT. DOORWAYS TO BATHROOMS, KITCHEN AND HALLWAYS SHALL BE 800 MM AND WIDER HALLWAY AND/OR DOORWAYS IF NECESSARY TO SECURE ACCESS AT GROUND FLOOR.
HALLWAYS	INTERNAL CORRIDOR MIN. 914 MM CLEAR OPENING, ACCESSIBLE FROM REAR DOOR AT GROUND FLOOR. ALL INTERIOR THRESHHOLDS WITH UNITS COMPLY WITH B.C.C.
KITCHEN	LEVEL-TYPE HANDLES FOR ALL DOORS STAIR LIFT, STAIRCASE, WENT, FRAMING SUPPORT, AND LANDING, AS NOTED ON FLOOR PLANS IN COMPLIANCE WITH MANUFACTURER SPEC.
BATHROOMS (MIN. 1 UNIT)	DOOR NOTE: 800 MM BAIL STAIR LIFT (LEFT CURVED OR 21 IN) MAX. LONG. 400 MM. POWER: 240VDC COMPRISED 21 7AH 12V BATTERIES PROVIDENT FOR IN UNIT 8 BUILDINGS 3, 4 & 5 AT THE TOP OF ALL STAIRWAYS, WALLS ARE REINFORCED WITH 1/2" X 12" SOLID LUMBER AT 1 M TO CENTRE.
HALLWAYS	AT THE TOP OF ALL STAIRWAYS, WALLS ARE REINFORCED WITH 1/2" X 12" SOLID LUMBER AT 1 M TO CENTRE.
HALLWAYS	MIN. 900 MM WIDTH
GARAGE	MIN. 1 ACCESSIBLE PARKING SPACE WITH MIN. 4M GARAGE WIDTH ACCESS FROM GARAGE TO LIVING AREA MIN. 800 MM CLEAR OPENING
BATHROOMS (MIN. 1 UNIT)	TOILET CLEAR FLOOR SPACE MIN. 1000 MM AT REAR AND IN FRONT WALLS LOCATIONS OUTSIDE GARAGE ARE ATTACHED TO THE WALL AND SHOWN REINFORCED WITH 2" X 2" SOLID LUMBER IN WALL BATHROOM, SHOWER, AND TOILET LOCATIONS.
KITCHEN	LEVEL-TYPE HANDLES FOR PLUMBING FIXTURES. PRESSURE AND TEMPORARY CONTROL VALVES ARE INSTALLED ON ALL SHOWER FAUCETS. CABINETS UNDERMINATH SINK ARE EASILY REMOVED. CABINETS UNDERMINATH SINK ARE ACCESSIBLE LAYOUT OR FUTURE PLUMBING. MIN. 1 TURNING DIAMETER FOR TURNING PATH ON GRASS. LEVEL-TYPE HANDLES FOR PLUMBING FIXTURES. MIN. 1 WINDOW THAT CAN BE OPENED WITH A SINGLE HAND (BATHROOM, KITCHEN, LIVING ROOM).
WINDOWS	LEVEL-TYPE HANDLES FOR PLUMBING FIXTURES. MIN. 1 WINDOW THAT CAN BE OPENED WITH A SINGLE HAND (BATHROOM, KITCHEN, LIVING ROOM).
DOORWAYS	DOORWAYS TO BATHROOMS, KITCHEN AND HALLWAYS SHALL BE 800 MM AND WIDER HALLWAY AND/OR DOORWAYS IF NECESSARY TO SECURE ACCESS AT GROUND FLOOR.
DOORWAYS	DOORWAYS TO BATHROOMS, KITCHEN AND HALLWAYS SHALL BE 800 MM AND WIDER HALLWAY AND/OR DOORWAYS IF NECESSARY TO SECURE ACCESS AT GROUND FLOOR.

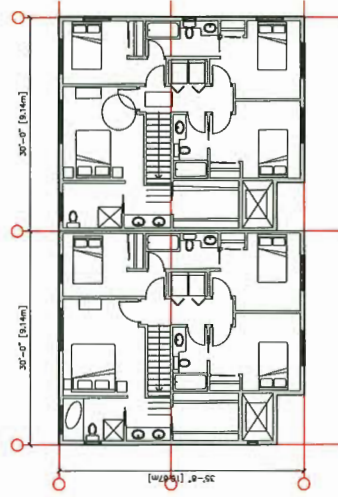
PLN - 136

AGING-IN-PLACE MEASURES (ALL UNITS)	
ALL ROOMS	LARGE TOGGLE-TYPE ELECTRICAL SWITCHES LEVEL-TYPE DOOR HANDLES MINIMIZE THRESHHOLD HEIGHTS LESS THAN 157 WHERE POSSIBLE MINIMIZE CONTRAST IN COLOURS OF FLOOR FINISHES WHERE POSSIBLE WALL BLOOMING FOR FUTURE ADDITIONAL HANDRAIL INSTALLATION INTERMEDIATE STAIR LANDINGS WHEREVER POSSIBLE LESS STEP RISES/STAIR DIMENSIONS WHERE POSSIBLE WALL BLOOMING FOR FUTURE GRAB BAR INSTALLATION AT BATHROOM, TOILET, KITCHEN INTERMEDIATE STAIR LANDINGS WHEREVER POSSIBLE LESS STEP RISES/STAIR DIMENSIONS WHERE POSSIBLE WALL BLOOMING FOR FUTURE GRAB BAR INSTALLATION AT BATHROOM, TOILET, KITCHEN LEVEL HANDLE TIPS AND FAUCETS 2-4" SLIDING DOORS WHERE POSSIBLE LEVEL HANDLE TIPS AND FAUCETS MIN. 900 MM WIDTH

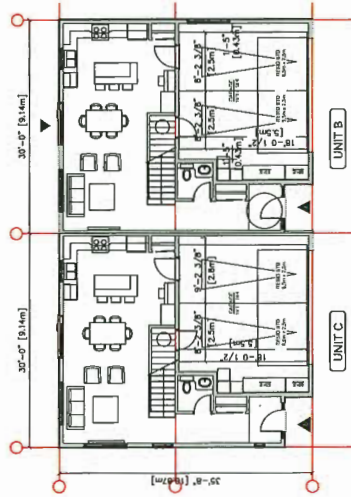
REVISIONS	
APR 26, 2019	REVISIONS
MAY 06, 2019	REVISIONS
JUN 16, 2019	REVISIONS
DEC 17, 2019	REVISIONS
JAN 16, 2020	REVISIONS
DEC 22, 2020	REVISIONS
DEC 22, 2020	REVISIONS
CONSULTANTS	

**INTERFACE:**  
Suite 330  
11500 Cambie Road  
Richmond, BC V6V 3S5  
T 604.821.1182  
F 604.821.1146  
www.interfacebc.com

PROJECT	Proposed 30-Unit Townhouse Development 7107/8500/8500 NO. 1 ROAD RICHMOND, BC V6V 3S5
PROJECT NO.	17777777
SCALE	A4 1/4" = 1'-0"
DATE	JUNE 21, 2019
DRAWN BY	KYC, SRS, XY
CHECKED BY	KYC
SHEET TITLE	BUILDING 3, 4 & 5 PLANS & ELEVATIONS
DRAWING	A2.3

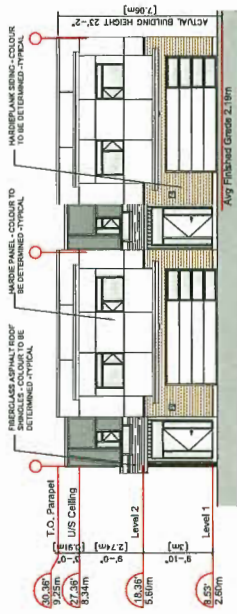


FLOOR PLAN - LEVEL 2, BUILDING 3, 4 & 5  
SCALE: 1/8" = 1'-0"

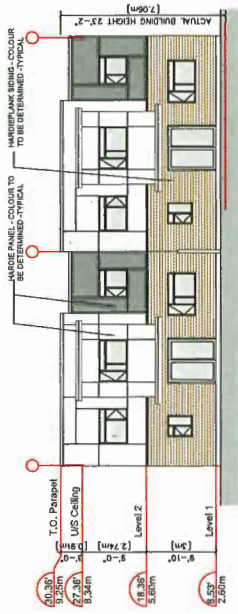


FLOOR PLAN - LEVEL 1, BUILDING 3, 4 & 5  
SCALE: 1/8" = 1'-0"

\*NOTE: LEVEL 2 EV ENERGIZED OUTLET TO BE PROVIDED IN EACH RESIDENTIAL PARKING SPACES PER ZONING BYLAW



WEST ELEVATION (DRIVE AISLE); BUILDING 3, 4 & 5  
SCALE: 1/8" = 1'-0"

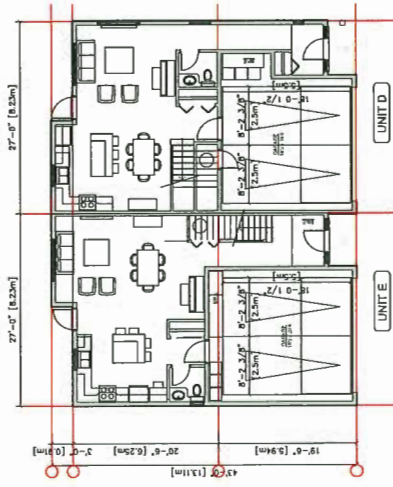
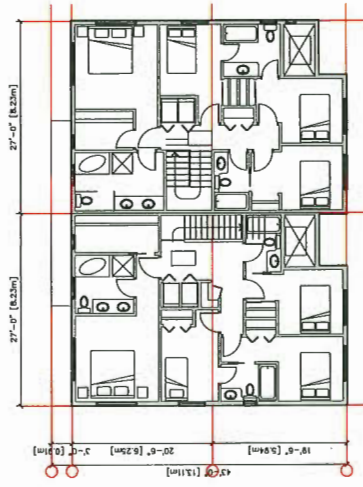


EAST ELEVATION (REAR YARD); BUILDING 3, 4 & 5  
SCALE: 1/8" = 1'-0"

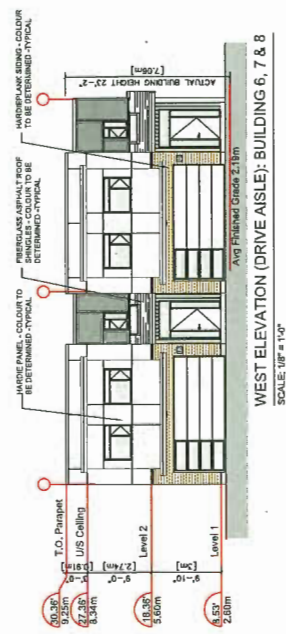
REVISIONS	
APR 26, 2019	KZ RE SUBMISSION
MAY 06, 2019	KZ RE SUBMISSION
JUN 16, 2019	KZ RE SUBMISSION
DEC 07, 2019	KZ RE SUBMISSION
JULY 16, 2018	DP APPLICATION
DEC 26, 2017	KZ APPLICATION
	CONSULTANTS
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**INTERFACE:**  
 Suite 230  
 11500 Connaught Road  
 Richmond, BC  
 Canada V6X 3Z5  
 T 604 871 1162  
 F 604 871 1163  
 www.interfacecharters.com

PROJECT	Proposed 30-Unit Townhouse Development 2,107.63 SQ. FT. 7840 / 7850 / 7860 / 7860 / 7860
PROJECT NO.	11772041
SCALE	As Noted
DATE	JUNE 21, 2018
DRAWN BY	KYC, SRS, KY
CHECKED BY	KYC
SHEET TITLE	BUILDING 6, 7 & 8 PLANS & ELEVATIONS
DRAWING	A2.4



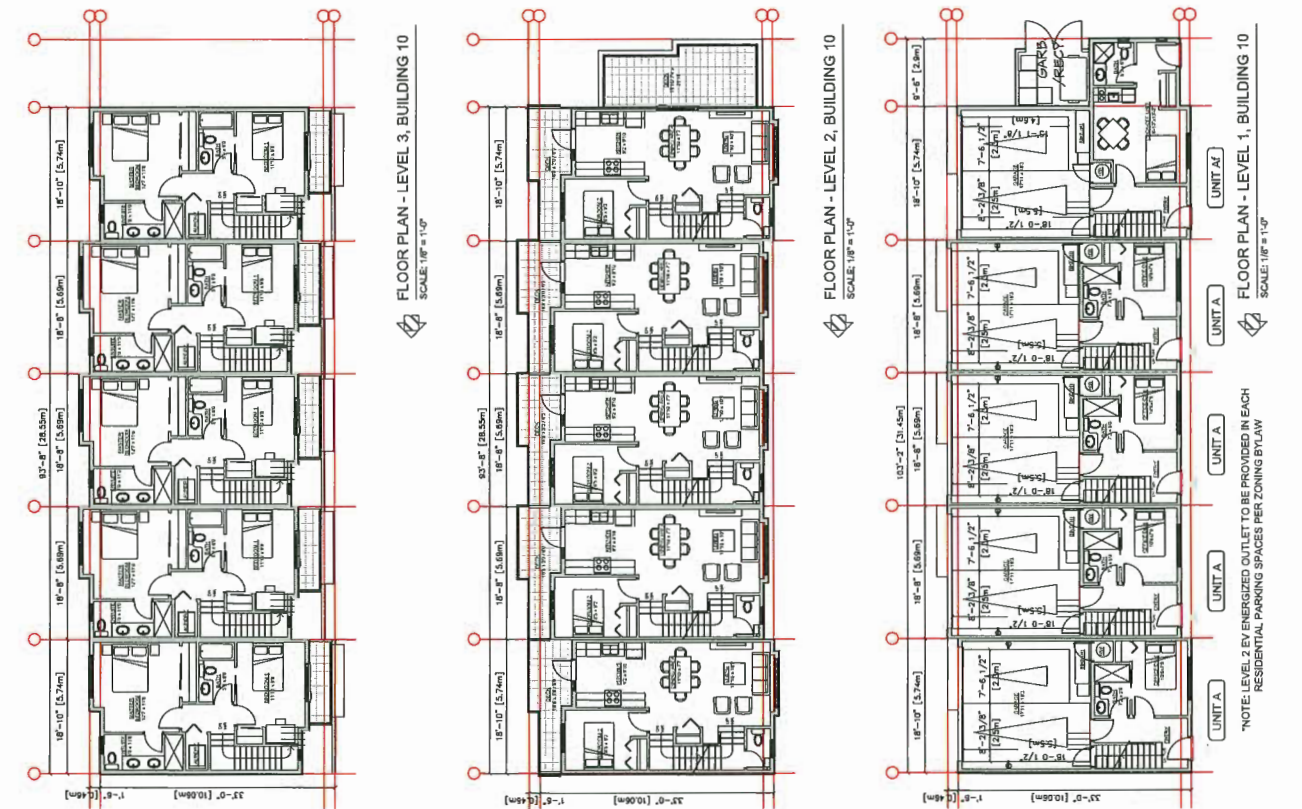
\*NOTE: LEVEL 2 EV ENERGIZED OUTLET TO BE PROVIDED IN EACH RESIDENTIAL PARKING SPACES PER ZONING BYLAW





[illegible]



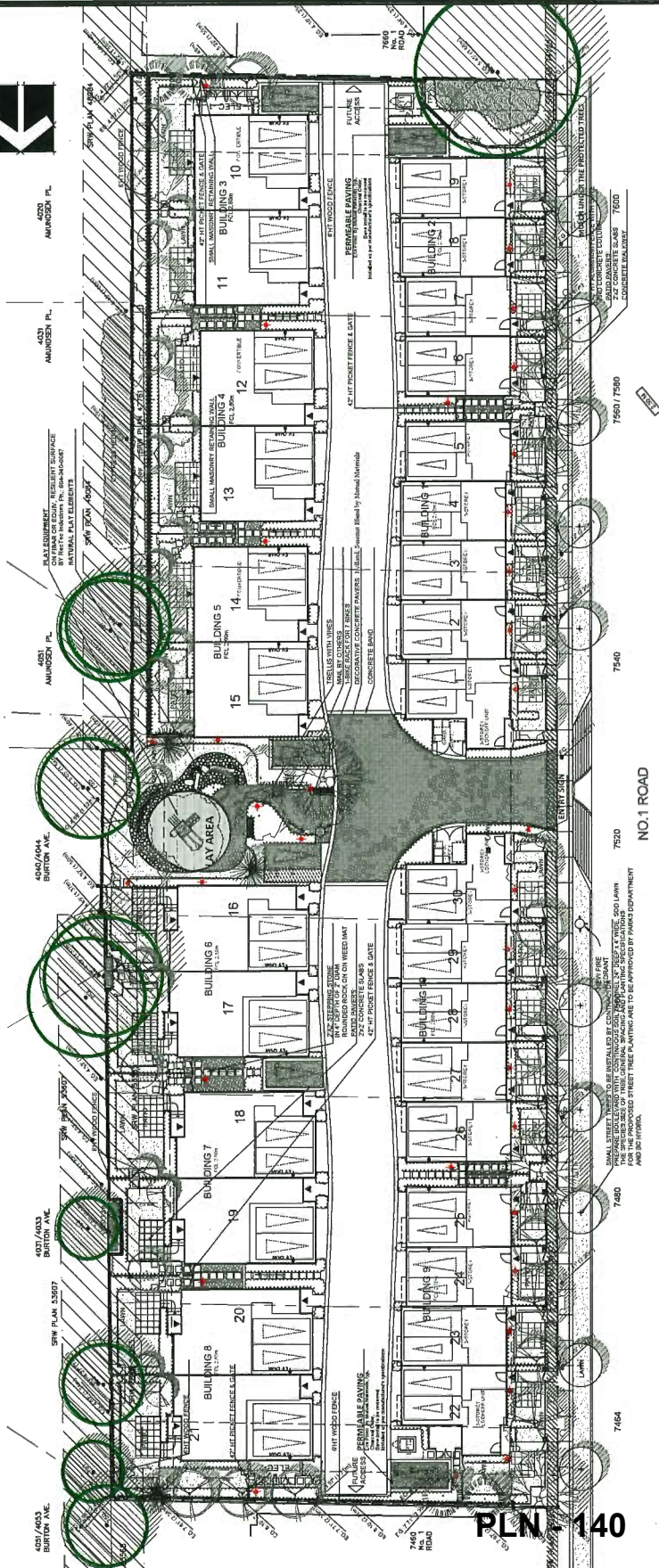




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LANDSCAPE  
ARCHITECTS  
Suite C100 - 4188 5th Street Drive  
Richmond, BC V6X 2C6  
P: 604-294-0011 F: 604-294-0022

SEAL



PLN - 140

PLANT SCHEDULE - STREET TREE		
TREE	QTY	REMARKS
10	10	STREET TREE
TO BE APPROVED BY PARKS DEPARTMENT		
NOTES: * PLANT SIZES IN THIS LIST ARE SPECIFIED ACCORDING TO THE B.C. LANDSCAPE STANDARD AND CANADIAN LANDSCAPE STANDARD, LATEST EDITION. CONTAINER SIZES SPECIFIED AS PER CANA STANDARD. BOTH PLANT SIZE AND CONTAINER SIZE ARE THE MINIMUM ACCEPTABLE SIZES. * REFER TO SPECIFICATIONS FOR DEFINED CONTAINER SOURCE OF SUPPLY. * AREA OF SEARCH TO INCLUDE LOWER MAINLAND AND FRASER VALLEY. * SUBSTITUTIONS OBTAIN WRITTEN APPROVAL FROM THE LANDSCAPE ARCHITECT PRIOR TO MAKING ANY SUBSTITUTIONS TO THE SPECIFIED MATERIAL. UNAPPROVED SUBSTITUTIONS WILL BE REJECTED. ALLOW A MINIMUM OF FIVE DAYS TO DELIVER MATERIAL. * ALL LANDSCAPE MATERIAL AND WORKMANSHIP MUST MEET OR EXCEED B.C. LANDSCAPE STANDARD AND CANADIAN LANDSCAPE STANDARD, LATEST EDITION. * ALL MATERIAL MUST BE PROVIDED FROM CERTIFIED DISEASE FREE NURSERY. * SUBSTITUTIONS NOT PERMITTED IN GROWING MEDIUM UNLESS AUTHORIZED BY LANDSCAPE ARCHITECT.		

PLANT SCHEDULE		
TREE	QTY	REMARKS
1	1	ACER PLANTAN
2	2	ACER RUBRA RED SUNSET
3	3	CERCOCARYLLUM JAPONICUM
4	4	HYDRANGEA LYNCHII
5	5	HYDRANGEA LYNCHII
6	6	HYDRANGEA LYNCHII
7	7	HYDRANGEA LYNCHII
8	8	HYDRANGEA LYNCHII
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10	10	HYDRANGEA LYNCHII
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12	12	HYDRANGEA LYNCHII
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97	97	HYDRANGEA LYNCHII
98	98	HYDRANGEA LYNCHII
99	99	HYDRANGEA LYNCHII
100	100	HYDRANGEA LYNCHII

NOTES: \* PLANT SIZES IN THIS LIST ARE SPECIFIED ACCORDING TO THE B.C. LANDSCAPE STANDARD AND CANADIAN LANDSCAPE STANDARD, LATEST EDITION. CONTAINER SIZES SPECIFIED AS PER CANA STANDARD. BOTH PLANT SIZE AND CONTAINER SIZE ARE THE MINIMUM ACCEPTABLE SIZES. \* REFER TO SPECIFICATIONS FOR DEFINED CONTAINER SOURCE OF SUPPLY. \* AREA OF SEARCH TO INCLUDE LOWER MAINLAND AND FRASER VALLEY. \* SUBSTITUTIONS OBTAIN WRITTEN APPROVAL FROM THE LANDSCAPE ARCHITECT PRIOR TO MAKING ANY SUBSTITUTIONS TO THE SPECIFIED MATERIAL. UNAPPROVED SUBSTITUTIONS WILL BE REJECTED. ALLOW A MINIMUM OF FIVE DAYS TO DELIVER MATERIAL. \* ALL LANDSCAPE MATERIAL AND WORKMANSHIP MUST MEET OR EXCEED B.C. LANDSCAPE STANDARD AND CANADIAN LANDSCAPE STANDARD, LATEST EDITION. \* ALL MATERIAL MUST BE PROVIDED FROM CERTIFIED DISEASE FREE NURSERY. \* SUBSTITUTIONS NOT PERMITTED IN GROWING MEDIUM UNLESS AUTHORIZED BY LANDSCAPE ARCHITECT.

NOTE: \* All landscape areas to be irrigated with automatically controlled irrigation in L.A.B.C. Standard, latest edition.

LIGHTING  
UP LIGHTING  
SMALL BOLLARD LIGHT



PROJECT:  
30 UNIT TOWNHOUSE  
DEVELOPMENT  
7863-7869 No.1 Road  
RICHMOND

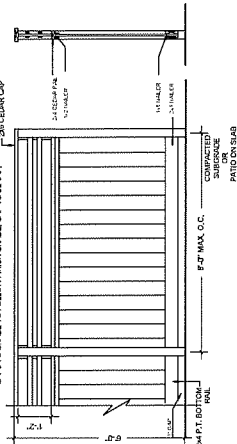
DRAWING TITLE  
LANDSCAPE  
PLAN

DATE: December 12, 2017  
SCALE: 1/4" = 1'-0"  
DRAWN: DD  
CHECK: RCT  
OF: 4

DRAWING NUMBER:  
L1  
PROJECT NUMBER:  
17-268

**pmg**  
**LANDSCAPE**  
**ARCHITECTS**  
Suite C100 - 4185 Still Creek Drive  
Burnaby, British Columbia, V5C 6G8  
604.294.0078 • f. 604.294.0077  
604.294.2011 • e. info@pmgarch.com

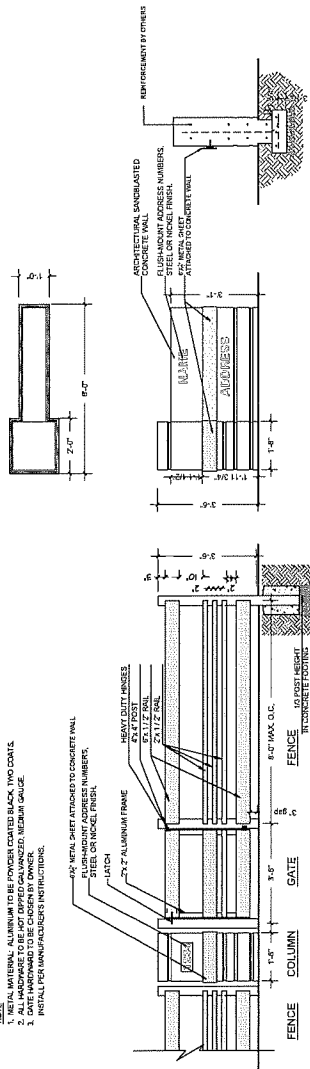
ALL POSTS PRESSURE TREATED TO CSA STANDARD AND END CUTS TREATED WITH PRESERVATIVE.  
ALL POSTS PRESSURE TREATED OTHER MEMBERS TO BE CEDAR #2 (CONSTRUCTION) GRADE MINIMUM.  
ALL HARDWARE HOT DIPPED GALVANIZED.  
APPLY 2 COATS EXTERIOR STAIN TO MANUFACTURERS SPECIFICATION.  
ALL FENCING TO BE LEVEL. CHANGES IN GRADE TO BE IN 12"-18" STEPS (MAX.).  
GAPS TO GRADE TO FOLLOW FINISH GRADE GAP TO BE 1/4" IF NECESSARY.



① 6'-0" HEIGHT PERIMETER FENCE

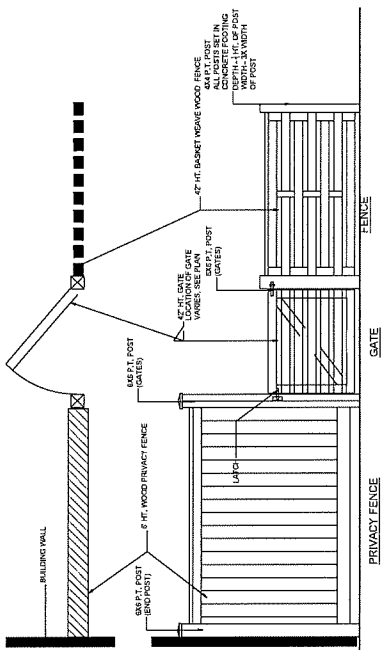
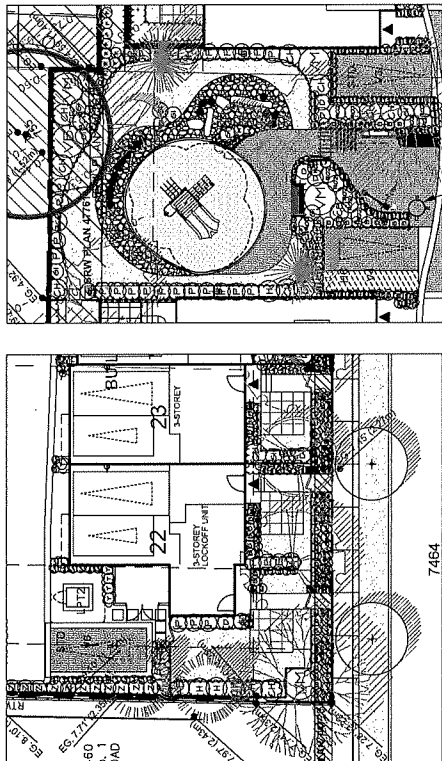
$$\overline{1/2'' = 1'-0''}$$

② 42" HEIGHT ALUMINUM FENCE WITH GATE AND COLUMN

 $\frac{1}{2}'' = 1'-0''$ 

3 SIGN

1-1



## PLN - 141

## BACKYARD FENCE LAYOUT

$$\frac{1}{2} = 1 - 0$$
[illegible]

PROJECT:  
30 UNIT TOWNHOUSE  
DEVELOPMENT  
7454-7600 No1 Road  
RICHMOND

DRAWING TITLE:  
**LANDSCAPE  
DETAILS**

DATE: December 12, 2017 DRAWING NUMBER:

2

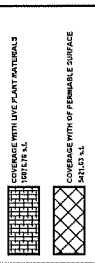
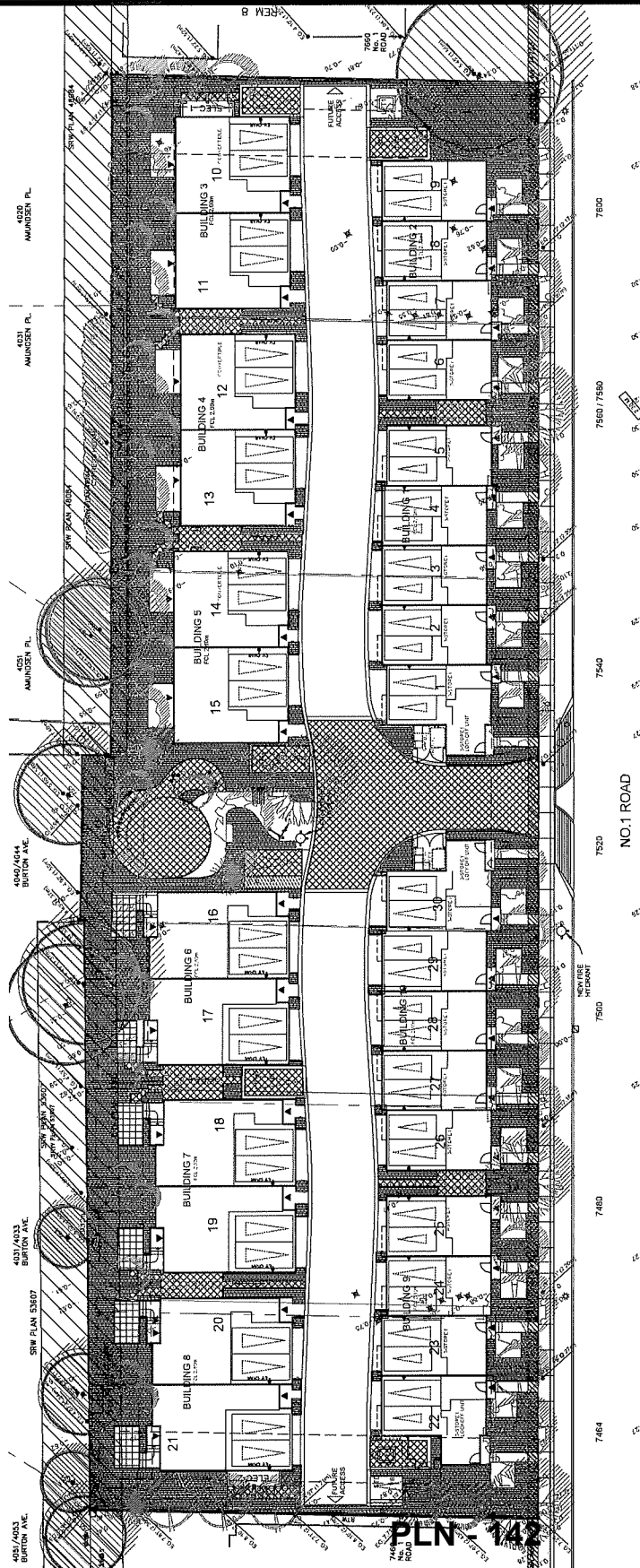
DEF 4

17268-7 ZIP 17-268 PAIG PROJECT NUMBER:

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**pmg**  
LANDSCAPE  
ARCHITECTS  
Suite C100 - 4185 84 Creek Drive  
Richmond, BC V6X 2A6  
P: 604.294.0311 F: 604.294.0322

SCALE



PROJECT:  
**30 UNIT TOWNHOUSE  
DEVELOPMENT**  
7464-7500 No.1 Road  
RICHMOND

DRAWING TITLE:  
**LOT COVERAGE  
PLAN**

DATE: December 12, 2017  
SCALE: 1/8"=1'-0"  
DRAWN: DC  
DESIGN: DO  
CHECK: MCT  
OF: 4  
PROJECT NUMBER: 17266-7.2P  
17-266

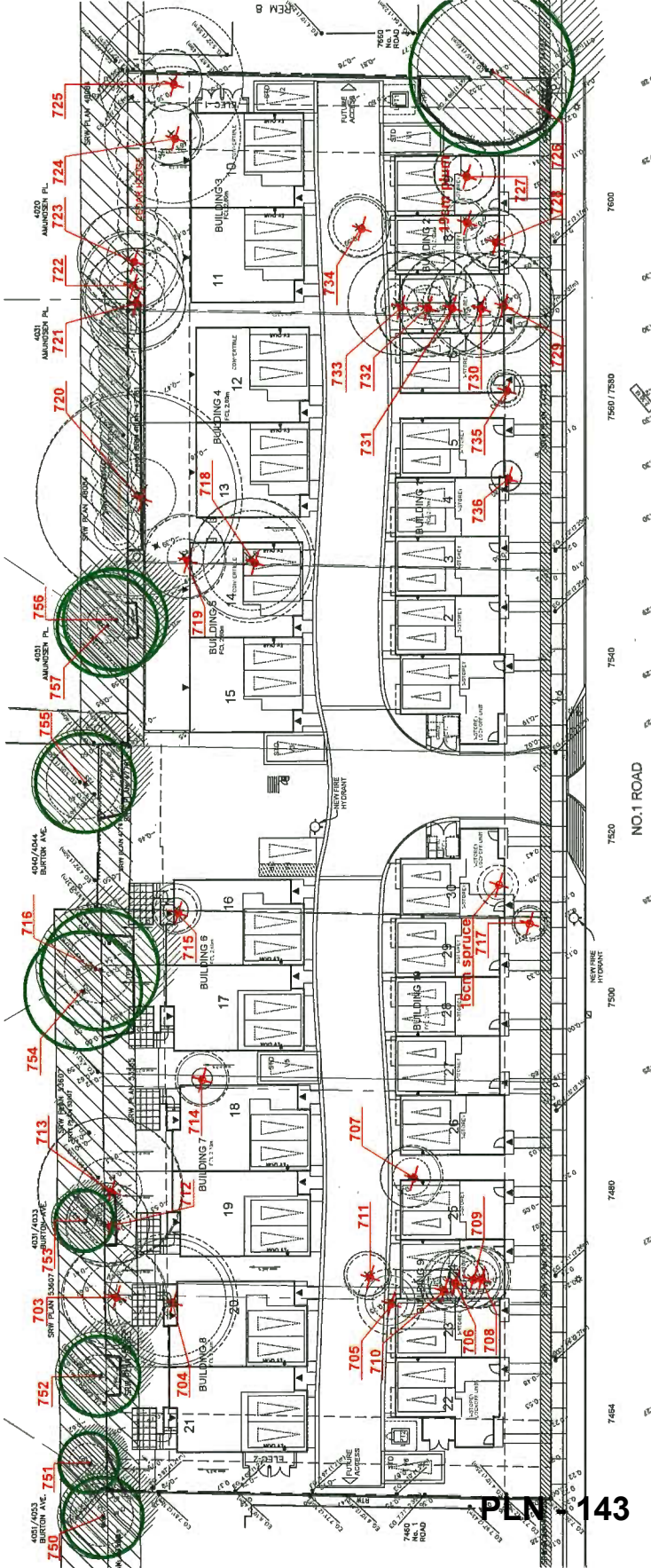
NO.	DATE	REVISION DESCRIPTION	BY
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3	12/12/17	ISSUED FOR PERMIT	DC
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14	12/12/17	ISSUED FOR PERMIT	DC
15	12/12/17	ISSUED FOR PERMIT	DC
16	12/12/17	ISSUED FOR PERMIT	DC
17	12/12/17	ISSUED FOR PERMIT	DC
18	12/12/17	ISSUED FOR PERMIT	DC
19	12/12/17	ISSUED FOR PERMIT	DC
20	12/12/17	ISSUED FOR PERMIT	DC
21	12/12/17	ISSUED FOR PERMIT	DC



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ARCHITECTS  
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P: 604.275.4022 F: 604.275.4022

SCALE

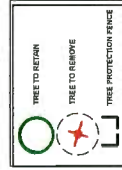


PLN 143

### TREE INVENTORY

#	Type	Action	DBH	MPZ
703	Portuguese Laurel	Remove	35/28/25cm	3.0m
704	Cherry	Remove	90cm	5.4m
705	Portuguese Laurel	Remove	28cm	1.7m
706	Portuguese Laurel	Remove	20cm	1.2m
707	Apple	Remove	18/18cm	1.8m
708	Western Redcedar	Remove	27cm	1.6m
709	Cherry	Remove	26cm	1.6m
710	Western Redcedar	Remove	42cm	2.5m
711	Lawson Cypress	Remove	36cm	2.3m
712	Purple Plum	Remove	35cm	2.1m
713	Norway Maple	Remove	51cm	3.1m
714	Cherry	Remove	27/20cm	2.0m
715	Mountain Ash	Remove	20cm	1.2m
716	Norway Spruce	Remove	55cm	3.3m
717	Norway Spruce	Remove	28cm	1.7m
718	Cherry	Remove	80cm	4.8m
719	Portuguese Laurel	Remove	20/19cm	1.8m
720	English Walnut	Remove	98cm	3.5m
721	Deodar Cedar	Remove	49cm	2.9m
722	Deodar Cedar	Remove	51cm	3.1m
723	Deodar Cedar	Remove	40cm	2.4m
724	Lombardy Poplar	Remove	110cm	6.6m
725	Lombardy Poplar	Remove	110/90cm	7.0m
726	Sycamore Maple	Remove	75/75/50cm	7.0m
727	Purple Plum	Remove	28cm	1.7m
728	Purple Plum	Remove	30cm	1.8m
729	Laburnum	Remove	28cm	1.7m
730	Laburnum	Remove	25/20cm	2.0m
731	Laburnum	Remove	45cm	2.7m
732	Laburnum	Remove	32cm	1.9m
733	Laburnum	Remove	30cm	1.8m
734	Japanese Maple	Remove	22/12/12cm	2.5m
735	Lawson Cypress	Remove	30cm	1.8m
736	Blue Spruce	Remove	25cm	1.5m
737	Western Redcedar	Remove	35/35cm	3.0m
738	Western Redcedar	Remove	15/15cm	1.8m
739	Cherry	Remove	32cm	1.9m
740	Western Redcedar	Remove	22cm	1.3m
741	Western Redcedar	Remove	80cm	4.8m
742	Western Redcedar	Remove	60cm	3.6m
743	Lawson Cypress	Remove	28cm	1.7m
744	Lawson Cypress	Remove	30cm	1.8m
745	Cypress Hedge	Remove	20 to 35cm	2.2m

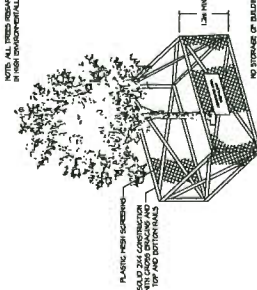
DBH= trunk diameter, MPZ= protection zone



NOTE: ALL TREES REQUIRING OF ARE ARE PROTECTED BY A 1.2M HIGH PROTECTION FENCE.

DBH	PROTECTION FENCE HEIGHT
25	1.2m
30	1.5m
35	1.8m
40	2.1m
45	2.4m
50	2.7m
55	3.0m
60	3.3m
65	3.6m
70	3.9m
75	4.2m
80	4.5m
85	4.8m
90	5.1m
95	5.4m
100	5.7m

ENHANCING PROTECTION FENCE FOR TREES LARGER THAN 100CM DBH BY ADDING AN OUTSIDE PROTECTION FENCE.



1.2m TREE PROTECTION BARRIER

PROJECT:  
30 UNIT TOWNHOUSE  
DEVELOPMENT  
7655-7650 No.1 Road  
RICHMOND

DRAWING TITLE  
TREE MANAGEMENT  
PLAN

DATE: December 12, 2017  
SCALE: 1/8"=1'-0"  
DRAWN: DD  
CHECKED: MCY  
DSCN: MCY  
OF 4

PROJECT NUMBER: 17268-7-20  
17-268



**RZ 17-794287**

**Attachment 4**

Address: 7464, 7480, 7500, 7520, 7540, 7560/7580 and 7600 No. 1 Road

Applicant: 1132865 BC Ltd

Planning Area(s): SeaFair

	Existing	Proposed
Owner:	1132865 BC Ltd	Same
Site Size (m <sup>2</sup> ):	5,791.2 m <sup>2</sup> (62,336 ft <sup>2</sup> )	Same
Land Uses:	Single Family and Two-Unit Dwelling Residential	Townhouse Residential
OCP Designation:	Neighbourhood Residential	Same
Zoning:	Single Detached (RS1/E) and Two-Unit Dwelling (RD1)	Medium Density Townhouses (RTM2)
Number of Units:	8	30

On Future Subdivided Lots	Bylaw Requirement	Proposed	Variance
Floor Area Ratio:	Max. 0.65 with contribution to affordable housing	0.65	none permitted
Buildable Floor Area (m <sup>2</sup> ):*	3,764.3 m <sup>2</sup> (40,518.4 ft <sup>2</sup> )	3,760.90 m <sup>2</sup> (40,482 ft <sup>2</sup> )	none permitted
Lot Coverage (% of lot area):	Building: Max. 40% Non-porous Surfaces: Max. 65%	Building: Max. 40% Non-porous Surfaces: Max. 65%	none
Lot Size:	1,750 m <sup>2</sup> minimum	5,791 m <sup>2</sup>	none
Lot Dimensions (m):	Width: 50 m Depth: 35 m	Width: 136.83 m Depth: 41 m	None
Setbacks (m):	Front: Min. 6.0 m Rear: Min. 3.0 m Side (N): Min. 3.0 m Side (S): Min. 3.0 m	Front: Min. 4.52 m Rear: Min. 6.15 m Side (N): Min. 3.79 m Side (S): Min. 3.75 m	Variance for front yard setback
Height (m):	12 m	9.91 m - 3 storey front	none
Off-street Parking Spaces – Regular (R) / Visitor (V):	Min. 2 (R) and 0.2 (V) per unit	2 (R) and 0.2 (V) per unit	none
Off-street Parking Spaces – Total:	Min. 60 (R) and 6 (V)	60 (R) and 6 (V)	none
Tandem Parking Spaces:	Permitted – Maximum of 50% of required spaces	0%	none
Accessible Spaces:	Min. 2% of spaces Min. (1 space)	1 space	none



<b>On Future Subdivided Lots</b>	<b>Bylaw Requirement</b>	<b>Proposed</b>	<b>Variance</b>
Bicycle Spaces:	Min. Class 1: 38 Min. Class 2: 6	Class 1: 39 Class 2: 6	none
Amenity Space – Indoor:	70 m <sup>2</sup>	Pay in Lieu	none
Amenity Space – Outdoor:	180 m <sup>2</sup>	188 m <sup>2</sup>	none



**Address:** 7464, 7480, 7500, 7520, 7540, 7560/7580 and 7600 No. 1 Road    **File No.:** RZ 17-794287

**Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 9983, the developer is required to complete the following:**

1. Consolidation of all the lots into one development parcel (which will require the demolition of the existing dwellings).
2. Submission of a Contract entered into between the applicant and a Certified Arborist for supervision of any on-site works conducted within the tree protection zone of the trees to be retained. The Contract should include the scope of work to be undertaken, including: the proposed number of site monitoring inspections, and a provision for the Arborist to submit a post-construction assessment report to the City for review.
3. Submission of a Tree Survival Security to the City in the amount of \$10,000 for the two trees shared between the properties (tag# 716 and #726) to be retained. The security is to be held for one year and released upon a satisfactory report by a Certified Arborist.
4. Submission of a Tree Survival Security to the City in the amount of \$1,000 for the Japanese Maple tree (tag# 734) proposed to be relocated elsewhere on-site. The security is to be held for one year and released upon a satisfactory report by a Certified Arborist.
5. Installation of appropriate tree protection fencing around all trees to be retained as part of the development prior to any construction activities, including building demolition, occurring on-site.
6. Registration of a statutory right-of-way (SRW), and/or other legal agreements or measures; as determined to the satisfaction of the Director of Development, over the entire area of the proposed entry driveway from No. 1 Road and the internal north-south manoeuvring aisle, in favour of future residential development to the north and south. Language should be included in the SRW document that the City will not be responsible for maintenance or liability within the SRW and that utility SRW under the drive aisle is not required.
7. Registration of a flood indemnity covenant on title.
8. Strata Plan NW381 associated with 7560 and 7580 No. 1 Road must be dissolved.
9. The submission and processing of a Development Permit\* completed to a level deemed acceptable by the Director of Development.
10. City acceptance of the developer's offer to voluntarily contribute \$0.85 per buildable square foot (e.g. \$34,440.64 based on 62,336 ft<sup>2</sup> x 0.65 FAR) to the City's public art fund.
11. Contribution of \$65,600 in-lieu of on-site indoor amenity space.
12. City acceptance of the developer's offer to voluntarily contribute \$8,500 towards the upgrade of the existing pedestrian traffic signal infrastructure at No. 1 Road and Morseby Drive. The cash contribution is required for these upgrades: Audible Pedestrian Signals (APS), pedestrian crossing countdown timers, and street light luminaire to new LED street light standard. (Account 3550-10-556-55134-0000).
13. City acceptance of the developer's offer to voluntarily contribute \$156,840 towards the upgrade of the existing traffic signal infrastructure at No. 1 Road and Blundell Road. The cash contribution is required for these upgrades: Uninterrupted Power Supply (UPS), Audible Pedestrian Signals (APS), signal upgrades (signal heads, hardware, bases, poles, arms, LED luminaires), cameras and LED street name signs. (Account 3132-10-550-55005-0000).
14. City acceptance of the developer's offer to voluntarily contribute \$8.50 per buildable square foot (e.g. \$344,097.00) to the City's affordable housing fund.
15. Registration of a legal agreement on Title, or other measures as determined to the satisfaction of the Director of Development, to ensure that:
  - a) No final Building Permit inspection is granted until three secondary suites are constructed on site, to the satisfaction of the City in accordance with the BC Building Code and the City's Zoning Bylaw; and,

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- b) The secondary suites cannot be stratified or otherwise held under separate Title.
16. Discharge of Covenants BE293306 and BE293307 on the titles of 7560 and 7580 No. 1 Road restricting the use of the lands to be a site of a one-family dwelling.
17. Enter into a Servicing Agreement\* for the design and construction of frontage works and utility upgrades. A Letter of Credit or cash security for the value of the Service Agreement works, as determined by the City, will be required as part of entering into the Servicing Agreement. Works include, but may not be limited to, the following:

### **Engineering Requirements**

#### **• Water Works:**

- a. Using the OCP Model, there is 367.0 L/s of water available at a 20 psi residual at the No.1 Road frontage. Based on your proposed development, your site requires a minimum fire flow of 220.0 L/s.
- b. The Developer is required to:
- Submit Fire Underwriter Survey (FUS) or International Organization for Standardization (ISO) fire flow calculations to confirm the development has adequate fire flow for onsite fire protection. Calculations must be signed and sealed by a Professional Engineer and be based on Building Permit Stage and Building designs.
  - Install a new fire hydrant at the east side of No. 1 Road as required to meet City requirement of 75mm spacing between hydrants for townhouse developments.
- c. At Developers cost, the City is to:
- Cut and cap all existing water service connections that are currently serving the proposed development.
  - Install one new water service connection complete with meter and meter chamber (to be placed on-site) along the No. 1 Road frontage.
  - Provide a utility right of way for the required water meter chamber. The sizing of the required right of way shall be determined via the servicing agreement review process.

#### **• Storm Sewer Works:**

- a. The Developer is required to:
- Provide a 3m x 1.5m SRW for the future storm IC within development site.
- b. At Developers cost, the City is to:
- Cut and cap the existing storm sewer service connections and remove IC's serving the proposed development.
  - The storm service connection located at the south-west corner of the proposed development to be cut and capped at the IC. The IC is to be retained as it serves the neighbouring property (7660 No.1 Rd).
  - Install one new storm service connection complete with IC at the No. 1 Rd frontage. Location shall be determined via the SA design process.

#### **• Sanitary Sewer Works:**

- a. The Developer is required to:
- Not start onsite excavation and/or foundation works until the City has completed the proposed rear yard sanitary connections. Also indicate this as a note on the site plan and SA design plans.
  - Inspect the existing manhole SMH4589 to confirm its condition.
- b. At Developers cost, the City is to:
- Cut and cap the existing sanitary service connections and remove the existing ICs that are currently serving the proposed development.
  - Install one new sanitary service connection off of the existing manhole SMH4589.

PLAN 147

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- **Frontage Improvements:**

- a. Developer to coordinate with BC Hydro, Telus and other private communication service providers:
  - To underground the service lines for the proposed development.
  - When relocating/modifying any of the existing power poles and/or guy wires within the property frontages.
  - To determine if above ground structures are required and coordinate their locations (e.g. Vista, PMT, LPT, Shaw cabinets, Telus Kiosks, etc). Architects to coordinate with private utility companies to determine the onsite location prior to DP submission. Proposed onsite locations to be included within the DP drawings.
  - To relocate the existing BC Hydro poles into the new boulevard because the placement of the new sidewalk adjacent to the property line will put the existing poles approximately half a meter into the new sidewalk.
- b. Developer is required to:
  - Review street lighting levels along No. 1 Road frontage and provide lighting using LED fixtures if required.
  - Complete other frontage improvements as per Transportation's requirements.

- **General Items:**

- a. Additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering may be required, including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.
- b. Provide, prior to first SA design submission, a geotechnical assessment of preload and soil preparation impacts on the existing utilities fronting or within the development site, proposed utility installations, the adjacent developments and provide mitigation recommendations. Any mitigation recommendations shall be incorporated into the first SA design submission or if necessary prior to pre-load.
- c. The fill and retaining wall system that are proposed within the existing utility right of way along the east property line of the proposed site require an encroachment agreement. An encroachment agreement between the property owner and the City shall be required and finalized prior to the servicing agreement being approved. The detail of the proposed fill and retaining wall, if required, will be reviewed and approved via the SA.
- d. Obtain an arborist's input/ recommendations to ensure that the proposed tree removals will not impact existing sanitary lines. Pre and post tree removal video inspections are required.
- e. Pre and post preload video inspections are required.
- f. New trees or hedges are not permitted within existing Sanitary SRW.

### **Transportation Requirements**

#### **No. 1 Road Development Frontage Improvements (works include, but are not limited to the following)**

- 1) Remove the existing sidewalk and construct a new 1.5 m wide concrete sidewalk next to the property line. Construct a new boulevard with street trees over the remaining width between the new sidewalk and the existing

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east curb of No. 1 Road. The new sidewalk and boulevard are to transition to meet the existing frontage treatments to the north and south of the subject site. The cross section of the frontage improvements shall include the following:

- a) East property line of the No. 1 Road right-of-way.
  - b) 1.5 m wide sidewalk.
  - c) 1.71 m wide boulevard with street trees.
  - d) 0.15 m wide curb.
- 2) All existing driveways along the No. 1 Road development frontage are to be closed permanently. The Developer is responsible for the removal of the existing driveway let-downs and the replacement with barrier curb/gutter, boulevard with street trees and concrete sidewalk per standards described under Items 1 above.
  - 3) Consult Parks on the requirements for tree protection/placement including tree species and spacing as part of the frontage works.
  - 4) Consult Engineering on lighting and other utility requirements as part of the frontage works.

#### **Road Dedication and SRW Requirements**

- 5) All above ground hydro/telephone kiosks and other third party equipment must not be placed within any frontage works area including sidewalk and boulevard. On-site SRW's are to be secured for the placement of this equipment.

#### **Transit Amenities**

- 6) As part of the Rezoning Considerations, the Developer is required to include in the Servicing Agreement upgrades to a near-by bus stop. The particulars of the bus stop upgrades are listed as follows:
  - a) Bus stop location – southbound bus stop on No. 1 Road just south of Morseyby Drive (ID #56495).
  - b) Upgrade requirements – construction of a 3.0 m x 9.0 m concrete bus pad measuring from the bus stop post towards Moresby Drive. The bus pad construction is to include electrical conduit pre-ducting for future bus shelter installation.
  - c) Design standards – the bus pad is to be constructed to meet TransLink Accessible Bus Stops standards.
  - d) Contact – contact City Traffic Operations staff to confirm the accessible bus pad location and dimensions before commencement of construction.

#### **Site Vehicle Access**

- 7) All existing driveways along the No. 1 Road development frontage are to be closed permanently. Vehicle access to the development is to be provided by a single driveway located on No. 1 Road at approximately mid-point of the site. The following are further details on the site vehicle access requirements:
  - a) Vehicle access to the site is to be restricted to right-in/right-out traffic movements.
  - b) A raised concrete island with rollover curb at the site access driveway is required to enforce the left turn restrictions.
  - c) No left turn signs to/from No. 1 Road are required on site.
- 8) City design standards for driveways are to be met (7.5 m driveway width at the P/L, with 0.9 m flares at the curb and 45° offsets to meet existing grade of sidewalk/boulevard). The driveway width can be tapered from the property line at 5:1 to a minimum drive aisle width of 6.0 m (driving surface excluding curb/gutter). A minimum 0.35 m wide setback (measured from edge of driving surface) is required on both sides of the drive aisle.
- 9) The following items are to be addressed as part of the SA design process:
  - a) The vehicle access to the site is to be restricted to right-in/right-out vehicle movements.
  - b) Enforcement is achieved by the provision of a raised concrete island and turn restriction signage.
  - c) The right-in/right-out driveway design is to follow the following standards:
    - Driveway letdown (not curb return).
    - The width of the driveway is to be 7.5 m wide at the PL. The driveway width can be tapered from the property line at 5:1 to a minimum drive aisle width of 6.0 m (driving surface excluding curb/gutter).
    - Dimensions at the curb:
      - 0.9 m flares at the curb and 45° offsets to meet existing grade of sidewalk/boulevard.
      - 6.4 m wide channelization for both right-in and right-out vehicle movements.
      - 5.0 m wide raised concrete island.



- d) To increase the size of the island, use a passenger car as the design vehicle to define the right-in/right-out channelizations.
- e) Use rollover curb around the edges of the island. Trucks are allowed to climb the rollover curb.
- f) Wheelchair ramps are to be provided at both sides of the driveway and at the raised concrete island if required (to be reviewed through the Servicing Agreement). The wheelchair ramps are to be oriented towards the raised island and not No. 1 Road. A landing area is to be provided at both sides of the driveway for the visually impaired and wheelchair bound pedestrians.
- g) (Note: The design of this driveway is to follow that contained in SA 06-347587 and details provided above).

18. Registration of a legal agreement on Title, identifying that the proposed development must be designed and constructed to meet or exceed EnerGuide 82 criteria for energy efficiency and that all dwellings are pre-ducted for solar hot water heating. Language should be included in the legal agreement that if an acceptable Building Permit application for the proposed development is not submitted to the City by December 31, 2019, the proposed development would be subject to the Energy Step Code.

**Prior to a Development Permit\* being forwarded to the Development Permit Panel for consideration, the developer is required to:**

- 1. Submit a proposed townhouse energy efficiency report and recommendations prepared by a Certified Energy Advisor which demonstrates how the proposed construction will meet or exceed the required townhouse energy efficiency standards (EnerGuide 82 or better), in compliance with the City's Official Community Plan.

**Prior to Building Permit Issuance, the developer must complete the following requirements:**

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

**Note:**

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

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

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

- Additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering may be required including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.

- Applicants for all City Permits are required to comply at all times with the conditions of the Provincial *Wildlife Act* and Federal *Migratory Birds Convention Act*, which contain prohibitions on the removal or disturbance of both birds and their nests. Issuance of Municipal permits does not give an individual authority to contravene these legislations. The City of Richmond recommends that where significant trees or vegetation exists on site, the services of a Qualified Environmental Professional (QEP) be secured to perform a survey and ensure that development activities are in compliance with all relevant legislation.

Signed Copy in File

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Signed

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Date



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**Richmond Zoning Bylaw 8500**  
**Amendment Bylaw 9983 (RZ 17-794287)**  
**7464, 7480, 7500, 7520, 7540, 7560/7580 and 7600 No. 1 Road**

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

1. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it “**MEDIUM DENSITY TOWNHOUSE (RTM2)**”.

7464 No. 1 Road

P.I.D. 003-590-577

Lot 5 Except Part Subdivided by Plan 49938 Section 14 Block 4 North Range 7 West New Westminster District Plan 10114

7480 No. 1 Road

P.I.D. 003-987-191

Lot 6 Except Part Subdivided by Plan 49938 Section 14 Block 4 North Range 7 West New Westminster District Plan 10114

7500 No. 1 Road

P.I.D. 004-035-291

Lot 7 Except: Firstly: Part Subdivided by Plan 45816 and Secondly: Part Subdivided by Plan 49938 Section 14 Block 4 North Range 7 West New Westminster District Plan 10114

7520 No. 1 Road

P.I.D. 004-314-492

Lot 276 Section 14 Block 4 North Range 7 West New Westminster District Plan 45816

7540 No. 1 Road

P.I.D. 000-570-613

Lot 275 Except: Firstly: Part subdivided by Plan 45880 and Secondly: Part on Plan 46812 Section 14 Block 4 North Range 7 West New Westminster District Plan 45421

7560 No. 1 Road

P.I.D. 001-312-910

Strata Lot 1 Section 14 Block 14 North Range 7 West New Westminster District Strata Plan NW381 Together with an Interest in the Common Property in Proportion to the Unit Entitlement of the Strata Lot as Shown on Form 1

7580 No. 1 Road

P.I.D. 001-312-936

Strata Lot 2 Section 14 Block 4 North Range 7 West New Westminster District Strata Plan NW381 Together with an Interest in the Common Property in Proportion to the Unit Entitlement of the Strata Lot as Shown in Form 1

7600 No. 1 Road

P.I.D. 001-058-801

Parcel "A" (Explanatory Plan 16239 of Lot 20 Except: Part on Plan 46812; Section 14 Block 4 North Range 7 West New Westminster District Plan 10114

2. This Bylaw may be cited as **"Richmond Zoning Bylaw 8500, Amendment Bylaw 9983"**.

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

ADOPTED

_____
_____
_____
_____
_____
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\_\_\_\_\_  
MAYOR

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



# City of Richmond

## Report to Committee

**To:** Planning Committee

**Date:** May 6, 2019

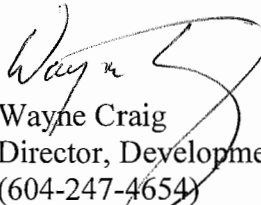
**From:** Wayne Craig  
Director, Development

**File:** RZ 19-850544


**Re:** **Application by Gursher S. Randhawa for Rezoning at 5428 Chemainus Drive from the "Single Detached (RS1/E)" Zone to the "Single Detached (RS2/B)" Zone**

### Staff Recommendation

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10028, for the rezoning of 5428 Chemainus Drive from the "Single Detached (RS1/E)" zone to the "Single Detached (RS2/B)" zone, be introduced and given First Reading.

  
Wayne Craig  
Director, Development  
(604-247-4654)

WC:na  
Att. 7

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Affordable Housing	<input checked="" type="checkbox"/>	



## Staff Report

### Origin

Gursher S. Randhawa has applied to the City of Richmond for permission to rezone 5428 Chemainus Drive from the “Single Detached (RS1/E)” zone to the “Single Detached (RS2/B)” zone, to permit the property to be subdivided to create two single-family lots, each containing a secondary suite, with vehicle access from Chemainus Drive (Attachment 1). A site survey showing the proposed subdivision plan is included in Attachment 2.

### Findings of Fact

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

#### Subject Site Existing Housing Profile

A legal non-conforming duplex was previously located on the site but was demolished in 2018. It contained no secondary suites. The site is currently occupied by an unfinished single-family dwelling (Issued Building Permit 2017-778753) located on the eastern portion of the lot which complies with current the “Single Detached (RS2/B)” zoning requirements, proposed lot coverage and density.

### Surrounding Development

Development immediately surrounding the site is as follows:

- To the North: Across Chemainus Drive, single-family dwellings on lots zoned “Single Detached (RS1/E)”.
- To the South: Single-family dwellings on property zoned “Single Detached (RS1/E)”.
- To the East: Single-family dwellings on property zoned “Single Detached (RS1/E)”.
- To the West: Across Cathay Road, single-family dwellings on property zoned “SingleDetached (RS1/E)”.

### Related Policies & Studies

#### Official Community Plan/Blundell Area Plan

The subject property is located in the Blundell planning area, and is designated in the Official Community Plan (OCP) as Neighbourhood Residential. The proposed rezoning and subdivision is consistent with this designation.

### **Single-Family Lot Size Policy**

The subject property is located in an area subject to the 5453 Single-Family Lot Size Policy which identifies the properties in the area that would be suitable for subdivision (Attachment 4). The proposed rezoning and subdivision of the subject property is consistent with this Policy.

### **Floodplain Management Implementation Strategy**

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

### **Public Consultation**

A rezoning sign has been installed on the subject property. Staff have not received any comments from the public about the rezoning application in response to the placement of the rezoning sign on the property.

Should the Planning Committee endorse this application and Council grant First Reading to the rezoning bylaw, the bylaw will be forwarded to a Public Hearing; where any area resident or interested party will have an opportunity to comment.

### **Analysis**

#### **Built Form and Architectural Character**

The applicant is proposing to rezone the subject site to subdivide 5428 Chemainus Drive into two lots. The applicant has obtained a Building Permit and began construction of a single family dwelling on the eastern portion of the lot, in compliance with the existing zoning. It is currently at the framing stage awaiting rezoning and subdivision approval before construction resumes. The design has been modified to include a secondary suite.

The applicant has provided a signed and sealed plan from a registered BC Land Surveyor confirming the unfinished building meets the setback, lot coverage and density requirements of the "Single Detached (RS2/B)" zone. The applicant has also submitted conceptual development plans showing the proposed architectural elevations for the corner lot dwelling on Proposed Lot A (Attachment 5). Both single-family dwellings will be accessed from Chemainus Drive.

The building on the proposed corner lot (Lot A) has a modern design; with large north, south, and west facing windows and strong horizontal lines. The Lot B design plans (B7 17-778753) are of similar built form and architectural character with the exception of the single façade that fronts the local road.

In keeping with the City's urban design objectives for enhanced design and landscaping on corner lots, the applicant will be required to provide a landscape plan and register a restrictive covenant on title to ensure that the development design is consistent with the approved plans.

Prior to final adoption of the rezoning bylaw, the applicant must:

- Submit a Landscape Plan for Lot A, prepared by a Registered Landscape Architect, that is consistent with the landscaping requirements contained in Richmond Zoning Bylaw 8500. The Landscape Plan must include a cost estimate prepared by the Landscape Architect for the works (including all trees, soft and hard landscaping materials, fencing, installation costs, and a 10% contingency).
- Submit a Landscape Security based on the cost estimate provided above.
- Register a legal agreement on Title to ensure that the Building Permit application and ensuing development at the site is generally consistent with the proposed plans included in Attachment 5.

The final plans submitted at Building Permit stage must comply with all City regulations, including zoning, at the time of application.

### **Existing Legal Encumbrances**

There is an existing 3.0 m wide Statutory Right-of-Way (SRW) across the south portion of the property and across a 3.0 m by 3.0 m wide area in the north east of the subject site for municipal services. Both SRW's will not be impacted by the proposed development. The applicant is aware that encroachment into the SRWs is not permitted.

### **Transportation and Site Access**

Vehicle access to both lots is to be provided along Chemainus Drive only. All existing driveways along Cathay Road development frontages are to be closed permanently and the existing driveway off of Chemainus Drive is to be kept for Lot B. As part of a City Work Order, the new driveway for Lot A is to be provided according to the following spacing and design standards:

- The driveway for Lot A is to be placed immediately next to the common property line with Lot B.
- The width of each driveway is to be 4.0 m maximum at the property line with 0.9 m flares and 45° off-sets to meet the grade of sidewalk and boulevard. The 4.0 m driveway width is to be established 1.85 m from the adjacent common property line.

A 4 m by 4 m corner cut road dedication is also required at the northwest corner of the subject site (southeast corner of the Chemainus Drive and Cathay Road intersection).

### **Tree Retention and Replacement**

The applicant has submitted a Certified Arborist's Report which identifies zero on-site and two shared tree species, assesses tree structure and condition, and provides recommendations on tree retention and removal relative to the proposed development. One on-site bylaw-sized tree (T2 17-778752) was previously identified on the subject property but was removed in conjunction

with the approved Building Permit (B7 17-778753) for the first single family home. This was initiated prior to this rezoning application.

The City's Tree Preservation Coordinator has also reviewed the Arborist's Report and provides the following direction:

- Retain and protect both trees on the shared property line with the City (tag# 419 and 420) as they are in good health. Any work that will encroach into the Tree Protection Zone (TPZ) will require a project Arborist to oversee.

#### *Tree Protection*

Two trees (Tag # 419 and 420) on the shared west property line (shared with City boulevard) are proposed to be retained. The applicant has submitted a Tree Management Plan showing the trees to be retained and the measures taken to protect them during development stage (Attachment 6). To ensure that the trees identified for retention are protected at the development stage, the applicant is required to complete the following items:

- Prior to final adoption of the rezoning bylaw, submission to the City of a contract with a Certified Arborist for the supervision of all works conducted within or in close proximity to tree protection zones. The contract must include the scope of work required, the number of proposed monitoring inspections at specified stages of construction, any special measures required to ensure tree protection, and a provision for the arborist to submit a post-construction impact assessment to the City for review.
- Prior to final adoption of the rezoning bylaw, Submission of a Tree Survival Security to the City in the amount of \$20,000 for the two trees to be retained.
- Installation of tree protection fencing is required around all trees to be retained. Tree protection fencing must be installed to City standard in accordance with the City's Tree Protection Information Bulletin Tree-03 prior to any works being conducted on-site, and remain in place until construction and landscaping on-site is completed.

#### *Tree Replacement*

With the removal of one on-site tree (T2-17-778752) in conjunction with the approved Building Permit (B7 17-778753) prior to the rezoning of the subject property, the applicant has agreed to plant two trees on each lot proposed in order to be consistent with the 2:1 replacement ratio and Council Policy 5032; for a total of four trees. The required replacement trees are to be of the following minimum sizes, based on the size of the tree being removed as per Tree Protection Bylaw No. 8057, Zoning Bylaw 8500, and based on the replacement conditions as part of Tree Permit (T2-17-778752).

No. of Replacement Trees	Minimum Caliper of Deciduous Replacement Tree	Minimum Height of Coniferous Replacement Tree
2	6.0 cm	2.0 m
2	10 cm	5.5 m

### Affordable Housing Strategy

The Affordable Housing Strategy for single-family rezoning applications requires either a secondary suite or coach house on 100% of new lots created; a suite or coach house on 50% of new lots created together with a cash-in-lieu contribution to the City's Affordable Housing Reserve Fund of \$4.00/ft<sup>2</sup> of the total buildable area of the remaining lots; or, where secondary suites cannot be accommodated in the development, a cash-in-lieu contribution to the City's Affordable Housing Reserve Fund of \$4.00/ft<sup>2</sup> of the total buildable area of the development.

The applicant has proposed to provide a secondary suite on each lot. Lot A includes an approximately 400 ft<sup>2</sup> or 37.16 m<sup>2</sup> 1 bedroom secondary suite and Lot B an approximately 357 ft<sup>2</sup> or 33.16 m<sup>2</sup> bachelor suite. This proposal satisfies the Affordable Housing Strategy requirement.

Registration of a legal agreement on Title will be made to ensure that no final Building Permit inspection is granted until a secondary suite is constructed on two of the two proposed lots (Lot A and Lot B), to the satisfaction of the City in accordance with the BC Building Code and the City's Zoning Bylaw.

### Site Servicing and Frontage Improvements

At the Subdivision stage, the applicant is required to complete the following via Work Order:

- Upgrades to both street frontages, including, but not limited to, removal of the two driveway crossings to Cathay Road, installation of one new driveway crossing to Chemainus Drive, provision of two single wheelchair ramps at the southeast corner of the Chemainus Drive and Cathay Road intersection, installation of a new 1.5 m wide concrete sidewalk next to the fronting property line, provision of a 1.5 m SRW (PROP) that runs the length of the northwest corner cut for continuation of the sidewalk around the protected tree (tag# 420), and installation of a new grass boulevard with street trees over the remaining width between the new sidewalk and the existing fronting road curb.
- Payment of the current year's taxes, School Site Acquisition Charge, Address Assignment Fees, and the costs associated with the completion of the required servicing works as described in Attachment 7.

### **Financial Impact or Economic Impact**

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

### **Conclusion**

The purpose of this rezoning application is to rezone 5428 Chemainus Drive from the "Single Detached (RS1/E)" zone to the "Single Detached (RS2/B)" zone to permit the subject property to be subdivided into two single-family lots with vehicle access from Chemainus Drive.



This rezoning application complies with the land use designations and applicable policies contained within the Official Community Plan (OCP) and Lot Size Policy 5453 for the subject site.

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

On this basis, it is recommended that Richmond Zoning Bylaw 8500, Amendment Bylaw 10028, be introduced and given First Reading.



Nathan Andrews  
Planning Technician  
(604-247-4911)

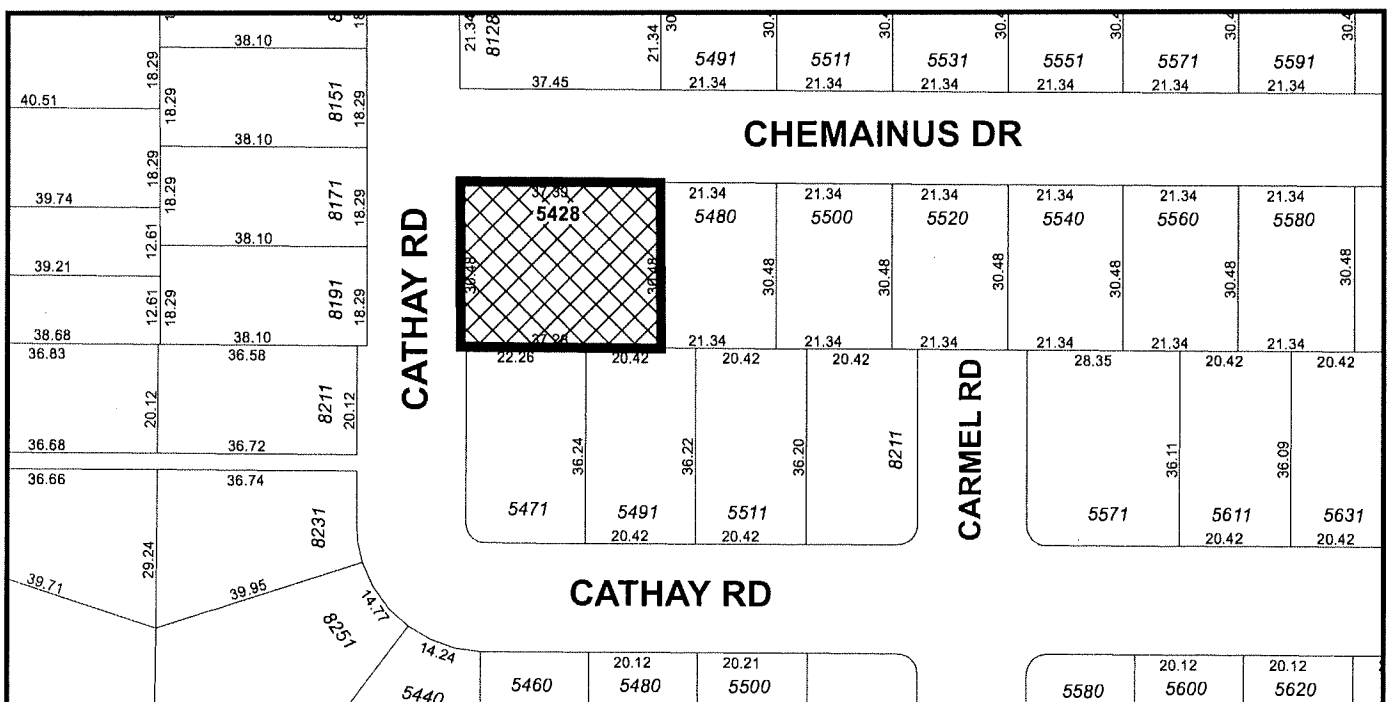
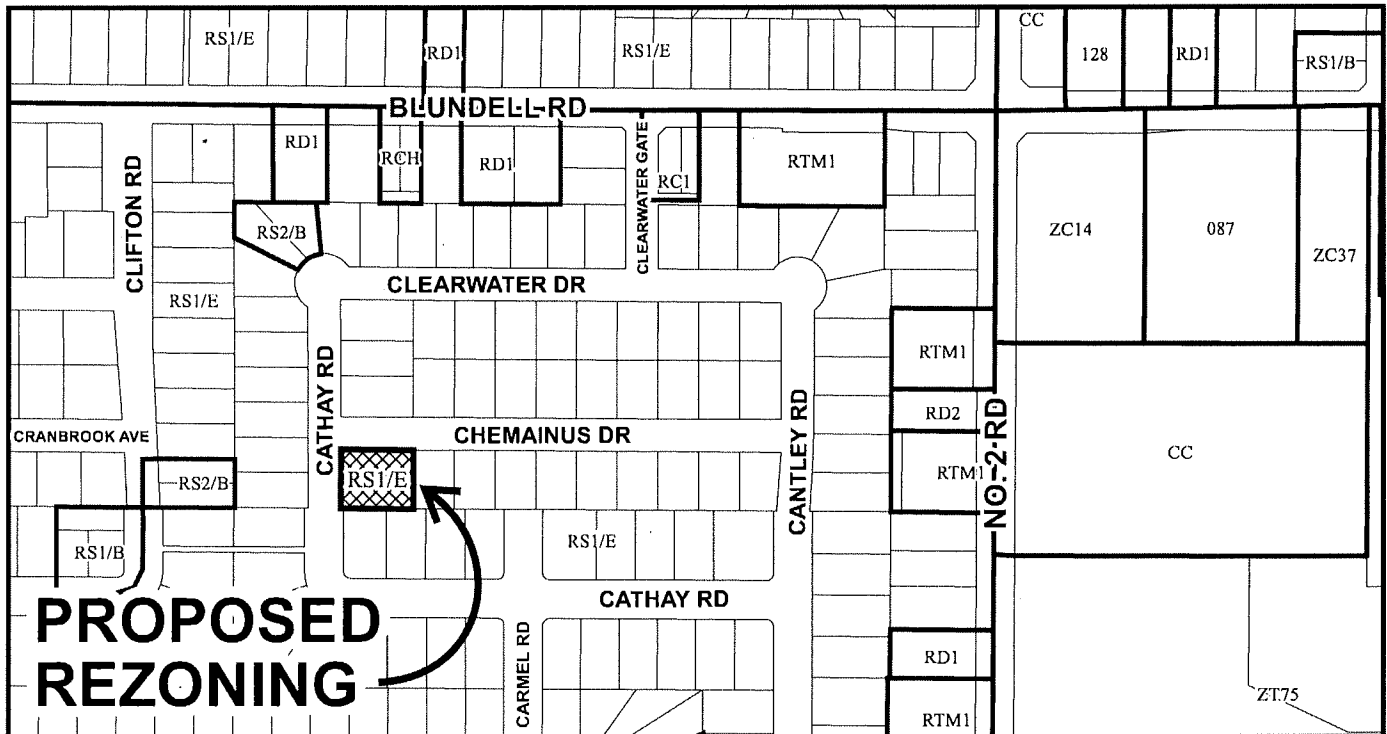
NA:blg

Attachments:

- Attachment 1: Location Map and Aerial Photo
- Attachment 2: Proposed Subdivision Plan
- Attachment 3: Development Application Data Sheet
- Attachment 4: Single-Family Lot Size Policy Map
- Attachment 5: Conceptual Development Plans
- Attachment 6: Tree Management Plan
- Attachment 7: Rezoning Considerations



# City of Richmond



## RZ 19-850544

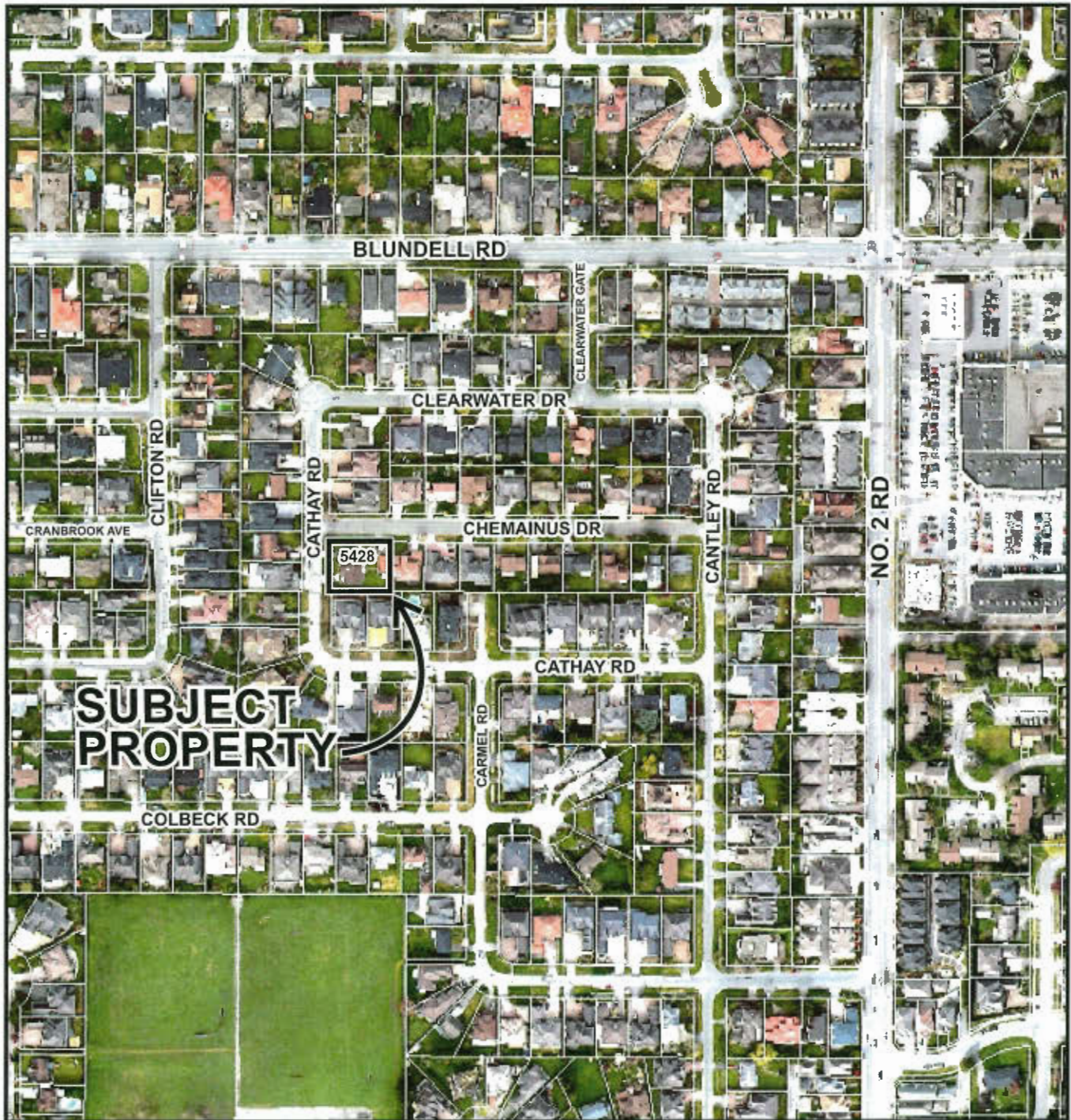
Original Date: 01/15/19

Revision Date:

Note: Dimensions are in METRES



City of  
Richmond



RZ 19-850544

Original Date: 01/15/19

Revision Date:

Note: Dimensions are in METRES

PLN - 162



**B.C. LAND SURVEYOR'S PROPOSED  
SUBDIVISION AND TOPOGRAPHIC SURVEY OF:  
LOT 152 SECTION 24 BLOCK 4 NORTH RANGE 7 WEST  
NEW WESTMINSTER DISTRICT PLAN 42319**

SCALE: 0 1:250 10  
All distances are in metres.  
The intended plot size of this plan is 4320mm in width  
by 2880mm in height (6 feet) when plotted at a scale of 1:250

Parcel Identification Number (PID)  
003-637-808

Proposed Lot A	Proposed Lot B
TOTAL SITE AREA	AREA
1126.4 m <sup>2</sup>	556.0 m <sup>2</sup>
0.28 acre	5985 sq ft

OWNER ADDRESS  
1528 CHEMAINUS DRIVE  
RICHMOND, BC

ZONING PROPOSED ZONING  
RS1/E RS2/B

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This document was prepared for the exclusive use of our client, Stockham Construction Group Inc. This document is intended for use as a topographic plan. It is based on Land Title Office records, and does not represent a boundary survey. Critical lot dimensions and areas must be confirmed by a proper cadastral survey and Explorer Land Surveying Inc. accepts no responsibility or liability for any damages that may be suffered by a third party as a result of any decisions made or actions taken based on this document.

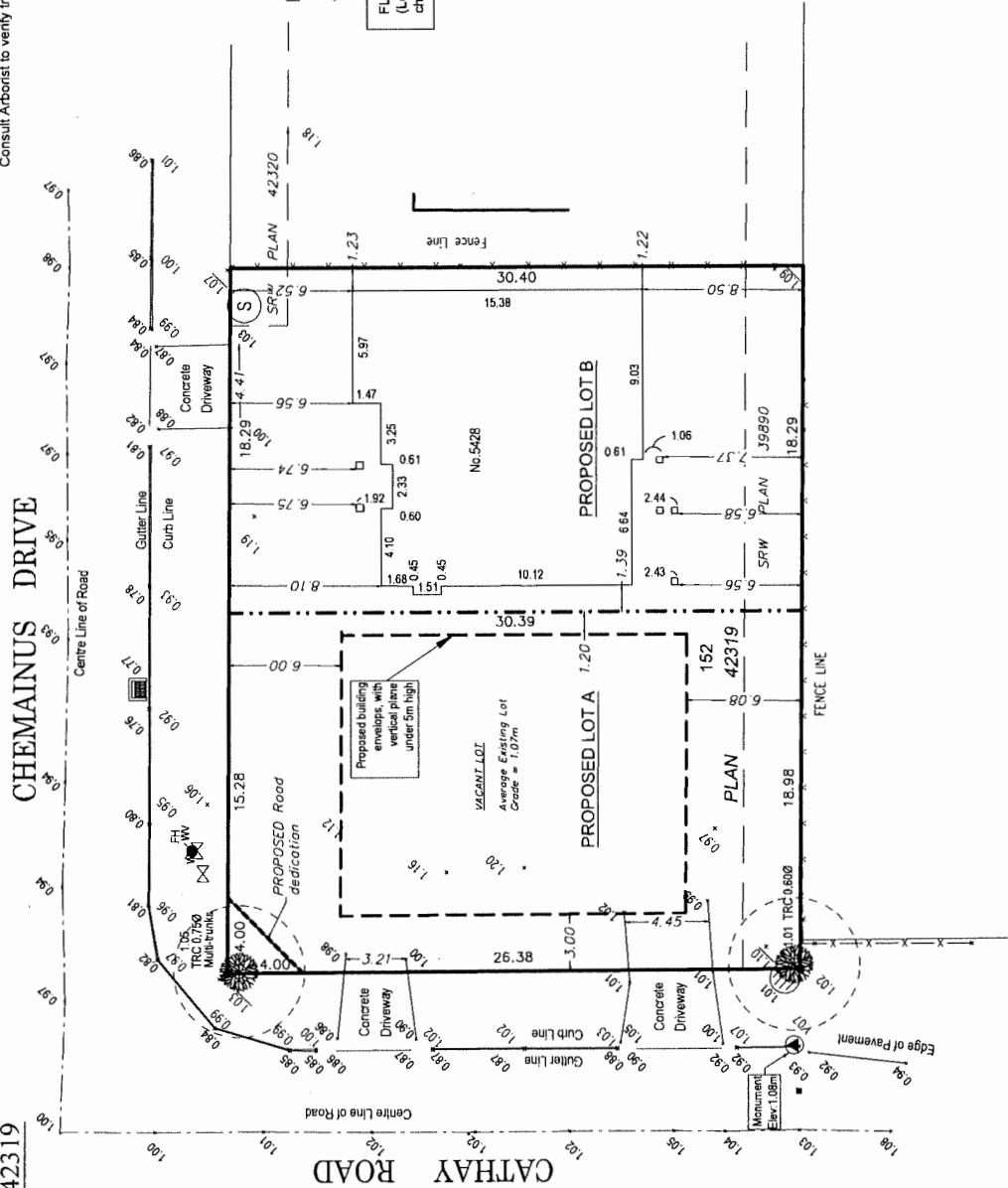
FILE: 1725  
DATE: 1725-10-10  
Explorier  
Land Surveying Inc.  
Vancouver, BC V6P 1N  
www.explorierlandsurveying.com

**LEGEND**

Elevations are geodetic based on integrated survey monument 77H4564 in the City of Richmond at elevation 1.084m.  
Note: Only trees with Trunk greater than 0.20m are identified. Consult Arborist to verify tree species

- - denotes Iron Post found
- - denotes Lead Plug found
- RD - denotes Deciduous Tree type
- NC - denotes Coniferous Tree type
- ☐ - denotes Catchbasin
- S - denotes Sanitary Manhole
- WW - denotes Lawn basin
- WV - denotes Water Valve
- FH - denotes Fire Hydrant

FLAT LOT, UNABLE TO CONTOUR  
(Lot dimensions and areas subject to change after final subdivision survey)



**CERTIFIED CORRECT**  
Lot dimensions are correct according to Land Title Office records.

Kenneth KC Ng, BCLS  
Field Survey - 24 January, 2019  
Dated this 31st of January, 2019  
This document is not valid unless originally signed and sealed or digitally signed with Jurimet digital signature.  
Info: <https://www.jurimet.com>



**RZ 19-850544**

**Attachment 3**

Address: 5428 Chemainus Drive

Applicant: Gursher S. Randhawa

Planning Area(s): Blundell Area Plan

	Existing	Proposed
<b>Owner:</b>	1001844 BC Ltd.	To be determined
<b>Site Size (m<sup>2</sup>):</b>	Total Site: 1126.4 m <sup>2</sup>	Lot A: 570.4 m <sup>2</sup> Lot B: 556.0 m <sup>2</sup>
<b>Land Uses:</b>	Residential (Single-family)	No change
<b>OCP Designation:</b>	Neighbourhood Residential (NRES)	No change
<b>Single-Family Lot Size Policy Designation:</b>	Policy 5453 Permitted for Subdivision	No change
<b>Zoning:</b>	Single Detached (RS1/E)	Single Detached (RS2/B)
<b>Number of Lots:</b>	1	2

On Future Subdivided Lots	Bylaw Requirement	Proposed	Variance
Floor Area Ratio:	Max. 0.55 for lot area up to 464.5 m <sup>2</sup> plus 0.3 for area in excess of 464.5 m <sup>2</sup>	Max. 0.55 for lot area up to 464.5 m <sup>2</sup> plus 0.3 for area in excess of 464.5 m <sup>2</sup>	none permitted
Buildable Floor Area (m <sup>2</sup> ):*	Lot A: Max. 287.2 m <sup>2</sup> (3,091.9 ft <sup>2</sup> ) Lot B: Max. 282.9 m <sup>2</sup> (3,045.4 ft <sup>2</sup> )	Lot A: Max. 287.2 m <sup>2</sup> (3,091.9 ft <sup>2</sup> ) Lot B: Max. 282.9 m <sup>2</sup> (3,045.4 ft <sup>2</sup> )	none permitted
Lot Coverage (% of lot area):	Building: Max. 45% Non-porous Surfaces: Max. 70%	Building: Max. 45% Non-porous Surfaces: Max. 70%	none
Lot Size:	Min. 360.0 m <sup>2</sup>	Lot A: 570.4 m <sup>2</sup> Lot B: 556.0 m <sup>2</sup>	none
Lot Dimensions (m):	Lot A (Corner) Min. Width: 14.0 m Lot B Min. Width: 12.0 m Min. Depth: 24.0 m	Lot A (Corner) Width: 18.98 m Lot B Width: 18.29 m Depth: 30.4 m	none
Setbacks (m):	Front: Min. 6.0 m Rear: Min. 6.0 m Side: Min. 1.2 m Exterior Side: Min. 3.0 m	Front: Min. 6.0 m Rear: Min. 6.0 m Side: Min. 1.2 m Exterior Side: Min. 3.0 m	none
Height (m):	Max 9.0 m	Max 9.0 m	none

\* Preliminary estimate; not inclusive of garage; exact building size to be determined through zoning bylaw compliance review at Building Permit stage.





# City of Richmond

# Policy Manual

Page 1 of 2

Adopted by Council: November 15, 1993

**POLICY 5453**Amended by Council: January 15, 2001 \*  
October 20<sup>th</sup>, 2003

File Ref: 4045-00

SINGLE-FAMILY LOT SIZE POLICY IN QUARTER-SECTION 24-4-7

**POLICY 5453:**

The following policy establishes lot sizes in Section 24-4-7, located in the area generally **bounded by Francis Road, Blundell Road, Railway Avenue and No. 2 Road** as shown on the attached map:

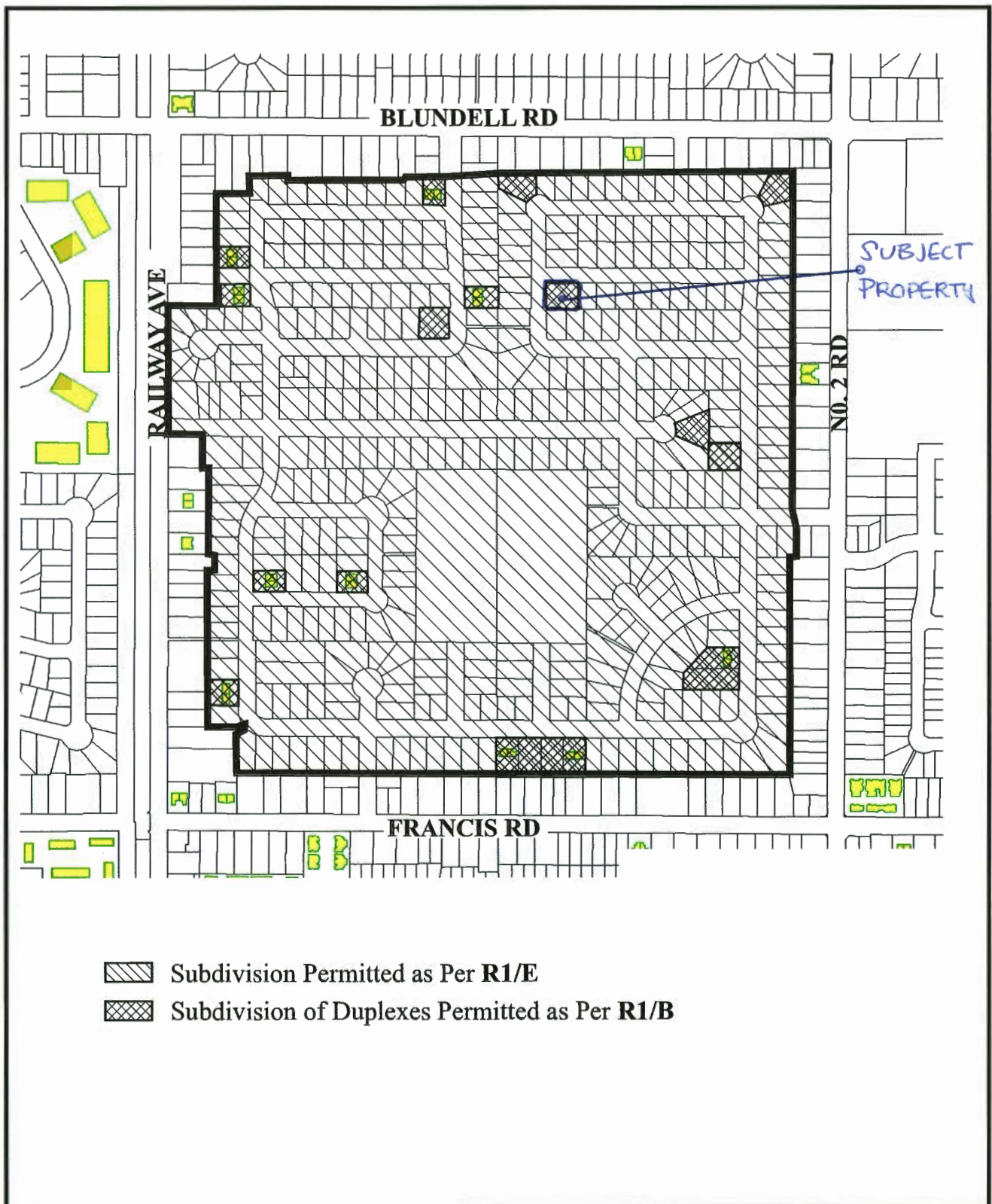
That properties located within the area generally bounded by Francis Road, Blundell Road, Railway Avenue and No. 2 Road in Section 24-4-7, as shown on the attached map, be permitted to subdivide in accordance with the provisions of Single-Family Housing District, Subdivision Area E (R1/E) in Zoning and Development Bylaw No. 5300, with the following exceptions:

- (i) That lots with existing duplexes be permitted to subdivide as per Single-Family Housing District, Subdivision Area B (R1/B); and

and that this policy be used to determine the disposition of future rezoning applications in this area, for a period of not less than five years, unless changed by the amending procedures contained in the Zoning and Development Bylaw 5300.

\* Original Adoption Date In Effect

1081046



**Policy 5453**  
**Section 24-4-7**

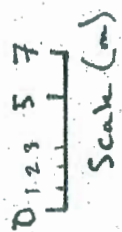
Adopted Date: 11/15/93  
Amended Date: 10/20/03



**Astonish Design & Detailing Ltd.**  
19732 - 71B Ave. Langley B.C.  
PH: 1 604 539 1740 FAX: 1 604 539 1741  
CELL: 1 604 728 0789 E-MAIL: [navej@h1@hotmail.com](mailto:navej@h1@hotmail.com)

THESE PLANS CONFORM TO  
B.C.B.C. 2012 EDITION

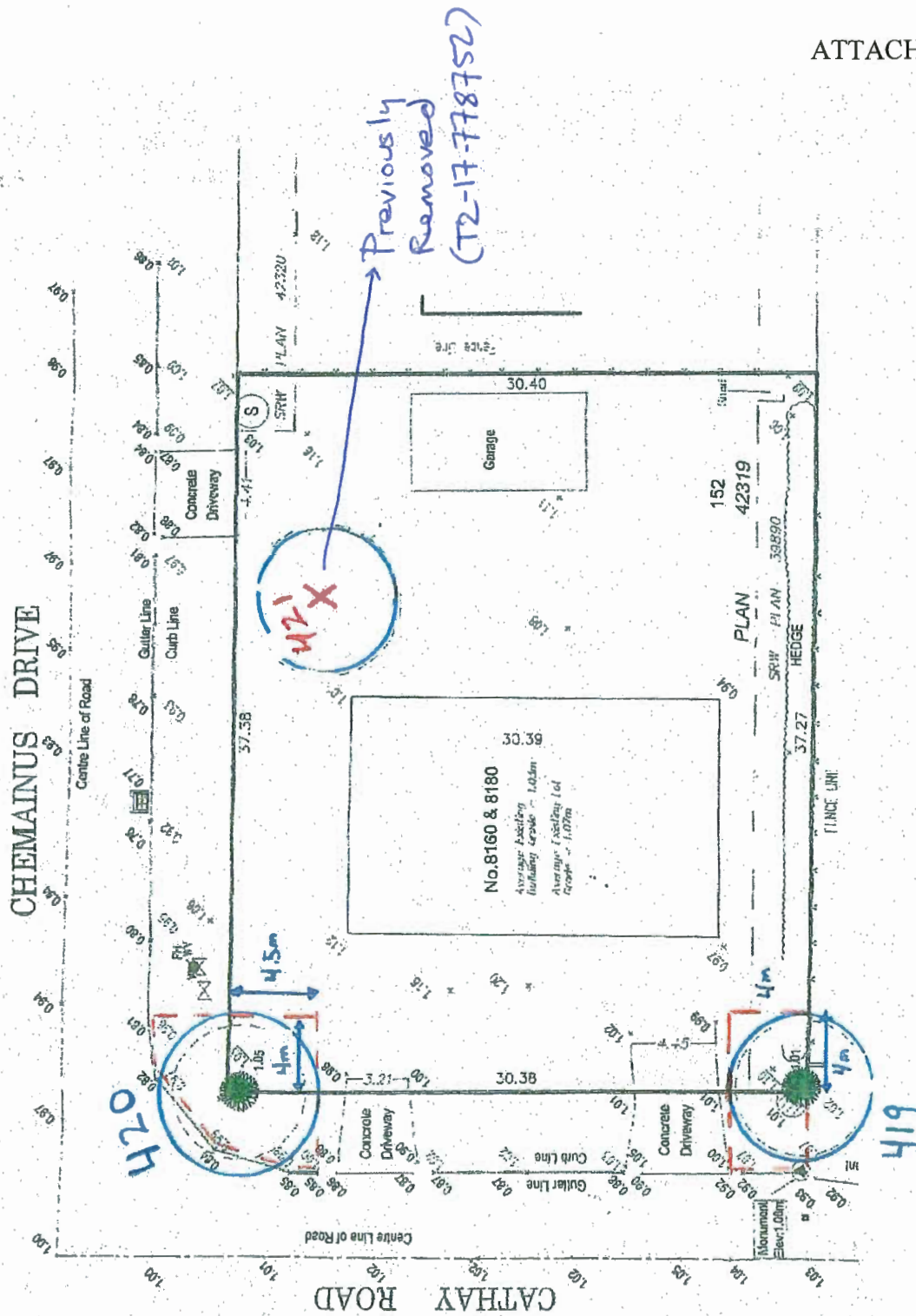
<b>NAME</b>	8160 - Cathay Road, Richmond BC					
<b>COMPANY</b>	<b>FILE#</b>	<b>SCALE</b>	<b>DRAWING</b>	<b>DATE</b>	<b>SHEET NO.</b>	<b>TOTAL SHEETS</b>
KAMAL	NAT/TEU	1/8" = 1'-0"	1/8" U/N	Sept 13 2017	A-025	1



Decision	Retain Tree	Previously Removed Tree
1	●	✗
2	●	✗
3	●	✗
4	●	✗
5	●	✗
6	●	✗
7	●	✗
8	●	✗
9	●	✗
10	●	✗
11	●	✗
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94	●	✗
95	●	✗
96	●	✗
97	●	✗
98	●	✗
99	●	✗
100	●	✗

Crown  
Discipline

Tree Protection  
Barriers - - -

**PLN - 168**





# City of Richmond

## Rezoning Considerations

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

**Address:** 5428 Chemainus Drive

**File No.:** RZ 19-850544

**Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 10028, the developer is required to complete the following:**

1. 4.0 m x 4.0 m corner cut road dedication is required at the northwest corner of the subject site (southeast corner of the Chemainus Drive and Cathay Road intersection).
2. Submission of a Landscape Security in the amount of \$1,000 (\$500/tree) to ensure that a total of two replacement trees are planted and maintained on Lot B. The required replacement trees are to be of the following minimum sizes, based on the size of the tree being removed as per Tree Protection Bylaw No. 8057 and Tree Permit T2-17-778752.

No. of Replacement Trees	Minimum Caliper of Deciduous Replacement Tree	Minimum Height of Coniferous Replacement Tree
1	6.0 cm	2.0 m
1	10.0 cm	5.5 m

3. Submission of a Landscape Plan for Lot A, prepared by a Registered Landscape Architect, to the satisfaction of the Director of Development, and deposit of a Landscaping Security based on 100% of the cost estimate provided by the Landscape Architect, including installation costs. The Landscape Plan should:
  - comply with the landscaping requirements contained in Richmond Zoning Bylaw 8500;
  - include a mix of coniferous and deciduous trees;
  - include the dimensions of tree protection fencing as illustrated on the Tree Retention Plan attached to this report; and
  - include the two required replacement trees with the following minimum sizes:

No. of Replacement Trees	Minimum Caliper of Deciduous Replacement Tree	Minimum Height of Coniferous Replacement Tree
1	6.0 cm	2.0 m
1	10.0 cm	5.5 m

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

4. Submission of a Contract entered into between the applicant and a Certified Arborist for supervision of any on-site works conducted within the tree protection zone of the trees to be retained. The Contract should include the scope of work to be undertaken, including: the proposed number of site monitoring inspections, and a provision for the Arborist to submit a post-construction assessment report to the City for review.
5. Submission of a Tree Survival Security to the City in the amount of \$20,000 for the 2 trees to be retained.
6. Installation of appropriate tree protection fencing around all trees to be retained as part of the development prior to any construction activities, including building demolition, occurring on-site.
7. Granting of a 1.5 m Statutory Right-of-Way for Public-Right-of-Passage (PROP) measured from the required corner cut road dedication of Lot A for the purpose of sidewalk continuation and to enable protection of Tree # 420.
8. Registration of a flood indemnity covenant on title.
9. Registration of a legal agreement on Title to ensure that no final Building Permit inspection is granted until a secondary suite is constructed on two of the two future lots, to the satisfaction of the City in accordance with the BC Building Code and the City's Zoning Bylaw.
10. Registration of a legal agreement on Title to ensure that the Building Permit application and ensuing development on Lot A is generally consistent with the conceptual plans included in Attachment 5.



**At Subdivision\* stage, the developer must complete the following requirements:**

1. Payment of the current year's taxes, School Site Acquisition Charge, and Address Assignment Fees.
2. Completion of the following servicing works and off-site improvements. These may be completed through a City work order:

*Water Works:*

- Using the OCP Model, there is 142 L/s of water available at a 20 psi residual at the hydrant fronting 5428 Chemainus Dr. Based on your proposed development, your site requires a minimum fire flow of 95 L/s.
- At the Developer's cost, the Developer is required to:
  - Submit Fire Underwriter Survey (FUS) or International Organization for Standardization (ISO) fire flow calculations to confirm the development has adequate fire flow for onsite fire protection. Calculations must be signed and sealed by a Professional Engineer and be based on Building Permit Stage and Building designs.
  - Provide a 3m wide utility right of way along the entire north property line. The purpose of the required utility right of way is to provide clearance between the existing old AC water main along the north property line and the required water meters/drainage inspection chambers for the lots to be created. No permanent structures such as trees, concrete fences, etc. are permitted within the required 3m wide utility right of way.
- At the Developer's cost, the City will:
  - Cut and cap at main the existing water service connection.
  - Provide 25mm diameter water service connections complete with water meters to the proposed subdivision at the common property line. Tie-ins shall be to the existing 150mm diameter AC water main along Chemainus Drive frontage and the water meters shall be placed within the required 3m wide utility right of way along the north property line.

*Storm Sewer Works:*

- At the Developer's cost, the City will:
  - Cut and cap at main the existing storm service connections.
  - Install a new storm service connection off of the existing storm sewer along Chemainus Drive complete with inspection chamber which shall be placed within the required 3m wide utility right of way along the north property line.

*Sanitary Sewer Works:*

- At the Developer's cost, the Developer is required to:
  - Not start onsite excavation and/or foundation works until the City has completed the proposed rear yard sanitary works. Also indicate this as a note on the Building Permit site plans.
- At the Developer's cost, the City will:
  - Provide a new sanitary service connection complete with an inspection chamber and tie-in to the existing sanitary sewer along the south property line via a wye. The tie-in shall be where the common property line intersects the existing sanitary line and the inspection chamber shall be placed at the center of a new 3m wide by 1.5m deep utility right of way. The new 3m wide by 1.5m deep utility right of way will consist of a 1.5m wide by 1.5m deep right of way from each of the lots to be created. The new 3m wide by 1.5m deep utility right of way shall not overlap the existing 3m wide utility right of way along the south property line.
  - Cut, cap, and remove all of the existing sanitary service connections.

*Frontage Improvements:*

- The Developer is required to:
  - Coordinate with BC Hydro, Telus and other private communication service providers:
    - To underground Hydro service lines.
    - When relocating/modifying any of the existing power poles and/or guy wires within the property frontages.
    - To determine if above ground structures are required and coordinate their locations on-site (e.g. Vista, PMT, LPT, Shaw cabinets, Telus Kiosks, etc).
  - Construct the following frontage improvements:
    - Removal of the two driveway crossings to Cathay Road;
    - Installation of one new driveway crossing to Chemainus Drive;
    - Provision of a new wheelchair ramp at the southeast corner of the Chemainus Drive and Cathay Road intersection;
    - Installation of a new 1.5 m wide concrete sidewalk next to the fronting property line; and
    - Installation of a new grass boulevard with street trees over the remaining width between the new sidewalk and the existing fronting road curb.

*General:*

- The Developer is required to:
  - Provide if pre-load is required, prior to pre-load installation, a geotechnical assessment of preload and soil preparation impacts on the existing utilities fronting the development site (e.g., existing AC sanitary mains along the south property line and existing AC water mains along the west and north property lines.), proposed utility installations, the existing houses along the south and east property lines, and provide mitigation recommendations. The mitigation recommendations shall be implemented prior to pre-load.
  - Enter into additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering may be required, including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.

**Prior to Building Permit Issuance, the developer must complete the following requirements:**

1. Obtain a Building Permit (BP) for any construction hoarding. If construction hoarding is required to temporarily occupy a public street, the air space above a public street, or any part thereof, additional City approvals and associated fees may be required as part of the Building Permit. For additional information, contact the Building Approvals Department at 604-276-4285.

**Note:**

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

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

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

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

Initial: \_\_\_\_\_

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

- Applicants for all City Permits are required to comply at all times with the conditions of the Provincial *Wildlife Act* and Federal *Migratory Birds Convention Act*, which contain prohibitions on the removal or disturbance of both birds and their nests. Issuance of Municipal permits does not give an individual authority to contravene these legislations. The City of Richmond recommends that where significant trees or vegetation exists on site, the services of a Qualified Environmental Professional (QEP) be secured to perform a survey and ensure that development activities are in compliance with all relevant legislation.

---

Signed

---

Date



**Richmond Zoning Bylaw 8500  
Amendment Bylaw 10028 (RZ 19-850544)  
5428 Chemainus Drive**

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

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

PID 003-637-808

Lot 152 Section 24 Block 4 North Range 7 West New Westminster District Plan 42319

2. This Bylaw may be cited as **"Richmond Zoning Bylaw 8500, Amendment Bylaw 10028"**.

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

ADOPTED

\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

CITY OF RICHMOND
APPROVED by 
APPROVED by Director or Solicitor 

\_\_\_\_\_  
MAYOR

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