



Planning Committee

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

**Tuesday, July 18, 2017
4:00 p.m.**

Pg. # ITEM

MINUTES

PLN-9 *Motion to adopt the **minutes** of the meeting of the Planning Committee held on July 5, 2017.*



NEXT COMMITTEE MEETING DATE

September 6, 2017, (tentative date) at 4:00 p.m. in the Anderson Room

COMMUNITY SERVICES DIVISION

1. **HOUSING AGREEMENT BYLAW NO. 9227, AMENDMENT BYLAW NO. 9732 TO PERMIT THE CITY OF RICHMOND TO AMEND THE EXISTING HOUSING AGREEMENT SECURING AFFORDABLE HOUSING UNITS LOCATED AT 8111 GRANVILLE AVENUE / 8080 ANDERSON ROAD (STOREYS DEVELOPMENT)**

(File Ref. No. 08-4057-01) (REDMS No. 5425344 v. 10)

PLN-12

See Page PLN-12 for full report

Designated Speaker: Joyce Rautenberg

STAFF RECOMMENDATION

That Housing Agreement Bylaw No. 9227, Amendment Bylaw No. 9732 be introduced and given first, second, and third readings to permit the City to amend the existing Housing Agreement pursuant to an Amending Agreement substantially in the form attached as Schedule A to the bylaw, in accordance with the requirements of s. 905 of the Local Government Act, to secure the Affordable Housing Units required by Development Permit Application DP 12-605094.



2. **AFFORDABLE HOUSING STRATEGY UPDATE – FINAL POLICY RECOMMENDATIONS**

(File Ref. No. 08-4057-01) (REDMS No. 5443935 v. 35)

PLN-23

See Page PLN-23 for full report

Designated Speaker: Joyce Rautenberg

STAFF RECOMMENDATION

- (1) *That the recommended policy actions, as outlined in the staff report titled, “Affordable Housing Strategy Update – Final Policy Recommendations,” dated June 26, 2017 from the General Manager, Community Services, be adopted for incorporation into the updated Affordable Housing Strategy;*
- (2) *That the following changes to the Low-End Market Rental Policy be adopted:*
 - (a) *an increase in the built unit contribution for apartments from 5% to 10%; and*
 - (b) *a decrease in the built unit threshold for apartments from 80 units to 60 units;*
- (3) *That the following changes to the cash-in-lieu contribution rates be adopted:*
 - (a) *\$4 per square foot for single family rezonings;*
 - (b) *\$8.50 per square foot for townhouse developments;*
 - (c) *\$10 per square foot for wood-frame apartment and mixed use developments involving 60 units or less;*
 - (d) *\$14 per square foot for concrete apartment and mixed use developments involving 60 units or less; and*

(e) *the above rates be examined and adjusted on a bi-annual basis; and*

- (4) *That the in-stream development applications received prior to Council's adoption of the proposed recommendations 2 and 3 be processed under the existing Affordable Housing Strategy policies, provided that the application is presented to Council for consideration within one (1) year of the effective date of the revised Low-End Market Rental policy and cash-in-lieu contribution rates.*



3. **2017-2022 RICHMOND CHILD CARE NEEDS ASSESSMENT AND STRATEGY**

(File Ref. No. 07-3070-01) (REDMS No. 5440334 v. 10)

PLN-176

See Page **PLN-176** for full report

Designated Speaker: Coralys Cuthbert

STAFF RECOMMENDATION

- (1) *That the recommended actions and implementation plan outlined in the staff report titled, "2017-2022 Richmond Child Care Needs Assessment and Strategy", dated June 28, 2017, from the General Manager of Community Services, be adopted; and*
- (2) *That staff report back after one year of the "2017-2022 Richmond Child Care Needs Assessment and Strategy" being adopted to provide an update on the implementation plan.*



PLANNING AND DEVELOPMENT DIVISION

4. **APPLICATION BY GRAFTON ENTERPRISES LTD. FOR A STRATA TITLE CONVERSION AT 12331/12351 BRIDGEPORT ROAD**

(File Ref. No. SC 17-771962) (REDMS No. 5408903)

PLN-323

See Page **PLN-323** for full report

Designated Speaker: Wayne Craig

STAFF RECOMMENDATION

- (1) *That the application for a Strata Title Conversion by Grafton Enterprises Ltd. for the property located at 12331/12351 Bridgeport Road be approved on fulfilment of the following conditions:*

- (a) *payment of all City utility charges and property taxes up to and including the current year;*
- (b) *registration of an aircraft noise sensitive use covenant (Area 1A) on Title;*
- (c) *registration of a flood indemnity covenant on Title identifying a minimum habitable elevation of 2.9 m GSC;*
- (d) *submission of appropriate plans and documents for execution by the Approving Officer within 180 days of the date of a Council resolution; and*
- (e) *submission of a Landscape Security, based on a cost estimate provided by a Registered Landscape Architect for the installation of the proposed landscaping, plus a 10% contingency; and*
- (2) *That the City, as the Approving Authority, delegate to the Approving Officer the authority to execute the strata conversion plan on behalf of the City, as the Approving Authority, on the basis that the conditions set out in Recommendation 1 have been satisfied.*



5. APPLICATION BY FIREWORK PRODUCTIONS LTD. FOR A TEMPORARY COMMERCIAL USE PERMIT AT 8351 RIVER ROAD AND DUCK ISLAND (LOT 87 SECTION 21 BLOCK 5 NORTH RANGE 6 WEST PLAN 34592)

(File Ref. No. TU 17-764698) (REDMS No. 5462025)

PLN-342

See Page PLN-342 for full report

Designated Speaker: Wayne Craig

STAFF RECOMMENDATION

- (1) *That the application by Firework Productions Ltd. for a Temporary Commercial Use Permit at 8351 River Road and Duck Island (Lot 87, Section 21 Block 5 North Range 6 West Plan 34592) be considered at the Public Hearing to be held on September 5, 2017 at 7:00 p.m. in the Council Chambers of Richmond City Hall, and that the following recommendation be forwarded to that meeting for consideration:*

- (a) *“That a Temporary Commercial Use Permit be issued effective on November 1, 2017 to Firework Productions Ltd. for properties at 8351 River Road and Duck Island (Lot 87, Section 21 Block 5 North Range 6 West Plan 34592) for the purposes of permitting a night market event between May 11, 2018 to October 28, 2018 (inclusive), May 10, 2019 to October 27, 2019 (inclusive) and May 8, 2020 to October 31, 2020 (inclusive) and a winter festival event between December 1, 2017 to January 7, 2018 (inclusive), November 23, 2018 to January 6, 2019 (inclusive) and November 29, 2019 to January 5, 2020 (inclusive) subject to the fulfillment of all terms, conditions and requirements outlined in the Temporary Commercial Use Permit and attached Schedules;” and*
- (2) *That the Public Hearing notification area to be extended to include all properties to the north of Bridgeport Road and West of Great Canadian Way as shown in Attachment 4 to the staff report dated July 5, 2017 from the Director of Development.*



6. APPLICATION BY YAMAMOTO ARCHITECTURE INC. FOR REZONING AT 9511 AND 9531 WILLIAMS ROAD FROM SINGLE DETACHED (RS1/E) TO MEDIUM DENSITY TOWNHOUSES (RTM2)

(File Ref. No. 12-8060-20-009740; RZ 15-703334) (REDMS No. 5442364)

PLN-384

See Page PLN-384 for full report

Designated Speaker: Wayne Craig

STAFF RECOMMENDATION

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9740, to rezone 9511 and 9531 Williams Road from the “Single Detached (RS1/E)” zone to the “Medium Density Townhouses (RTM2)” zone, be introduced and given first reading.



7. **APPLICATION BY BEEDIE (GRAYBAR RD) RICHMOND PROPERTY LTD. TO ESTABLISH “LIGHT INDUSTRIAL (IL)” ZONING AND DISCHARGE “LAND USE CONTRACT 127” ON A PORTION OF 6311 GRAYBAR ROAD**

(File Ref. No. 12-8060-20-009741; RZ 17-772644) (REDMS No. 5447842 v. 2)

PLN-410

[See Page PLN-410 for full report](#)

Designated Speaker: Wayne Craig

STAFF RECOMMENDATION

- (1) *That Richmond Zoning Bylaw 8500, Amendment Bylaw 9741, to rezone a 0.71 ha. portion of 6311 Graybar from “Land Use Contract 127” to the “Light Industrial (IL)” zone, be introduced and given first reading; and*
- (2) *That “Land Use Contract 127” entered into pursuant to “Farrell Estates Ltd. Land Use Contract Bylaw No. 3613”, be discharged from 6311 Graybar Road.*



8. **INCLUDING EXISTING COMMUNITY AMENITY CONTRIBUTION RATES IN COUNCIL POLICIES WITHIN THE OFFICIAL COMMUNITY PLAN AND AREA PLANS**

(File Ref. No. 08-4000-01) (REDMS No. 5235703 v. 11)

PLN-432

[See Page PLN-432 for full report](#)

Designated Speaker: Wayne Craig

STAFF RECOMMENDATION

- (1) *That Official Community Plan Bylaw 9000, Amendment Bylaw 9625, which amends Official Community Plan Bylaw 9000 by amending Section 14.4.5D of the Development Permit Guidelines to include the cash-in-lieu of indoor amenity contribution rates now within Council Policy 5041 (Cash In Lieu of Indoor Amenity Space), be introduced and given first reading;*
- (2) *That Official Community Plan Bylaw 7100, Amendment Bylaw 9626, which amends Official Community Plan Bylaw 7100, by:*
 - (a) *amending Section 4.0 of Schedule 2.4 - Steveston Area Plan to include the heritage contribution rates now within the Steveston Village Conservation Strategy and Implementation Program; and*

(b) *amending Section 9.3.2 of Schedule 2.11A - West Cambie Area Plan to include the affordable housing, childcare, city beautification and community planning contribution rates now within Council Policy 5044 (West Cambie – Alexandra Interim Amenity Guidelines);*

be introduced and given first reading;

(3) *That Bylaw 9625 and Bylaw 9626, 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 9625 and Bylaw 9626, having been considered in accordance with Official Community Plan Bylaw Preparation Consultation Policy 5043, are hereby found not to require further consultation; and*

(5) *That Council Policy 5041(Cash in Lieu of Indoor Amenity Space) and Council Policy 5044 (West Cambie – Alexandra Interim Amenity Guidelines), be repealed upon adoption of Bylaw 9625 and Bylaw 9626.*



9. **APPLICATION BY SANSTOR FARMS LTD. FOR AN AGRICULTURAL LAND RESERVE NON-FARM USE (SAND STORAGE) AT 14671 WILLIAMS ROAD**

(File Ref. No. AG 16-734186) (REDMS No. 5333733 v. 8)

PLN-448

See Page PLN-448 for full report

Designated Speaker: Wayne Craig

STAFF RECOMMENDATION

That authorization for Sanstor Farms Ltd. to apply to the Agricultural Land Commission for a non-farm use to allow the storage of sand at 14671 Williams Road, be denied.



Pg. #

ITEM

10. **MANAGER'S REPORT**

ADJOURNMENT





Planning Committee

Date: Wednesday, July 5, 2017

Place: Anderson Room
Richmond City Hall

Present: Councillor Linda McPhail, Chair
Councillor Bill McNulty
Councillor Chak Au
Councillor Alexa Loo

Absent: Councillor Harold Steves

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

MINUTES

It was moved and seconded

That the minutes of the meeting of the Planning Committee held on June 20, 2017, be adopted as circulated.

CARRIED

NEXT COMMITTEE MEETING DATE

July 18, 2017, (tentative date) at 4:00 p.m. in the Anderson Room

PLANNING AND DEVELOPMENT DIVISION

1. **APPLICATION BY THE CITY OF RICHMOND FOR A HERITAGE ALTERATION PERMIT AT 12111 3RD AVENUE (STEVESTON HOTEL)**
(File Ref. No. HA 17-776233) (REDMS No. 5444814)

Planning Committee
Wednesday, July 5, 2017

It was moved and seconded

That a Heritage Alteration Permit to authorize the painting of a wall mural on the side (south) elevation of the property at 12111 3rd Avenue, be issued.

CARRIED

2. APPLICATION BY THRANGU MONASTERY FOR AN AGRICULTURAL LAND RESERVE NON-FARM USE AT 8160 NO. 5 ROAD

(File Ref. No. AG 16-745803) (REDMS No. 5208973)

Wayne Craig, Director, Development and Ada Chan Russell, Planner 1, reviewed the application noting that the site is currently being farmed.

It was moved and seconded

That authorization for Thrangu Monastery to make a non-farm use application to the Agricultural Land Commission to allow for a non-farm use at the westerly 110 m of 8160 No. 5 Road for religious statues and an accessory parking lot be approved.

The question on the motion was not called as discussion ensued with regard to the non-farm use application and the rezoning application process.

In reply to queries from Committee, Mr. Craig noted that the proposed statue will be approximately 10 feet tall.

David Schofield, on-site farmer for the site at 8160 No. 5 Road, spoke on the proposed application, noting that fruit, vegetables and flowers are grown on the property.

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

3. AGRICULTURAL ADVISORY COMMITTEE 2016 ANNUAL REPORT AND 2017 WORK PROGRAM

(File Ref. No. 01-0100-30-ACEN1-01) (REDMS No. 5394739)

Terry Crowe, Manager, Policy Planning, spoke on the Agricultural Advisory Committee's (AAC) activities, noting that there are opportunities for the AAC to assist with the City's Agricultural Viability Strategy Update.

Discussion ensued with regard to the history of farming in Richmond and promoting farming activities in the city.

Todd May and Steven Easterbrook, Co-Chairs of the AAC, spoke on working with the City to promote public awareness of farming in the community.

The Committee commended the AAC for their work in the community.

Planning Committee
Wednesday, July 5, 2017

It was moved and seconded

- (1) *That the staff report titled "Agricultural Advisory Committee 2016 Annual Report and 2017 Work Program" dated May 26, 2017 from the General Manager, Planning and Development, be received for information; and*
- (2) *That the Agricultural Advisory Committee 2017 Work Program, as presented in this staff report, be approved.*

CARRIED

4. MANAGER'S REPORT

Consultation Process for the Proposed Steveston Area Plan

Mr. Crowe briefed Committee on the consultation process for the proposed Steveston Area Plan, noting that the consultation will include open houses scheduled on July 20 and July 22, 2017 in the Steveston Community Centre and meetings with stakeholders such as the Heritage Commission and the Steveston Harbour Authority. He added that staff will be providing a memorandum to Council on the matter.

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (4:15 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the Planning Committee of the Council of the City of Richmond held on Wednesday, July 5, 2017.

Councillor Linda McPhail
Chair

Evangel Biason
Legislative Services Coordinator



City of Richmond

Report to Committee

To: Planning Committee **Date:** June 29, 2017
From: Cathryn Volkering Carlile **File:** 08-4057-01/2015-Vol
General Manager, Community Services 01
Re: **Housing Agreement Bylaw No. 9227, Amendment Bylaw No. 9732 to Permit the City of Richmond to Amend the Existing Housing Agreement Securing Affordable Housing Units located at 8111 Granville Avenue/8080 Anderson Road (Storeys Development)**

Staff Recommendation

That Housing Agreement Bylaw No. 9227, Amendment Bylaw No. 9732 be introduced and given first, second, and third readings to permit the City to amend the existing Housing Agreement pursuant to an Amending Agreement substantially in the form attached as Schedule A to the bylaw, in accordance with the requirements of s. 905 of the *Local Government Act*, to secure the Affordable Housing Units required by Development Permit Application DP 12-605094.

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

Att. 2

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

Staff Report

Origin

The purpose of this report is to recommend that Council approve the Housing Agreement Bylaw No. 9227, Amendment Bylaw No. 9732 to permit the City to amend the existing Housing Agreement securing 129 affordable housing dwelling units in the proposed development (Storeys) located at 8111 Granville Avenue/8080 Anderson Road (Attachment 1).

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

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

2.2. *Effective social service networks.*

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

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

3.4. *Diversity of housing stock.*

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

Strategic Direction #1: Expand Housing Choices

This report and bylaw are also consistent with the Richmond Affordable Housing Strategy, adopted on May 28, 2007, which specifies the creation of subsidized rental housing to meet the needs of low income households as a key housing priority for the City.

Integra Architecture applied to the City for a Development Permit on behalf of a Non-Profit Consortium consisting of six non-profit societies. The submitted application was in response to a joint Expression of Interest issued in 2011 by the City of Richmond and BC Housing for affordable housing and community service space development on the City-owned site. Council has approved granting a long-term (60 year) lease of the site to the Non-Profit Consortium members.

The Development Permit was endorsed by the Development Permit Panel on February 26, 2014, subject to a Housing Agreement and Housing Covenant being registered on title to secure 129 subsidized rental units with maximum rents and tenant income as established by the City's Affordable Housing Strategy. After Housing Agreement Bylaw No. 9227 was adopted, the Development Permit was issued on July 27, 2015.

Analysis

The proposed Storeys development consists of 129 affordable housing dwelling units, approximately 2,090 m² (22,500 ft²) of community service space and three levels of parking. The community service space includes multi-purpose programming space, community service space, non-profit society office space, and a social enterprise coffee shop. All dwelling units will incorporate Basic Universal Housing features. The community service and tenant amenity spaces will be programmed to support healthy connections, as well as formal and informal community and tenant supports. It is anticipated that the building will be ready for occupancy in Fall 2017.

Due to changes in the Consortium membership and re-allocation of the units in the Storeys development, the Housing Agreement must be amended by bylaw to reflect the new arrangement. Coast Foundation Society and Tikva Housing Society have increased their units, while S.U.C.C.E.S.S. and Turning Point Housing Society have the same amount of units as initially contemplated. The charts below indicate the corresponding units with each society.

Figure 2: Coast Foundation Society Units

Unit Type	Previous Unit Totals	Re-allocated Unit Totals
Studio	28 units	38 units
1 Bedroom	10units	10 units
Total	38 units	48 units

Figure 3: Tikva Housing Society Units

Unit Type	Previous Unit Totals	Re-allocated Unit Totals
Studio	0 units	3 units
1 Bedroom	0 units	3 units
2 Bedroom	4 units	4 units
3 Bedroom	6 units	8 units
Total	10 units	18 units

Figure 1: S.U.C.C.E.S.S. Units

Unit Type	Current Unit Totals
Studio	38 units
1 Bedroom	15 units
Total	53 units

Figure 4: Turning Point Housing Society Units

Unit Type	Current Unit Totals
Studio	6 units
1 Bedroom	4 units
Total	10 units

The Housing Agreement applies to the affordable housing dwelling units and restricts the annual household incomes for eligible occupants, as well as specifies that the units must be available at subsidized rental rates in perpetuity. The eligible single household income is \$34,000 and less. The eligible family household income is \$55,500 or less. Permitted rents are determined on unit and household type and range from \$510 to \$1,375. Income thresholds and rents will be subject to annual Consumer Price Index adjustments and other restrictions.

The Non-profit Consortium Members have all agreed to the terms and conditions of the attached Amendment Agreement, and to register notice of the Housing Agreement on title to secure the 129 dwelling units as affordable housing in perpetuity.

Financial Impact

None.

Conclusion

In accordance with the *Local Government Act* (Section 905), adoption of Housing Agreement Bylaw No. 9227, Amendment Bylaw No. 9732 to permit the City to amend the existing Housing Agreement securing 129 affordable housing dwelling units in the proposed development (Storeys) located at 8111 Granville Avenue/8080 Anderson Road in association with Development Permit Application 12-605094.

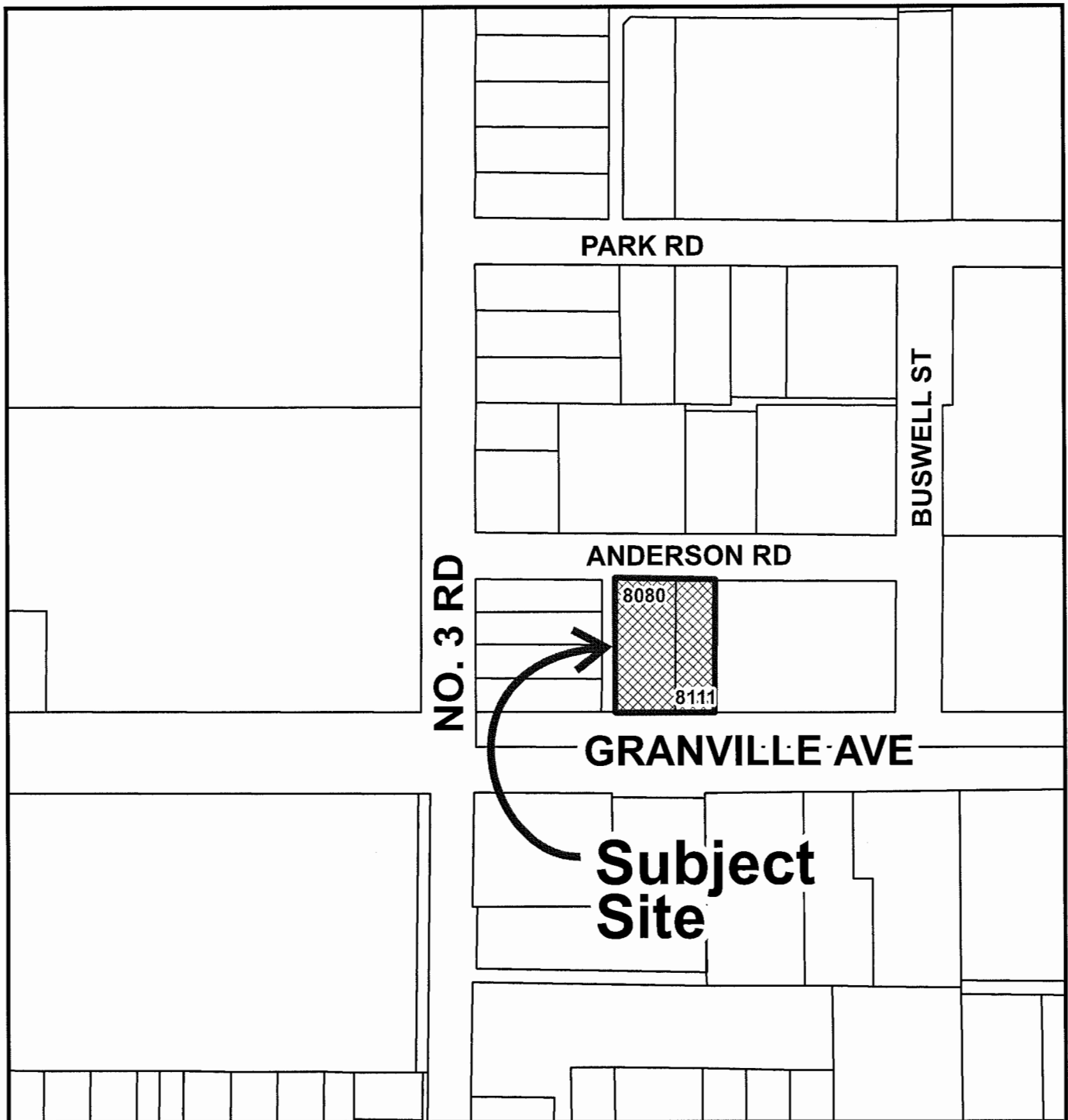


Joyce Rautenberg
Affordable Housing Coordinator
(604-247-4916)

- Att. 1: Map of Subject Property
2: Housing Agreement Bylaw No. 9227, Amendment Bylaw No. 9732



City of
Richmond



8111 Granville Avenue
& 8080 Anderson Road

Original Date: 02/27/15

Revision Date 00/00/00:

Note: Dimensions are in METRES



**Housing Agreement (8111 Granville Avenue and 8080 Anderson Road)
Bylaw No. 9227, Amendment Bylaw No. 9732**

The Council of the City of Richmond enacts as follows:

1. The Mayor and Corporate Officer for the City of Richmond are authorized to execute and deliver a housing agreement amendment, substantially in the form set out in Schedule A to this Bylaw, with Turning Point Housing Society on behalf of a non-profit consortium consisting of:

- (a) Coast Foundation Society (1974);
- (b) S.U.C.C.E.S.S. (Also known as United Chinese Community Enrichment Services Society);
- (c) Tikva Housing Society;
- (d) Turning Point Housing Society; and
- (e) Pathways Clubhouse Society of Richmond

in respect to lands and premises legally described as:

PID: 000-562-203 Lot 2, Block 5, Section 9, Block 4 North Range 6 West New
Westminster District Plan 6498

PID: 001-973-355 Lot 1, Block 5, Section 9, Block 4 North Range 6 West New
Westminster District Plan 6498

2. This Bylaw is cited as **"Housing Agreement (8111 Granville Avenue And 8080 Anderson Road) Bylaw No. 9227, Amendment Bylaw No. 9732"**.

FIRST READING

SECOND READING

THIRD READING

LEGAL REQUIREMENTS SATISFIED

ADOPTED

MAYOR

CORPORATE OFFICER

CITY OF RICHMOND
APPROVED for content by originating dept. <i>JR</i>
APPROVED for legality by Solicitor <i>JH</i>

Schedule A to Bylaw No. 9732

To Housing Agreement (8111 Granville Avenue and 8080 Anderson Road) Bylaw No. 9227,
Amendment Bylaw No. 9732

AMENDMENT TO HOUSING AGREEMENT BETWEEN the City of Richmond and Turning Point Housing Society on behalf of a Non-Profit Consortium consisting of: Coast Foundation Society (1974), S.U.C.C.E.S.S. (Also known as United Chinese Community Enrichment Services Society), Tikva Housing Society, Turning Point Housing Society, and Pathways Clubhouse Society of Richmond.

AMENDMENT TO HOUSING AGREEMENT
(Section 905 Local Government Act)

THIS AGREEMENT is dated for reference the 5 day of JULY, 2017.

BETWEEN:

TURNING POINT HOUSING SOCIETY, a society pursuant to the laws of the Province of British Columbia (Inc. No. S-0059143) having an office at 10411 Odlin Road, Richmond, BC V6X 1E3

("the Operator")

AND:

CITY OF RICHMOND,
a municipal corporation pursuant to the *Local Government Act* and having its offices at 6911 No. 3 Road, Richmond, British Columbia, V6Y 2C1

(the "City")

WHEREAS:

- A. The Operator and the City entered into a Housing Agreement dated for reference the 27th day of July, 2015 (the "Housing Agreement") pursuant to Section 905 of the *Local Government Act* with respect to the Affordable Housing Units to be constructed on the Lands;
- B. Atira Women's Resource Society ("Atira") has agreed to withdraw from the Consortium and to assign its interest in the Affordable Housing Units to Coast Foundation Society (1974) and Tikva Housing Society; and
- C. The Operator and the City have agreed to amend the Housing Agreement to provide for the withdrawal of Atira from the Consortium.

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

- 1.1 All capitalized used in this Agreement and not otherwise specifically defined herein will have the meaning ascribed thereto in the Housing Agreement.
- 1.2 The Housing Agreement is hereby amended by:

- (a) Deleting the definition of Consortium set out in Section 1.1(h) in its entirety so as to remove Atira therefrom and replacing it with the following:

“(h) **Consortium**” means collectively:

- (i) S.U.C.C.E.S.S. (Also Known as United Chinese Community Enrichment Services Society);
- (ii) Coast Foundation Society (1974);
- (iii) Tikva Housing Society;
- (iv) Pathways Clubhouse Society of Richmond; and
- (v) the Operator;

and their permitted assigns pursuant to the terms of the Strata Lot Leases, each being a member of the Consortium, but does not include any person after such person has sold, assigned or transferred all of its leasehold interest in the Lands in accordance with the applicable Strata Lot Lease and this Agreement.”

- (b) Deleting Appendix A in its entirety and replacing it with Appendix A attached hereto.

1.3 The Housing Agreement remains in full force and effect unamended save as specifically amended hereby.

1.4 This Agreement may be executed in separate counterparts, each of which when so executed shall be deemed an original, but all such counterparts shall together constitute one and the same document. This Agreement may be executed and transmitted by fax or other electronic means and if so executed and transmitted this Agreement will be for all purposes as effective as if the parties had delivered an executed original Agreement.

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

TURNING POINT HOUSING SOCIETY

by its authorized signatory(ies):

Per: _____

J Gordon Argue

Per: _____

Name: Adam Rennie

CITY OF RICHMOND

by its authorized signatory(ies):

Per: _____
Malcolm D. Brodie, MayorPer: _____
David Weber, Corporate Officer

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

Appendix A to Housing Agreement

UPDATED PERMITTED RENTS

Coast Foundation Society (1974)

Level	Unit Type	Number of Units	Rent Range
Level 3, 7, 8, 9, and 10	Studio	38	\$375-\$850
Level 7, 8, 9, and 10	1 Bedroom	10	\$375-\$850

S.U.C.C.E.S.S. (Also Known as United Chinese Community Enrichment Services Society)

Level	Unit Type	Number of Units	Rent Range
Level 4, 5, and 6	Studio	38	\$850-\$850
Level 4, 5 and 6	1 Bedroom	15	\$850-\$850

Tikva Housing Society

Level	Unit Type	Number of Units	Rent Range
Level 12	Studio	3	\$375-\$850
Level 12	1 Bedroom	3	\$375-\$850
Level 13 and 14	2 Bedroom	4	\$510-\$1,375
Level 12, 13 and 14	3 Bedroom	8	\$595-\$1,375

Turning Point Housing Society

Level	Unit Type	Number of Units	Rent Range
Level 11	Studio	6	\$555-\$850
Level 11	1 Bedroom	4	\$580-\$850



City of Richmond

Report to Committee

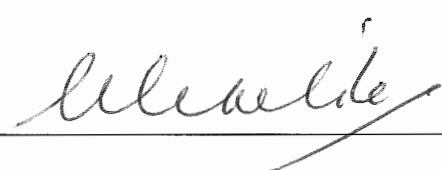


To: Planning Committee **Date:** June 26, 2017
From: Cathryn Volkering Carlile **File:** 08-4057-01/2017-Vol
General Manager, Community Services 01
Re: **Affordable Housing Strategy Update – Final Policy Recommendations**

Staff Recommendation

1. That the recommended policy actions, as outlined in the staff report titled, "Affordable Housing Strategy Update – Final Policy Recommendations," dated June 26, 2017 from the General Manager, Community Services, be adopted for incorporation into the updated Affordable Housing Strategy;
2. That the following changes to the Low-End Market Rental Policy be adopted:
 - a. An increase in the built unit contribution for apartments from 5% to 10%; and
 - b. A decrease in the built unit threshold for apartments from 80 units to 60 units;
3. That the following changes to the cash-in-lieu contribution rates be adopted:
 - a. \$4 per square foot for single family rezonings;
 - b. \$8.50 per square foot for townhouse developments;
 - c. \$10 per square foot for wood-frame apartment and mixed use developments involving 60 units or less;
 - d. \$14 per square foot for concrete apartment and mixed use developments involving 60 units or less; and
 - e. The above rates be examined and adjusted on a bi-annual basis.
4. That the in-stream development applications received prior to Council's adoption of the proposed recommendations 2 and 3 be processed under the existing Affordable Housing Strategy policies, provided that the application is presented to Council for consideration within one (1) year of the effective date of the revised Low-End Market Rental policy and cash-in-lieu contribution rates.

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

Att. 10

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Real Estate Services	<input checked="" type="checkbox"/>	
Development Applications	<input checked="" type="checkbox"/>	
Policy Planning	<input checked="" type="checkbox"/>	
Finance	<input checked="" type="checkbox"/>	
Transportation	<input checked="" type="checkbox"/>	
Law	<input checked="" type="checkbox"/>	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 	APPROVED BY CAO (ACTING) 

Staff Report

Origin

The purpose of this report is to present the final policy recommendations related to the Affordable Housing Strategy for Council adoption. If approved, changes to the low-end market rental policy and cash-in-lieu contribution rates will be implemented immediately (with the exception of in-stream applications) and the recommended policy actions will be included in the final updated Affordable Housing Strategy. This report outlines the progress to date, and recommended policies and a series of actions.

This report supports the following Council 2014-2018 Term Goals:

Goal #2 - A Vibrant, Active and Connected City:

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

2.2. Effective social service networks.

Goal #3 - A Well-Planned Community:

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

3.4. Diversity of housing stock.

Goal #5 - Partnerships and Collaboration:

Continue development and utilization of collaborative approaches and partnerships with intergovernmental and other agencies to help meet the needs of the Richmond community.

5.2. Strengthened strategic partnerships that help advance City priorities.

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

Strategic Direction #1: Expand Housing Choices

This report also addresses the following May 23, 2017 Council referral:

(1) that the Affordable Housing Strategic approach and policy actions, as outlined in the staff report titled, "Affordable Housing Strategy Update – Draft Policy Review and Recommendations," be approved for the purpose of key stakeholder consultation and the results of the consultation be reported back to Planning Committee; (2) that an economic study be conducted on: (a) the ability to decrease the built unit threshold requirement to 60 units without causing a negative impact to the cash-in-lieu contribution; and (b) the viability of increasing beyond the 10% built unit percentage of total residential floor area in apartment development.

The third portion of the referral as shown below will be partly addressed in a future Draft Market Rental Policy, where there will be further analysis regarding the feasibility of including secondary suites and other forms of market rental in townhouse and apartment developments. The viability of securing low-end market rental units in townhouse developments as part of the Affordable Housing Strategy is discussed further in this report.

(3) that the viability of including of townhouse developments in the affordable housing strategy be examined.

Background

Affordable Housing Strategy Update: Progress to Date

The City's current Affordable Housing Strategy was adopted in 2007. Building on the success and experience gained over the past ten years, the City has undertaken a comprehensive, multi-phase and consultative process to develop a renewed Strategy that will help ensure that Richmond's response to local housing affordability challenges remains relevant, reflects key priority groups in need, and addresses identified housing gaps, emerging socio-economic trends, market conditions and the evolving role of senior government.

On November 14, 2016, Council endorsed the Housing Affordability Profile that identified the priority groups in need and key housing gaps. The profile included information regarding housing statistics and a consultation summary report, which provided a comprehensive assessment of the state of housing affordability in Richmond. Staff utilized the findings from the profile to develop a set of draft policy options and recommended actions, which were presented for Council authorization for the purposes of stakeholder consultation on May 23, 2017.

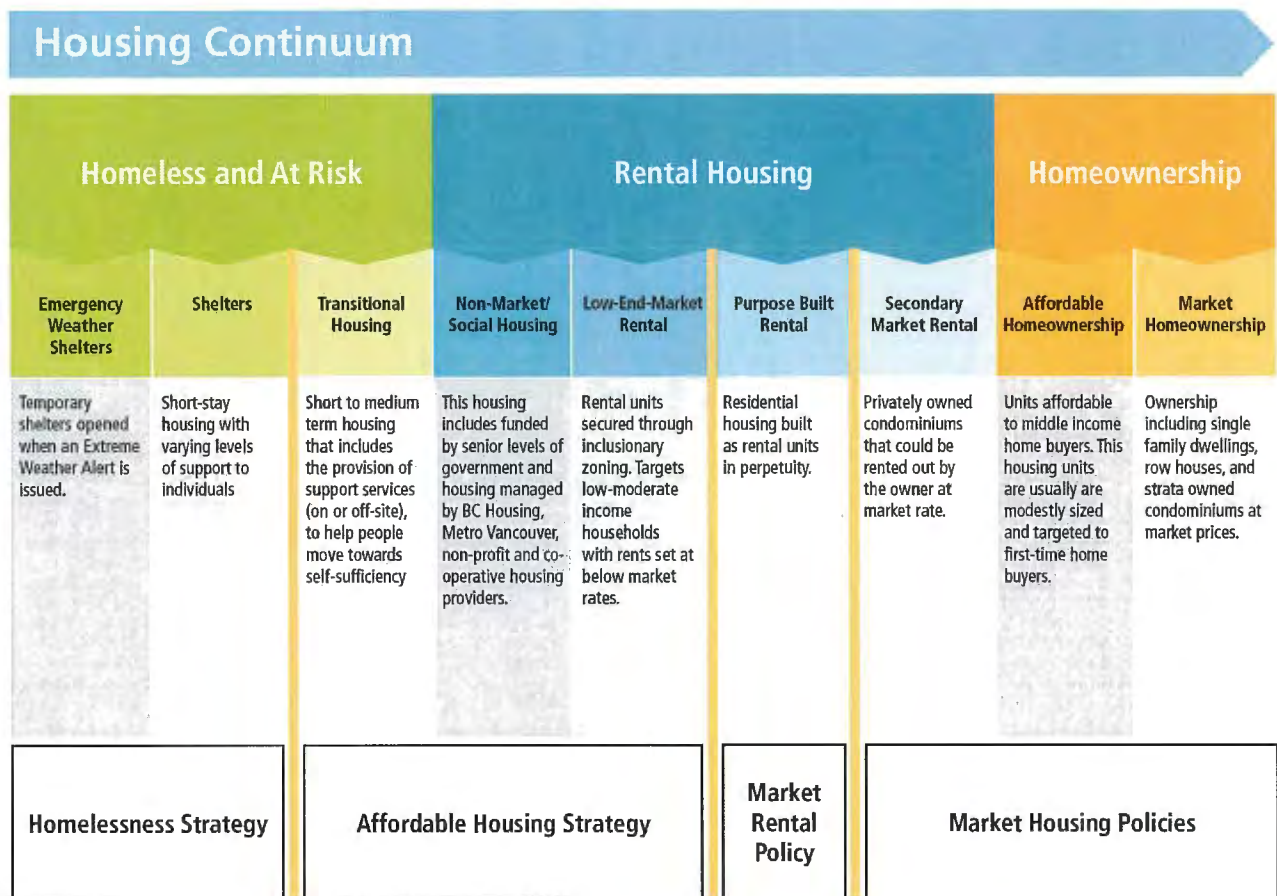
Figure 1 – Affordable Housing Strategy Update Process- Key Phases



The Housing Continuum

Throughout the update process, the housing continuum (Figure 2) has been a useful visual framework that identifies a healthy mix of housing choices in any community. Although identified housing gaps fall along various points on the continuum, the updated Affordable Housing Strategy's focus will be on the identified portion of the housing continuum in the figure below. Additional policy initiatives, such as the Draft Market Rental Policy and the Homelessness Strategy update, scheduled to begin later in 2017, will complement the updated Affordable Housing Strategy and help address other components of the continuum.

Figure 2 – Housing Continuum



An updated strategy will continue to recognize the City's limitations regarding its municipal mandate and resources required to address housing affordability. Once adopted by Council, the renewed strategy will help clearly define the City's role, guide decision making and focus priorities and resources over the next ten years. The updated Affordable Housing Strategy will also continue to recognize the importance of continued partnerships with the private and non-profit housing sector, senior levels of government and community service agencies.

Existing and Emerging Affordable Housing Strategy Priorities

The 2007 Affordable Housing Strategy established three key housing priorities:

1. Non-market (subsidized) rental – targeted to households with incomes below \$34,000;
2. Low-end market rental “built” units – targeted to households with incomes of \$57,500 or less; and
3. Entry level homeownership – targeted to households with incomes of less than \$60,000.

The City has also applied a variety of policies and tools including an Affordable Housing Reserve Fund, Special Development Circumstance and Value Transfer, and land use policies that encourage secondary suites, private market rental housing and basic universal housing design.

Currently, the City's approach is to balance securing cash contributions to support the creation of non-market rental units and administer the strategy, and securing low-end market rental "built" units in developments. This approach is unique as Richmond is the only municipality in Metro Vancouver that applies consistent affordable housing policy requirements to developments across the city.

As part of Phase 1 of the Affordable Housing Strategy Update, the Housing Affordability Profile identified groups in need and housing gaps based on a review and analysis of demographics and housing data, along with feedback from extensive stakeholder consultation. The consultation sessions revealed the following priority groups who face additional barriers to finding affordable, appropriate housing in Richmond:

- Families;
- Low-to-moderate income households;
- Persons with disabilities;
- Seniors;
- Vulnerable groups including households on fixed incomes, persons experiencing homelessness, women and children experiencing family violence, persons with mental health and addictions issues, and Aboriginal populations.

Further feedback from the initial consultation sessions with the public and key stakeholders identified significant housing gaps that households may experience while searching for affordable and appropriate housing in Richmond. These housing gaps include:

- Family friendly units across the housing continuum;
- Accessible and adaptable units along the housing continuum;
- All types of rental housing;
- Non-market housing with supports; and
- Emergency shelter spaces for women and children.

The housing gaps reflect changing demographics in the community as well as the impact of low vacancy rates and escalating housing prices. Despite the variety of housing types available in Richmond, the current demand for affordable housing exceeds the supply, particularly for low to moderate income households. The current housing supply may also not be suitable or appropriate for some household types (e.g. households requiring more than two bedrooms).

Analysis

Policy Review Objectives

The goal of the policy review phase has been to propose policy recommendations that will form the foundation of the updated Affordable Housing Strategy. The specific objectives include:

- Examine existing Affordable Housing Strategy priorities and policies and new policy options in the context of emerging affordable housing priorities;

- Undertake a comprehensive economic analysis, testing the impact and market feasibility of potential changes to the City's current density bonusing, inclusionary housing and associated contribution rates; and
- Consult and seek input from a broad range of community stakeholders including private and non-profit housing developers, community service agencies, senior and regional government representatives and City staff who are actively involved in planning and the implementation of affordable housing policy.

Results of the analyses are contained in the attached Recommendations Summary Chart (Attachment 1) and Final Policy Recommendations Report (Attachment 2). The following sections summarize key findings from the policy review and propose new directions for existing policies and recommended new policy options.

Stakeholder Engagement Process

As part of the overall policy review, the City engaged City Spaces Consulting Ltd. to facilitate workshops with key stakeholders involved in the provision and management of affordable housing, including:

- Non-profit housing and service providers;
- Representatives from the Urban Development Institute (UDI) and developers experienced with the built affordable housing unit requirement; and
- Representatives from the Richmond Home Builders Group and Greater Vancouver Home Builders' Association and developers experienced with smaller-scale developments (e.g. townhouse, single family homes).

Staff also had discussions and solicited feedback from representatives from senior levels of government and quasi-government groups such as Canada Mortgage and Housing Corporation (CMHC), BC Housing, Vancouver Coastal Health and the Richmond School District.

Highlights from the Stakeholder Engagement Sessions

The section below summarizes the key themes from the stakeholder workshops. The attached Stakeholder Feedback Summary Report (Attachment 3) provides a comprehensive accounting of all feedback received during the consultation process and City staff responses.

UDI & Larger-Scale Developers

- *General comments:* It was expressed during the workshop that the proposed low-end market rental policies would strongly burden developers to the point of making development projects unviable. Further, developers perceive that the costs of providing affordable housing are primarily borne by developers and the burden is not equally shared by taxpayers.
- *Increasing the requirements for Low-end Market Rental (LEMR) Units:* The developers stated that reducing the threshold to require affordable housing units in projects with as few as 60 units may not have the scale or scope to provide LEMR units. As a whole, it

was stated that increases to the affordable housing unit contribution would make acquiring construction financing, or operating capital, difficult to achieve. With regards to an increase of floor area dedicated to LEMR units from 5% to 10% or greater, developers stated that costs would be greater for those who are not eligible for those units. More specifically, the remaining 90% (or less) of floor area that would not be required as LEMR units must account for the resulting loss of profit. UDI and larger scale developers stated that the increase in affordable housing requirements should be looked at holistically, as other costs are on the rise such as development cost charge (DCC) rates, requiring Electric Vehicle (EV) charging stations, and updated BC Building Code requirements.

- *Management of Low-end Market Rental (LEMR) units:* The management of small numbers of LEMR units (e.g. 2-3) was stated to be challenging as developers may not have management capacity internally and hiring a reputable property manager would be difficult because of the reduced scale (e.g. too small scale to attract property management). Developers stated it is also difficult to partner with a non-profit or housing provider to manage less than 20 units when they are not clustered together.
- *Use of Incentives:* The development industry highlighted the need for more incentives provided by the City, however it was noted that the commonly recommended incentive of a density bonus is limited due to height requirements in Richmond and the difficulty in providing underground parking. Other requirements such as commercial street frontages in the City Centre, and their associated density bonuses, also conflict with the application of further density bonus incentives. The use of parking relaxations as an incentive was stated as limited to the City Centre area and along Frequent Transit Networks but otherwise has little utility. The developers also noted that waiving or reducing development cost charges for LEMR units to save on overall project costs could be an incentive.
- *UDI and Larger-Scale Recommendations:* Throughout the workshop, developers offered recommendations to implement policy updates including:
 - Create more flexibility in clustering or dispersing LEMR units in order to create a product worth selling to a non-profit housing provider;
 - Allow developers more flexibility in providing cash payments rather than built units to support purpose-built affordable housing projects as designated by the City;
 - Ability for the developers to pool LEMR requirements with other developers to utilize on a specific site (e.g. taking the requirements from a number of different projects and pooling together on one site to reach a certain threshold to attract an operator/housing provider);
 - Create a phased approach where greater Affordable Housing Strategy requirements are applied only to transit oriented areas which can take advantage of municipal incentives;
 - Create relaxations on building form such as larger floor plates for towers, and reduction of distance between towers;

- Increased flexibility around the minimum unit size requirements;
- Remove or reduce requirements for commercial street frontages in the City Centre in order to fully utilize density bonuses for affordable housing; and
- The City should be willing to offer City-owned lands to create significant affordable housing projects such as the Kiwanis Towers or Storey's development.

Richmond Homebuilders Group & Greater Vancouver Home Builders' Association

- *General Comments:* Participants expressed that predictability in the development process (e.g. consistent requirements) as being important for the building industry and increasing requirements for affordable housing in the future. Members also expressed that there are many different pressures being faced by the development industry at this time such as long wait times for permit approval and the increase of other fees & charges.
- *Increasing cash-in-lieu payments:* Members suggested that staff look at costs associated with development holistically; e.g. including consideration of Richmond DCC increase, Metro Vancouver sewerage DCCs, TransLink levy, and introduction of Step Code energy efficiency requirements in addition to any changes with the Affordable Housing Strategy update.
 - Members asked staff to undertake another economic analysis once the TransLink/Step Code costs are known.
 - Concerns were expressed regarding the proposed sudden jump in cash-in-lieu contributions from \$2-4 per square foot for single-family housing and from \$4-8.50 for townhouse development when previous increases in the rates were more gradual.
- *Increasing Low-end Market Rental (LEMR) Requirements:* Participants stated that they did not have much experience in developing and managing LEMR units because they typically build less than 60-unit housing projects; however it was noted that reductions or waivers in development cost charges for developments that provide LEMR units should be considered.
- *Richmond Homebuilders Group and Greater Vancouver Home Builders' Association Recommendations:*
 - A phasing period for cash-in-lieu rate increases is helpful, rather than an immediate increase;
 - Developments that are currently being processed by the City should be exempt from increased cash-in-lieu rate increases;
 - Developments with LEMR or market rental units should be prioritized by the City and gaining approval should be fast tracked;
 - If townhouses require LEMR units, then there should be flexibility to permit clustered units on a portion of the site; and
 - The City should consider adding more diverse housing forms in established neighbourhoods rather than only single-detached housing.

Non-Profit Housing and Service Providers

- *General Comments:* In general, non-profit groups and housing providers showed interest in the City's approach to creating LEMR units and willingness to promote partnerships. However, the non-profit providers suggested that the current LEMR units do not always meet their mandates for providing lower rents lower income tenants or those who are at shelter rates.
- *Municipal support for non-profits:* Non-profit organizations felt that the City could support non-profits by identifying:
 - Developing a list of pre-qualified organizations to partner with the private sector when a development project has the potential to create more than 10 LEMR units, and creating categories within pre-qualified lists in order to allow diverse non-profits/housing providers to access new units; and
 - Engaging non-profits early on in the development process to partner with the private sector and design units that will fulfill the requirements of their clients such as those with physical disabilities, or for families.
 - The non-profit partner would decide whether they require clustered LEMR units or if the LEMR units could be dispersed throughout a development.
 - Non-profits also have strengths in structuring Housing Agreements to be more flexible to their needs such as differing income levels and allowing higher rents to more deeply subsidize lower rents.
- *Other Recommendations:* Noted recommendations from non-profits organizations:
 - Recognize socially conscious developers who have done work to support different segments of society (e.g. individuals living with a disability, seniors, low-income families);
 - Understand social infrastructure needs to support housing objectives;
 - Create a policy framework to apply to faith-based and/or non-profit organizations who wish to redevelop their lands for social purpose goals;
 - Non-profit organizations support a Market Rental Policy because they can help to subsidize rents in those buildings and because it creates more supply; and
 - Property tax reductions or exemptions are very helpful to reduce costs for LEMR units managed by non-profits, and these savings can be passed onto clients.

These themes were taken into consideration while refining the policy recommendations.

Economic Analysis

Economic analyses were undertaken by two independent third-party land economists to test various scenarios and examine the feasibility of increasing the built LEMR unit percentage requirement, cash-in-lieu contributions and decreasing the built LEMR unit threshold requirement.

The initial analysis was based on a review of land values, market trends and demand in Richmond and a development pro-forma analysis of 15 sites across the city using various development and density assumptions/scenarios.

Further work examined the feasibility of potentially:

- Increasing the built unit percentage requirement (e.g. up to 15%);
- Decreasing the built unit threshold requirement (e.g. from 60 to 30); and
- Requiring LEMR units and cash contributions in townhouse developments.

Key findings:

- Current high land values in Richmond and future market uncertainty combined with the impact of increased development cost charges and levies at both the municipal and regional levels suggest that increasing the LEMR “built” requirement to 15% of the total residential floor area may have an impact on development in the city;
- Instead, an increase of up to 10% could be considered to test the market, with continued monitoring to consider additional increases in the future;
- Increasing the built LEMR requirement above 10% would likely have impacts on the provision of other amenity contributions, suggesting there should be a balanced approach in how the City seeks to secure amenities through development;
- Should the City wish to increase the built LEMR requirement above 10%, it is recommended to provide two years notice to allow the market to prepare and adjust;
- Decreasing the development thresholds below 60 units would result in small numbers of LEMR units in each development. This situation could place overly onerous requirements on developers of smaller projects who may not typically have sufficient property management resources to effectively manage these units and may also exacerbate known management and occupancy challenges with LEMR units;
- Requiring LEMR units in addition to cash contributions would impact townhouse developments is not recommended as the scale is too small with respect to management and occupancy;
- Requiring LEMR units and cash contributions in townhouse developments would have impacts on the overall project viability;
- The City’s current 5% total residential floor area “built” contribution rate is worth more than the equivalent of cash-in-lieu contribution rates in terms of overall monetary value of affordable housing produced; and
- Increasing the cash-in-lieu contribution rates would help close the gap with the “built” unit contribution rate and create a more equitable approach.

Further Low-End Market Rental Analysis

In addition to the economic analyses, feedback from the first phase of the Affordable Housing Strategy update process was also considered in conjunction with findings from the annual

statutory declaration process (a yearly audit of occupied low-end market rental units) to refine policy recommendations. Some of the overarching themes include:

- There is a growing demand for non-market rental housing that is greater than the supply;
- Non-market housing developments serve an important need in the community (e.g. low-income seniors and vulnerable/at-risk households);
- There are concerns over the management and administration of low-end market rental units:
 - Managing affordable housing is not the mandate of the development community;
 - Dispersed units throughout developments and a small number of secured units are challenging from a non-profit management perspective as there is limited control over maintenance and operating costs;
 - Units may not be occupied by the intended tenant households;
 - There are significant demands on staff resources with respect to ongoing monitoring by the City and ensuring compliance; and
- There is a need for increased and diverse housing options (e.g. opportunities to create housing on smaller lots or in stacked townhouses, rental housing across the continuum).

Recommended Policy Actions

Staff recommend continuing to secure a combination of non-market and low-end market rental housing as the foundational approach for the updated Affordable Housing Strategy.

This option would result in:

- Increasing the inventory of affordable housing units that would serve a diverse range of households and priority groups in need;
- Significant contributions to the City's Affordable Housing Reserve Fund; and
- Achieving the \$1.M annual target, which in turn can be used to support strategic initiatives that increase the local supply of affordable housing (e.g. land acquisition, partnerships).

This section outlines the recommended actions to support the continued approach of securing cash-in-lieu contributions to facilitate non-market housing and affordable housing built units through development.

To achieve this objective, significant City resources, including sufficient cash reserves and staffing will be required to implement the updated and new policies.

Policy #1: Non-Market (Subsidized) Rental Housing

Throughout the consultation process, non-market rental housing was identified as a significant need in Richmond. Cash-in-lieu contributions from developments are a critical piece in supporting and facilitating the creation of non-market rental housing. In recent cases, the Affordable Housing Reserve Fund has positioned the City to respond to partnership initiatives

with senior government, the non-profit and private sector, and leveraged to create a higher number of affordable housing units than what would typically be secured through development (e.g. the Storeys and Kiwanis projects). Non-market units may also include additional supports to support vulnerable populations achieve housing stability.

The City has a strong history of supporting non-market housing, such as providing City-owned land, capital contributions and grants towards development cost charges, municipal permit fees and servicing costs. As well, non-market units are typically managed by organizations with the mandate to provide affordable housing for households in need. City support also ensures that housing can be tailored towards a variety of household types.

One of the major challenges associated with creating additional non-market units is that the Affordable Housing Reserve Fund may not accumulate at a quick enough rate to support several projects, particularly given the significant land costs. As well, there may not be enough funds readily available to support acquisition of land/sites and partnerships at any given time. Complex affordable housing projects can also place significant demands on the reserve fund.

The economic analyses examined existing cash contribution rates with respect to maintaining or increasing the rates based on current market conditions. The analysis found that the City's current 5% total residential floor area "built" contribution rate is worth more than the cash-in-lieu contribution rates in terms of the overall value of affordable housing produced.

Representatives from the development community expressed concerns with the rapid increase in cash contribution rates since 2014, and requested that the City consider a phased increase. Given that the built contribution percentage is recommended to increase to 10%, staff continue to recommend adoption of cash-in-lieu increases. This is expected to create greater equality between the "built" and cash-in-lieu contributions. It is also recommended that staff review the contribution rates on a biannual basis to ensure that the contribution rates are keeping pace with the built unit contribution value.

Recommended Actions:

1. Increase the cash-in-lieu contribution to create greater equality with the 'built' contribution as per the following table:

Housing Type	Current Rates	Proposed Rates
Single Family	\$2/sq.ft.	\$4/sq.ft.
Townhouse	\$4/sq.ft.	\$8.50/sq.ft.
Multi-Family Apartments	\$6/sq.ft.	\$14/sq.ft. (concrete construction) \$10/sq.ft. (wood frame construction)

2. Continue to accept 100% cash-in-lieu contributions for apartment developments with 60 units or less (new, recommended lower threshold) and all townhouse developments to be used towards facilitating the creation of more non-market housing units.
3. Examine and adjust the cash-in-lieu contribution rates on a bi-annual basis to ensure greater equality with the low-end market rental policy built requirements, and to keep pace with market conditions. Should the cash-in-lieu contribution rates be tied to a specific index in the future, staff will consult with key stakeholders to determine best practices.
4. Set an annual contribution target of \$1.5M for the Affordable Housing Reserve Fund to support non-market rental and other innovative housing projects and to help position the

City to leverage funding opportunities through partnership with senior governments and the private and non-profit sectors.

5. Revise the household income thresholds for non-market rental units to ensure that units are targeted for the priority groups in need. For non-market rental units secured through development, calculate household income thresholds based on 25% below the 2016 Housing Income Limits.

Non-Market Rental Unit – Income Thresholds		
Unit Type	Current Total Annual Household Income	Proposed Total Annual Household Income
Studio	\$34,000 or less	\$28,875 or less
1-Bdrm	\$34,000 or less	\$31,875 or less
2-Bdrm	\$34,000 or less	\$39,000 or less
3+ Bdrm	\$34,000 or less	\$48,375 or less

6. Revise maximum monthly rents for non-market rental units to ensure that the rents are below average market rents and closer to a subsidized level. For non-market rental units secured, calculate maximum monthly rents based on 25% below the Canada Mortgage and Housing Corporation's annual average market rents for Richmond.

Non-Market Rental Unit – Maximum Rents		
Unit Type	Current Maximum Monthly Rent	Proposed Maximum Monthly Rent
Studio	\$850	\$632
1-Bdrm	\$850	\$769
2-Bdrm	\$850	\$972
3+ Bdrm	\$850	\$1,197

The rents would be permitted to increase annually by the Consumer Price Index and the rent calculation methodology will be reviewed by staff biannually. It is recommended that there continue to be flexibility for non-market units, in cases of non-profit driven projects with the intention to provide 100% rental, to allow for a range of rent structure defined in consultation with non-profit housing providers of a specific project and City Affordable Housing staff. All rent structures and project-specific details are subject to Council approval.

7. Continue to seek strategic opportunities to acquire land and partner with senior levels of government and non-profit organizations.
8. Consider waiving (full or partial) development cost charges from City general revenue for non-market units if purchased/owned by a non-profit housing provider – section 563 of the Local Government Act allows Council, through a bylaw, to waive or reduce DCCs for the purposes of affordable housing. As part of this action, review implications on the City's tax increase and develop a framework to implement potential development cost charge waivers.

Policy #2: Low End Market Rental (LEMR) Housing – Built Unit Contribution

A density bonus is offered at time of rezoning for multi-family and mixed use developments with more than 80 units in exchange for at least 5% of total residential floor areas built as low-end

market rental units. The units are secured in perpetuity with a Housing Agreement registered on title. The City currently establishes income and maximum rental thresholds for low-end market rental units utilizing BC Housing's Housing Income Limits. However, the current approach presents some challenges. For example, the Housing Income Limits are tied to the average market rents determined by Canada Mortgage and Housing Corporation and may not reflect non-market or low-end of market need. In some cases, the low-end market rents may be equivalent to market rents. As well, the monthly allowable rent and annual allowable increases may push rents over average market rents determined by Canada Mortgage and Housing Corporation.

The City has also been successful in securing low-end market rental units through development on an ongoing basis. This has led towards the creation of mixed-income developments, and has provided opportunities for individuals/households that may not qualify for non-market housing but also cannot afford market rental housing.

One of the major challenges associated with securing a small amount of LEMR units include occupancy management, where the units may not be rented to the intended/target households. Further, stakeholders from the development community indicated that the current minimum unit sizes are not consistent with market trends, which may add additional costs towards construction. Another challenge is securing LEMR contributions on sites that are already zoned to the development potential envisioned in the Official Community Plan (i.e. pre-zoned sites). The City's Affordable Housing Strategy is founded on the principle of providing a density bonus at time of rezoning to secure cash-in-lieu contributions or LEMR units. This pre-zoning situation has predominantly occurred within the City Centre on sites zoned CDT1. On sites that already have established zoning, the City's approach has been to ensure that the zoning district provides a density bonus for LEMR units and to negotiate the inclusion of LEMR units in exchange for reduced parking requirements. The increase in affordable housing contributions will require further amendments to the City's Zoning Bylaw to reflect the increased contribution rates and it is anticipated that the increased contribution rates will create additional challenges on these pre-zoned sites. Staff will continue with the current approach of negotiating the inclusion of LEMR units in exchange for reduced parking requirements, as well as continuing to monitor the situation. Any increases to the built unit requirement above 5% may diminish the ability to negotiate parking reductions as an incentive in exchange for the provision of LEMR units on the pre-zoned sites.

Representatives from the development community expressed concerns with increasing the percentage above 5% and decreasing the 80 unit threshold requirement, stating that it would have an impact on the cost of housing on the market side and overall project viability.

The development industry further commented on the challenges with managing a small number of units, which was echoed by the non-profit housing sector. Non-profit housing providers are generally interested in owning and managing LEMR units, but may experience challenges obtaining capital funding to purchase the units and maintaining operating costs. Staff recommend the following actions to address the need for more low-end market rental units, while encouraging and facilitating non-profit ownership/management to maintain the integrity and spirit of the program.

Recommended Actions:

1. Decrease the built unit threshold requirements in apartment developments from more than 80 units to more than 60 units.
2. Revise the built unit percentage of total residential floor area in apartment developments (with the proposed new threshold of more than 60 units) to 10%.
3. Revise the household income thresholds for low-end market rental units to ensure that units are targeted for the priority groups in need. For low-end market rental units secured through development, calculate income thresholds based on 10% below the 2016 Housing Income Limits.

Low-end Market Rental (LEMR) Unit Maximum Income Thresholds		
Unit Type	Current Total Annual Household Income	Proposed Total Annual Household Income
Studio	\$34,000 or less	\$34,650 or less
1-Bdrm	\$38,000 or less	\$38,250 or less
2-Bdrm	\$46,500 or less	\$46,800 or less
3+ Bdrm	\$57,500 or less	\$58,050 or less

4. Revise maximum monthly rents for low-end market rental units to ensure that the rents stay consistently below average market rental rents. For low-end market rental units secured through development, calculate maximum rents based on 10% below the Canada Mortgage and Housing Corporation's annual average market rents.

Low-end Market Rental (LEMR) Unit Maximum Rents		
Unit Type	Current Maximum Monthly Rent	Proposed Maximum Monthly Rent
Studio	\$850	\$759
1-Bdrm	\$950	\$923
2-Bdrm	\$1,162	\$1,166
3+ Bdrm	\$1,437	\$1,436

The rents would be permitted to increase annually by the Consumer Price Index and the rent calculation methodology will be reviewed by staff biannually.

5. Revise the minimum unit size targets for 2BR units from 860 ft² to 741ft². Utilize minimum unit size targets and ensure that LEMR units are not smaller than the average size of a comparable market unit in the same development.

Unit Type	Current LEMR Minimum Size	Recommended LEMR Minimum Size Targets
Bachelor/Studio	37m ² (400 ft ²)	37m ² (400 ft ²)
1 Bedroom	51m ² (535 ft ²)	51m ² (535 ft ²)
2 Bedroom	80m² (860 ft²)	69m² (741ft²)
3+ Bedroom	91m ² (980 ft ²)	91m ² (980 ft ²)

6. Strongly encourage and play an active role in facilitating partnerships between developers and non-profit organizations to promote non-profit ownership and management of the low-end market rental units;

- Consider waiving (full or partial) development cost charges for low-end market rental units if purchased by a non-profit housing provider – section 563 of the Local Government Act allows Council, through a bylaw, to waive or reduce DCCs for the purposes of affordable housing. As part of this action, review implications on the City's tax increase and develop a framework to implement potential development cost charge waivers.
 - Facilitate introductions and discussions between non-profit housing providers and developers at an early stage (e.g. pre-application/beginning of rezoning) to secure partnerships and to ensure that the design of the LEMR units is appropriate for the target group.
7. Continue to require 100% cash-in-lieu contributions in all townhouse developments through the Affordable Housing Strategy, as townhouse applications are the most significant revenue stream for the Affordable Housing Reserve Fund. The Arterial Road Policy includes a provision for increased density in exchange for LEMR townhouse units, which will contribute to the overall LEMR housing stock. Requiring LEMR units in all townhouse developments may pose a cash flow challenge, resulting in minimal cash-in-lieu contributions to meet the Affordable Housing Reserve Fund's annual \$1.5M target.
 8. While partnerships with the private sector and senior levels of government are critical to creating affordable housing, it is recommended that the City develops policy language around the use of senior government funding to be directed towards lowering the rents of LEMR units or creating additional LEMR units above the 10% requirement and not reimbursing developers/builders for LEMR units which are secured and provided under the Affordable Housing Strategy requirements.
 9. Set a target of securing 80-100 LEMR units annually. Metro Vancouver's 2016 Demand Estimates highlight that 70 units should be generated annually to meet the needs of low-income households (\$30,000 - \$50,000). Staff recommend increasing the target slightly to accommodate households falling on the lower end of the "moderate income" household bracket (\$50,000 to \$75,000). It is noted that \$58,000 is the highest total household income eligible for a 3-bedroom low-end market rental unit. As of December 2016, the City has secured 441 low-end market rental units since 2007, averaging 44 units per year. Increasing the 5% built unit requirement to 10% would put the City in a favourable position to achieve its target of securing 80-100 LEMR units annually for housing low-income households.

Policy #3: Entry Level Homeownership

In the current 2007 Affordable Housing Strategy, this priority was targeted to households with annual household incomes of less than \$60,000 and focused on encouraging the construction of smaller, owned units. Although stakeholder consultations identified homeownership as a need in the community, a comprehensive homeownership program is not being recommended at this time. This will be addressed further in the report. Staff continue to recommend encouraging opportunities through land use and regulation to support affordable homeownership.

Recommended Actions:

1. Focus priorities on non-market and low-end market rental housing, as there are limited resources and funding opportunities to create affordable homeownership units. Furthermore,

the ongoing administration and management of an affordable homeownership program would fall outside the City's mandate.

2. Continue to encourage homeownership opportunities that are affordable through land use and regulatory measures including flexibility in unit sizes and the permitting of secondary suites and coach houses as "mortgage helpers."

Policy #4: Affordable Housing Special Development Circumstance and Value Transfer

The Affordable Housing Special Development Circumstance policy is an addendum to the existing Affordable Housing Strategy, which allows for clustering affordable housing units in a standalone building/project if a sound business case and social programming approach is identified to support target population. The Affordable Housing Special Development Circumstance has previously been paired with the value transfer mechanism, where certain developments convert their built unit contribution to a cash-in-lieu contribution to be used towards a "donor site" for a standalone affordable housing project. The value transfer mechanism presents an opportunity for the City to provide capital contributions towards affordable housing projects and ensure that rent levels are targeted towards low-income or vulnerable households.

The primary benefit of utilizing the Affordable Housing Special Development Circumstance policy is to secure rents at the non-market level, which helps to address the needs of low-income and vulnerable households. The City has experienced success in this regard by securing 296 units at the Kiwanis Towers and 129 units at the Storeys development at non-market rent rates. This policy has been recognized by other jurisdictions as a model to replicate.

One of the primary challenges with this model is that the value transfer mechanism is heavily dependent on the availability of land. Stakeholders from the development community prefer this approach, stating that there should be flexibility to allow contributions from specific projects to be moved to another site by the same developer or to a "donor" site. Representatives from the Richmond Home Builders Association also suggested a "bank" for each builder, where contributions could be used towards a rental housing development or another project that can achieve greater affordability.

Recommended Actions:

1. Incorporate the Affordable Housing Special Development Circumstance policy into the updated Affordable Housing Strategy as a priority for securing affordable housing units.
2. Develop a list of prequalified non-profit housing providers for management and development of affordable housing units.

Policy #5: Secondary Suites

The City requires all new single detached lots being rezoned to either include secondary suites on 100% of new lots created, secondary suites on 50% of new lots created and a cash contribution on the remaining 50%, or to provide a 100% cash contribution on the total buildable residential floor area to the Affordable Housing Reserve Fund.

This policy provides potential mortgage helpers for many homeowners, and adds to the market rental housing supply. However, there is no direct benefit to the affordable housing supply and there is no mechanism to ensure that units are affordable or rented out.

Stakeholders from the Richmond Home Builders Association were generally pleased to see that there were no changes proposed to the current single family rezoning policy and that there is flexibility to provide suites and/or cash.

Recommended Action:

1. Continue with the existing secondary suite policy, which supports a balanced approach to secure both built suites and cash-in-lieu contributions.

Policy #6: Market (Purpose-Built) Rental Housing

Under a separate complementary process, the City is currently drafting a policy aimed at increasing the supply of purpose built market rental housing. Richmond's current Official Community Plan encourages a 1:1 replacement when existing rental housing in multi-unit developments are converted to strata or where existing sites are rezoned for new development. The replacement units are secured as low-end market rental with a Housing Agreement.

Recommended Actions:

1. Ensure the proposed Draft Market Rental Housing Policy is developed with a holistic approach and considers both market rental and affordable housing objectives, including incentives for market rental development and policies regarding tenant relocation and protection.
2. For townhouse developments, explore the feasibility of including a market rental component in addition to an affordable housing cash contribution as part of a future Draft Market Rental Housing Policy. This could achieve the desire for more built units, while maintaining the cash flow necessary for maximizing the Affordable Housing Reserve Fund. The Draft Market Rental Housing Policy will respond to the recent referral from Council on April 10, 2017 to develop a policy on market rental and/or secondary suites in multi-family developments.

Policy #7: Basic Universal Housing

The City currently provides a Floor Area Ratio exemption for residential units that incorporate basic universal housing features in new developments.

The current basic universal housing policy provides clear expectations and standards to developers and builders, and the City has been successful in securing affordable housing units with these features. However, the current regulations focus on physical accessibility and changes to the BC Building Code may pose challenges for incorporating the features moving forward.

Recommended Action:

1. Continue to secure affordable housing units with basic universal housing features and formalize this policy in the updated Affordable Housing Strategy.

Recommended New Policies

The section below proposes new policies, which were selected and evaluated on their potential to address identified priorities including groups in need and local housing gaps. The new policy recommendations are commonly used in other jurisdictions and supported by legislation. These recommendations have been refined from the preliminary policy options incorporating stakeholder feedback. It is noted that implementation of the new policies will require significant City resources, including funds from the Affordable Housing Reserve Fund and staff resources.

Policy #1: Municipal Financing Tools (Medium Term: 3 – 5 years/Ongoing)

Municipal financing tools, such as development cost charge waivers and property tax exemptions, can play a role in facilitating non-profit ownership and management of low-end market rental units secured through development. Municipal financing tools can also support the development of new non-market housing projects. It was confirmed by all stakeholder groups that relief from development cost charges or property taxes allows private and non-profit developers to deliver a greater number of affordable housing units at lower rents.

Recommended Actions:

1. Consider waiving development costs charges and municipal permit fees for new eligible affordable housing developments that are owned and operated by non-profit housing providers and where affordability is secured in perpetuity. Staff will undertake a review of any implications on the City's tax increase, work to cost out development cost charge waivers and develop an implementation framework. Contingent on the results of this review, waiving the development cost charges and municipal permit fees may be from the City's general revenue instead of a grant from the Affordable Housing Reserve Fund.
2. Undertake a review and best practice analysis of property tax exemptions for non-market housing managed by non-profit housing providers.

Policy #2: Family-Friendly Housing Policy (Short Term: 1 – 3 years)

This policy would encourage developers to provide additional larger units (2BR+) in multi-residential developments, allowing families to have more options in finding suitable accommodation for their needs. This policy also sets a requirement for providing a certain percentage of low-end market rental units as family-friendly units. Based on information from the 2011 Census, there were 55,400 family households in Richmond. The City Centre area had the largest number of families, and also featured the largest proportion of lone-parent families.

Approximately 20% of renters are family households. The development community suggested that a City-wide policy may be unnecessary as larger sized units are already being delivered by the market. The non-profit sector echoed these comments, stating that some non-market housing may be intended for a specific priority group in need (e.g. bachelor units for low-income seniors) and therefore a family-friendly component should be flexible in purpose-built affordable housing projects. However, feedback from the initial consultation sessions with the public and key stakeholders indicated that family-friendly housing is a significant need in Richmond and there is a lack of family-friendly rental options in the community.

Staff continue to recommend that a certain percentage of low-end market rental units be allocated towards family-friendly housing to ensure that affordable options are available for families while the remaining units can be targeted towards a specific client group if desired.

Recommended Actions:

- Require a minimum of 15% 2 bedroom and 5% 3+ bedroom for all low-end market rental units secured through development to accommodate priority groups in need (e.g. families).
- Monitor the success of the policy and consider applying the same percentage of family friendly units in all market developments

Policy #3: Public-Private Partnerships (Medium Term: 3 – 5 years/Ongoing)

This policy encourages partnerships with other levels of government, non-profit housing providers, and the development community to facilitate the development of purpose-built affordable housing. The non-profit sector suggested that the City could facilitate potential partnerships between developers and non-profit housing providers earlier on in the development application process to help ensure that any secured low-end market rental units are targeted towards identified priority groups in need.

Recommended Actions:

1. Continue to identify potential opportunities for partnerships with senior government, private developers and non-profit housing organizations in order to capitalize on opportunities for affordable housing development as they arise (e.g. funding and development opportunities).
2. Develop a list of pre-qualified non-profit housing providers for partnership on potential housing projects, by scale of project.
3. Facilitate potential partnerships between developers and non-profit housing providers at the pre-application/rezoning phase to encourage non-profit management of LEMR units and input into the design and programming space to accommodate priority groups in need

Policy #4: Non-profit Housing Development

This policy continues to build non-profit capacity by supporting non-profit housing providers with funding, financial incentives, technical assistance and other resources to facilitate the development of purpose-built affordable housing. The non-profit sector suggested that the City allow for flexible rent structures that could support a mix of affordable rental rates within one project that is non-profit owned and managed.

Recommended Actions:

1. Continue to build relationships with established non-profit housing providers throughout Richmond and Metro Vancouver that have expertise providing housing, especially for the identified priority groups in need.
2. Adopt criteria for reviewing and prioritizing City-supported non-profit housing projects (i.e. senior government funding, partnerships, the ability to offer rents close to the shelter/income assistance rate and programming to support the priority groups in need).

3. Allow for flexibility for affordable housing development that is non-profit owned and managed to present innovative rent structures that support a mix of affordable rental rates for consideration.

Policy #5: Co-location of Non Market Housing and Community Assets

This policy promotes the integration of affordable housing with new and redeveloped community assets (e.g. civic facilities, faith-based properties, etc.) where appropriate. The non-profit sector suggest that the City take into consideration the needs of social service programming to support affordable housing residents that may be residing in future co-location developments. Senior government encouraged the City to consider partnering with faith groups and quasi-government organizations for the possible redevelopment of community assets, including affordable housing.

Recommended Actions:

1. Explore opportunities to co-locate affordable housing with community assets (existing or new) and facilitate potential partnerships with non-profit housing providers; and
2. Consider the needs of non-profit support services (e.g. amenity space for programming) within co-location opportunities to accommodate the priority groups in need.

Policy #6: Use of City-Owned Land for Affordable Housing (Long-term: 5 – 10 years/Ongoing)

This policy seeks to use vacant or under-utilized City-owned land as well as acquire new land to be allocated for affordable housing projects in order to leverage partnership opportunities with senior government and non-profit housing providers. All stakeholder groups were supportive of this approach.

Recommended Action:

1. Review affordable housing land acquisition needs during the annual review of the City's Strategic Real Estate Investment Plan. Continue to use cash-in-lieu contributions in the Affordable Housing Reserve Fund for affordable housing land acquisition and allocating land for affordable housing project development.

Policy #7: Rent Bank Program (Long-term: 5 – 10 years)

A rent bank is a program (typically managed by a non-profit entity) that offers no-interest loans for rent and utilities to low-income households that are experiencing short-term financial hardships, which can prevent these households from becoming homeless. The non-profit sector suggests that an expanded community-led rent-bank program is needed in Richmond to further support the identified priority groups in need.

Recommended Action:

1. Undertake a review of best practices of opportunities to support local rent bank initiatives.

Policy #8: Community Land Trust (Long-term: 5 – 10 years)

A community land trust acts as community-based organization that acquires land and removes it from the private market and leases it to non-profit housing providers for affordable housing. This proposed policy would not include City-owned land. Stakeholders are supportive of staff exploring existing community land trust models.

Recommended Action:

1. Consider conducting a feasibility study of establishing a locally-based community land trust in Richmond.

Policy #9: Encouraging Accessible Housing (Long Term: 5 – 10 years)

This option strives to ensure that affordable housing is created and targeted to groups in need of accessible housing, considering both mental and physical barriers to housing. The non-profit sector encourages the City to facilitate partnerships between suitable non-profits with developers contributing low-end market rental units, to ensure that a certain number of the units are appropriately designed for persons living with disabilities.

Recommended Actions:

1. Continue to build relationships with non-profit organizations to obtain input into housing needs and design for program clients that require accessibility features.
2. Facilitate potential partnerships with non-profit housing providers and developers in the pre-application/rezoning stage of development to ensure that a portion of LEMR units are designed with adaptable features to accommodate priority groups in need (e.g. persons with disabilities).

Policy #10: Compact Living Rental Units (Long Term: 5 – 10 years)

This policy would entail studying the feasibility of allowing smaller rental units (approximately 250-300 square feet on average) where appropriate for individual households. This work may include recommendations regarding unit design and sizes as well as appropriate areas in Richmond where compact units may be located.

Recommended Action:

1. Collaborate with the City's Planning and Development Division to conduct a feasibility study on compact living rental units.

Policy #11: Transit-Oriented Affordable Housing Development (Long Term: 5 – 10 years)

This policy seeks to locate affordable housing near the Frequent Transit Network and frequent transit routes. The private sector suggested that the City may want to consider additional parking reductions for LEMR units secured in proximity to transit, when developing a policy.

Recommended Actions:

1. Continue to encourage diverse forms of affordable housing along the Frequent Transit Network in the city.
2. Collaborate with the City's Transportation Department to revisit parking requirements for LEMR units located along the Frequent Transit Network.

Policy Options Not Recommended

Policy #1: Affordable Homeownership Program

Given available municipal resources and the affordable housing priorities that have been identified through the Affordable Housing Strategy update process, staff do not recommend the development of an affordable homeownership program for Richmond at this time. If Council would like to explore possible options for Richmond in the future, staff would recommend that a comprehensive cost/benefit analysis be undertaken to fully understand program complexities and the associated risks. Stakeholders supported the focus on affordable rental housing given limited municipal resources and the needs of the identified priority groups.

Policy #2: Municipal Housing Authority

A municipal housing authority is one option that some municipalities have used to develop and deliver housing units and to ensure the ongoing effective management of affordable housing units that are secured through various programs and policies. They typically involve legal incorporation, governance through a Board of Directors (usually City Council members) that provides public accountability, public funding either from senior and/or local governments, an asset planning function and ongoing tenant involvement.

Staff do not recommend a local municipal housing authority be established at this time due to the significant demands on municipal resources. Creating a local authority would first involve a comprehensive feasibility analysis which would explore various models and a full assessment of costs, benefits and risks to the City.

Resources Required

A key assumption while reviewing policy options and recommendations was that adequate resources would be available to support implementation. Although the specific actions to support each policy option will be identified in the implementation plan, staff recommend that the following two new staffing priorities be advanced in the 2018 Budget Process to begin implementation work in 2018:

- 1) A regular full-time Planner 1 – Affordable Housing position
- 2) A regular full-time Affordable Housing Assistant position

Currently, there are two regular full-time staff dedicated to the Affordable Housing section. The portfolio is responsible for the implementation of the Affordable Housing Strategy, including development of policies and updates, securing affordable housing contributions through development, and ongoing monitoring. Since adoption of the initial Affordable Housing Strategy, the portfolio has expanded to include significant project coordination duties associated with affordable housing developments, homelessness initiatives and maintaining ongoing working relationships with senior levels of government, the non-profit sector and the development industry. The nature of the affordable housing portfolio has become increasingly complex and requires technical expertise to address opportunities and challenges. The current staffing levels are working above capacity to respond to the existing Affordable Housing Strategy priorities and more staff support is required to respond to a growing and complex portfolio, and carry out the actions identified in the updated policy recommendations.

Next Steps

Subject to Council approval, the low-end market rental and cash-in-lieu contribution policies would be implemented effective immediately, with a grandfathering period for in-stream development applications for up to one year, provided the application is presented to Council for consideration within one year of the effective date of the revised low-end market rental policy and cash-in-lieu contribution rates.

The recommended policies would be incorporated into the Draft Affordable Housing Strategy to be presented for Council consideration in the fourth quarter of 2017. In the Final Affordable Housing Strategy, an implementation plan would also be included. Staff will request Council authorization to consult with the public and key stakeholders to solicit feedback on the Draft Affordable Housing Strategy. The Final Affordable Housing Strategy will be refined from the stakeholder feedback and presented to Council for adoption.

Financial Impact

None.

Conclusion

A thorough analysis of existing policies and new policy options has been undertaken to generate recommendations that will respond to the identified priority groups in need and housing gaps. The review process has looked at policies holistically, taking funding, existing City resources and municipal mandate and jurisdiction into consideration.

Further refinement of the recommendations with stakeholder input promotes a balanced approach in the creation of more affordable housing units in partnership with senior levels of government, non-profit housing societies, the development sector and service providers. Encouraging more affordable housing opportunities along the housing continuum will help to generate a full range of options to meet the needs of Richmond's diverse population.



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- Att.1: Summary Chart – Final Policy Recommendations
- Att.2: Final Policy Recommendations Report
- Att.3: Stakeholder Feedback Summary Report
- Att.4: Policy Manual – Low-End Market Rental Housing Built Unit Contribution Policy
- Att.5: Policy Manual – Affordable Housing Cash-in-Lieu Contribution Rates
- Att.6: Economic Analysis Memo – Site Economics
- Att.7: Economic Analysis Memo – G.P. Rollo & Associates
- Att. 8: Written Submission – Kwantlen Students' Association
- Att. 9: Written Submission – Urban Development Institute
- Att. 10: Written Submission – Richmond Poverty Response Committee

AHS Update – Summary of Proposed Final Recommendations

Priority	Policy/ Practice	Summary of Preliminary Recommendation	Stakeholder Feedback	Summary of Proposed Final Recommendations
1. Current	Short-term (1-3 years) Affordable Housing ('built') – Low-end Market Rental (LEMR) unit contribution	<ul style="list-style-type: none"> • Increase up to 10% of the total floor area as the built affordable contribution rate • Decrease threshold to 60 units • Allow for flexibility to cluster LEMR units • Revise minimum size requirement targets (specifically revision of 2BR unit size) • Facilitate non-profit housing provider management and potential ownership of LEMR units <ul style="list-style-type: none"> ◦ Consider waiving (full or partial) development cost charges for LEMR units if purchased by a non-profit housing provider ◦ Develop a list of pre-qualified non-profit housing providers 	<p><i>Development Community</i></p> <ul style="list-style-type: none"> • Supportive of a small increase in built requirement to meet demand, suggest that an increase to 10%+ of the residential floor area ratio places too large a burden on private development and passes costs to the owners of market units • Supportive of a decrease in the minimum size requirement of 2 bedroom LEMR units • Due to the extra construction costs associated with integrating LEMR unit sizes into a development, UDI suggests that LEMR size requirements could become targets and that the size of LEMR units be equivalent to the size of the market units being developed in each development • Supportive of waiving development cost charges for LEMR units <p><i>Non-Profit Sector</i></p> <ul style="list-style-type: none"> • Suggestion to partner non-profit housing providers with developers at pre-application to ensure affordable housing requirements meet the needs of identified priority groups • Generally supportive of proposed maximum rents • Supportive of waiving 	<ul style="list-style-type: none"> • Increase the built affordable contribution to 10% of total residential floor area <ul style="list-style-type: none"> ◦ Review and examine the percentage built contribution and assess with changing market conditions bi-annually • Decrease the threshold to 60 units • Allow for flexibility to cluster or disperse LEMR units • Set minimum unit size targets and ensure that LEMR units are not smaller than the average size of a comparable market unit in the development • Facilitate non-profit partnership in the development application phase <ul style="list-style-type: none"> ◦ Consider waiving the development cost charges and municipal permit funds for LEMR units upon purchase by a non-profit housing provider <ul style="list-style-type: none"> ▪ Consider waiving the development cost charges and municipal permit funds from general revenue instead of as a grant from the Affordable

Priority	Policy/ Practice	Summary of Preliminary Recommendation	Stakeholder Feedback	Summary of Proposed Final Recommendations
			<p>development cost charges for LEMR units</p> <ul style="list-style-type: none"> To date, non-profit housing providers have only been able to manage/purchase LEMR units with capital funding from BC Housing 	<p>Housing Reserve Fund Review</p> <ul style="list-style-type: none"> ▪ implications on tax base and develop a framework to implement potential development cost charge waivers <ul style="list-style-type: none"> ○ Facilitate potential partnerships with non-profit housing providers and developers in the rezoning stage of development ○ Develop an information guide about partnering with developers of LEMR units • In the event that a developer wishes to retain ownership, facilitate potential partnerships with qualified non-profits (i.e. BC Housing, Metro Vancouver Housing Corporation) to help select qualified tenants from the identified priority groups in need for the LEMR units <ul style="list-style-type: none"> ○ Develop an information guide about the spirit of the LEMR program • Calculate City-wide maximum household income thresholds and rents at 10% below BC Housing HILs for Vancouver • Calculation City-wide maximum monthly rents at 10% below CMHC Average Rents for

	Priority	Policy/ Practice	Summary of <i>Preliminary Recommendation</i>	Stakeholder Feedback	Summary of <i>Proposed Final Recommendations</i>
					<p>Richmond</p> <ul style="list-style-type: none"> Permit income thresholds and maximum monthly rents to increase by the Consumer Price Index annually Review the LEMR program, including maximum thresholds and rents on a bi-annual basis
2. Current	Short-term (1-3 years)	Affordable Housing ('cash-in-lieu') contribution	<ul style="list-style-type: none"> Increase the cash-in-lieu contribution to match the value of the 'built' contribution Continue to accept cash contributions for all townhome developments <ul style="list-style-type: none"> For townhouse developments, explore the feasibility of including market rental % requirement in addition to AH cash contribution. The market rental floor area would be exempted from AH contribution. Continue to accept cash contributions for all multi-family developments below 60 units Continue with existing single family rezoning policy, with a balanced approach of securing both built suites and cash contributions Work collaboratively to help ensure seniors government funding is directed towards 	<p><u>Development Community Urban Development Institute</u></p> <ul style="list-style-type: none"> Suggest that cash-in-lieu rates should be further refined, especially for single family rezoning Suggest a phased approach to the increase in cash-in-lieu contributions <p><u>Richmond Home Builders</u></p> <ul style="list-style-type: none"> Suggest a phased approach to increase in cash-in-lieu contributions <p><u>Non-Profit Sector</u></p> <ul style="list-style-type: none"> Non-profit housing providers require capital funding to be able to purchase LEMR units or develop stand-alone non-market housing buildings <p><u>Senior/Quasi Government</u></p> <ul style="list-style-type: none"> Suggest that when BC Housing is purchases LEMR units, non-profit management and ownership is ensured 	<ul style="list-style-type: none"> Increase the cash-in-lieu contributions from \$2ft² to \$4ft² for single family, from \$4ft² to \$8.50ft² for townhouse, and from \$6ft² to \$10ft² for wood frame multi-family development or from \$6ft² to \$14ft² for concrete multi-family development <ul style="list-style-type: none"> Review and examine cash-in lieu contributions and assess with changing market conditions bi-annually Continue to accept cash contributions for all townhouse developments <ul style="list-style-type: none"> For townhouse developments, explore the feasibility of including a market rental % requirement in addition to AH cash contribution Continue to accept cash contributions for all multi-family developments below the 60 unit threshold Continue to comply with existing single family rezoning policy, with a balanced approach of securing both built secondary

Priority	Policy/ Practice	Summary of <i>Preliminary Recommendation</i>	Stakeholder Feedback	Summary of <i>Proposed Final Recommendations</i>
		lowering the rents of LEMR units, or creating additional units above the 10% City requirement		<p>suites and cash contributions</p> <ul style="list-style-type: none"> • Work collaboratively to help ensure senior government funding is directed towards non-market housing development, lowering the rents of LEMR units, or creating additional units above the 10% City requirement
3. Current	Affordable Housing Reserve Fund	<ul style="list-style-type: none"> • Ensure sufficient developer cash contributions (\$1.5 million annually) are collected to support affordable housing projects and to help position the City to leverage funding opportunities through partnership with senior governments and the private and non-profit sectors • Seek strategic land acquisition opportunities for affordable housing 	<p><i>Development Community</i></p> <ul style="list-style-type: none"> • Suggest that funds could be used to purchase additional market units from developers to increase the number of LEMR units in each development and make non-profit management more attractive • Suggest that City-owned land could be earmarked for affordable housing development <p><i>Non-Profit Sector</i></p> <ul style="list-style-type: none"> • Suggest that City-owned land could be earmarked for affordable housing development <p><i>Senior/Quasi Government</i></p> <ul style="list-style-type: none"> • Non-profit housing providers have difficulty securing the appropriate amount operating funding to provide rents affordable to the priority groups in need (e.g. persons on fixed incomes) <p><i>Development Community</i></p> <ul style="list-style-type: none"> • Suggestion that the City could allow developers to transfer 	<ul style="list-style-type: none"> • Ensure sufficient developer cash contributions are collected (\$1.5M generated annually) to support affordable housing projects and leverage funding opportunities through partnership with senior governments, the private and non-profit sectors • Seek strategic land acquisition opportunities for affordable housing • Explore the use of the Affordable Housing Reserve Fund to support innovative housing projects <ul style="list-style-type: none"> ◦ Continue to use the Affordable Housing Reserve Fund for capital contributions towards innovative non-market housing projects that involve partnerships with senior government and provide programming to meet the needs of the identified priority groups in need • Allow flexibility for large scale developments (or combination of developments) to cluster LEMR
4. Current	Special Development Circumstance and Value	<ul style="list-style-type: none"> • Incorporate the policy into the overall AHS as a priority for securing affordable 		

	Priority	Policy/ Practice	Summary of <i>Preliminary Recommendation</i>	Stakeholder Feedback	Summary of <i>Proposed Final Recommendations</i>
PLN		Transfer Policy	<p>housing units</p> <ul style="list-style-type: none"> Develop a list of prequalified non-profit housing providers for management and development of affordable housing units 	<p>their affordable housing contribution (built LEMR or cash-in lieu) to another site planned for an affordable housing project</p> <p><i>Non-Profit Sector</i></p> <ul style="list-style-type: none"> Supportive of a prequalified non-profit providers list, categorized by scale of development and target priority group in need 	<p>units in one, stand-alone building if a partnership with a non-profit housing provider is established</p> <ul style="list-style-type: none"> Encourage innovation (i.e. rental structure that allows a variety of subsidized rents) in clustered projects Facilitate potential partnerships with non-profit housing providers and developers in the pre-application/rezoning stage of development Continue to use the Affordable Housing Reserve Fund for capital contributions when partnership opportunities become available
5. Current	Ongoing	Secondary Suites	<ul style="list-style-type: none"> Continue with the existing policy, which supports a balanced approach to secure both built suites and cash-in-lieu contributions. 	<p><i>Development Community</i></p> <ul style="list-style-type: none"> Supportive of current policy 	<ul style="list-style-type: none"> For single-family rezonings, continue to review development applications and secure one of the following: (a) secondary suites on 100% of new lots developed, (b) secondary suites on 50% of new lots developed and a cash contribution on the remaining 50% of new lots created, or (c) a cash contribution on 100% of the new lots developed
6. Current	Short-term (1-3 years) (Planning & Development Initiative)	Rental Housing	<ul style="list-style-type: none"> Continue to require a 1:1 replacement of existing rental housing Consider providing incentives for the development of additional units of market rental housing and a tenant 	<p><i>Development Community</i></p> <ul style="list-style-type: none"> Supportive of incentives for market rental development Suggest that private developers may be able to better manage LEMR units in a market rental building due to the ability to hire one 	<ul style="list-style-type: none"> As per the forthcoming Market Rental Policy, continue to require replacement of existing market rental housing As per the forthcoming Market Rental Policy, consider providing incentives for the development of additional units of market

	Priority	Policy/ Practice	Summary of <i>Preliminary Recommendation</i>	Stakeholder Feedback	Summary of <i>Proposed Final Recommendations</i>
			relocation and protection plan through the Market Rental Policy	professional property manager for the whole building	rental housing as well as a tenant relocation and protection plan
7. Current	Ongoing	Basic Universal Housing	<ul style="list-style-type: none"> Continue to secure affordable housing units with Basic Universal Housing features 	<p><i>Non-Profit Sector</i></p> <ul style="list-style-type: none"> Units need to be adaptable in order to be suitable for a person with disabilities. Suggestion that Basic Universal Housing features should be encouraged in all market units to support ageing in place 	<ul style="list-style-type: none"> Continue to secure affordable housing units with Basic Universal Housing features Continue to encourage market developments to be built with Basic Universal Housing features Facilitate potential partnerships with non-profit housing providers and developers in the pre-application/rezoning stage of development to ensure that some LEMR units are designed with adaptable features to support the priority groups in need (i.e. persons with disabilities)
8. Potential	Medium Term (3-5 years)	Municipal Financial Tools	<ul style="list-style-type: none"> Consider waiving the development cost charges and municipal permit fees for new affordable housing developments that are owned/operated by a non-profit and where affordability is secured in perpetuity Do not consider property tax exemptions at this time 	<p><i>Development Community</i></p> <ul style="list-style-type: none"> Suggest that the development cost charges could be waived on all LEMR units, regardless of ownership <p><i>Non-Profit Sector</i></p> <ul style="list-style-type: none"> Supportive of a development cost charge waiver for LEMR/non-market housing Suggest that property tax exemptions may help facilitate the ongoing operating costs of affordable housing <p><i>Senior/Quasi Government</i></p> <ul style="list-style-type: none"> Encourage the City to provide incentives (i.e. development 	<ul style="list-style-type: none"> Consider waiving the development cost charges and municipal permit funds for new affordable housing developments that are owned/operated by a non-profit and where affordability is secured in perpetuity <ul style="list-style-type: none"> Consider waiving the development cost charges and municipal permit fees from general revenue instead of as a grant from the Affordable Housing Reserve Fund Review implications on tax base and develop a framework to implement

	Priority	Policy/ Practice	Summary of <i>Preliminary Recommendation</i>	Stakeholder Feedback	Summary of <i>Proposed Final Recommendations</i>
				cost charge waivers) to encourage partnerships between private and non-market housing providers	<p>potential development cost charge waivers</p> <ul style="list-style-type: none"> Undertake a review and best practice analysis of property tax exemptions for non-market housing managed by a non-profit housing provider
9. Potential	Medium Term/ Ongoing (3-5 years)	Family Friendly Housing Policy	<ul style="list-style-type: none"> Develop a family friendly housing policy Consider requiring a minimum % of units to be built in all new multi-unit condominium projects and LEMR units 	<p><i>Development Community</i></p> <ul style="list-style-type: none"> Suggest that a blanket policy would be unnecessary as larger sized units are already being delivered on the market 	<ul style="list-style-type: none"> Require a minimum of 15% 2 bedroom and 5% 3+ bedroom for all LEMR units secured in developments to accommodate priority groups in need (i.e. families) Monitor the success of the policy and consider applying the same % of family friendly units in all market developments
10. Potential	Medium-term/ Ongoing (3-5 years)	Public-Private Partnerships	<ul style="list-style-type: none"> Identify potential opportunities for partnership to facilitate the development of affordable housing Create a list of pre-qualified non-profit housing providers for partnership on potential housing projects 	<p><i>Development Community</i></p> <ul style="list-style-type: none"> Supportive of bidding on RFPs to develop affordable housing projects on City owned land <p><i>Non-Profit Sector</i></p> <ul style="list-style-type: none"> Supportive of bidding on RFPs to develop affordable housing projects on City owned land Supportive of a prequalified non-profit providers list, categorized by scale of development and target priority group in need 	<ul style="list-style-type: none"> Identify potential opportunities for partnership to facilitate the development of affordable housing Develop a list of pre-qualified non-profit housing providers for partnership on potential housing projects Facilitate potential partnerships between developers and non-profit housing providers at the pre-application/rezoning phase to encourage non-profit management of LEMR units and input into the design and programming space to accommodate priority groups in need
11. Potential	Medium-term/ Ongoing (3-5 years)	Non-profit Housing Development	<ul style="list-style-type: none"> Continue to build relationships with established non-profit 	<p><i>Non-Profit Sector</i></p> <ul style="list-style-type: none"> Supportive of developing a set of criteria for the prioritization 	<ul style="list-style-type: none"> Continue to build relationships with established non-profit housing providers throughout

	Priority	Policy/ Practice	Summary of <i>Preliminary Recommendation</i>	Stakeholder Feedback	Summary of <i>Proposed Final Recommendations</i>
12. Potential PLN - 55	Long-term/ Ongoing (5-10 years)	Co-Location of Non-Market & Community Assets	<p>housing providers throughout Richmond and Metro Vancouver that have expertise in housing the identified priority groups in need</p> <ul style="list-style-type: none"> Adopt criteria for reviewing and prioritizing City-supported non-profit housing projects 	<p>of City-supported non-market housing</p> <ul style="list-style-type: none"> Allow for flexibility for innovative rent structures that support a mix of affordable rental rates 	<p>Richmond and Metro Vancouver that have expertise in housing the identified priority groups in need</p> <ul style="list-style-type: none"> Adopt criteria for reviewing and prioritizing City-supported non-profit housing projects (i.e. senior government funding, partnerships, the ability to offer rents close to the shelter/income assistance rate and programming to support the priority groups in need) Allow for flexibility for innovative rent structures that support a mix of affordable rental rates
13. Potential	Long-term/ Ongoing (5-10 years)	Use of City Land for Affordable Housing	<ul style="list-style-type: none"> Explore opportunities to co-locate affordable housing with community assets (existing or new) 	<p><i>Non-Profit Sector</i></p> <ul style="list-style-type: none"> Supportive of co-location of affordable housing with community assets Suggest that the City take into consideration the needs of social service programming to support affordable housing residents in co-location developments <p><i>Senior/Quasi Government</i></p> <ul style="list-style-type: none"> Encourage the City to partner with faith groups and quasi-government organizations for the possible redevelopment of community assets including affordable housing 	<ul style="list-style-type: none"> Explore opportunities to co-locate affordable housing with community assets (existing or new) and facilitate potential partnerships with non-profit housing providers Consider the needs of non-profit supportive services (i.e. amenity space for programming) within co-location opportunities to accommodate the priority groups in need
			<ul style="list-style-type: none"> Review affordable housing land acquisition needs annually during the review of the City's Strategic Real Estate Investment Plan 	<ul style="list-style-type: none"> All stakeholders supportive of the use of City-owned land for affordable housing redevelopment All stakeholders suggest to 	<ul style="list-style-type: none"> Review affordable housing land acquisition needs during the annual review of the City's Strategic Real Estate Investment Plan

	Priority	Policy/ Practice	Summary of <i>Preliminary Recommendation</i>	Stakeholder Feedback	Summary of <i>Proposed Final Recommendations</i>
			<ul style="list-style-type: none"> Continue to use cash-in-lieu contributions in the Affordable Housing Reserve Fund for land acquisition for affordable housing projects 	allocate City-owned land for affordable housing and for the City to facilitate an RFP process	<ul style="list-style-type: none"> Continue to use cash-in-lieu contributions in the Affordable Housing Reserve Fund for affordable housing land acquisition Consider allocating City-owned land specifically for the use of affordable housing development
14. Potential	Long-term (5-10 years)	Rent Bank Program	<ul style="list-style-type: none"> Work with non-profits to further enhance and support local rent bank initiatives Consider utilizing funds from the Affordable Housing Reserve Fund towards developing a pilot rent bank program to be administered by a non-profit organization 	<i>Non-Profit Sector</i> <ul style="list-style-type: none"> Supportive of an expanded community led rent-bank 	<ul style="list-style-type: none"> Undertake a review and best practice analysis of opportunities to support local rent bank initiatives
15. Potential	Long-term (5-10 years)	Community Land Trust	<ul style="list-style-type: none"> Consider conducting a feasibility study of a community based Community Land Trust in Richmond 	<i>Non-Profit Sector</i> <ul style="list-style-type: none"> Supportive of the land-trust model 	<ul style="list-style-type: none"> Consider conducting a feasibility study of a community based Community Land Trust in Richmond
16. Potential	Long-term/Ongoing (5-10 years)	Encourage Accessible Housing with Persons with Disabilities	<ul style="list-style-type: none"> Continue to build relationships with non-profit organizations to obtain input into housing needs and design for program clients that require accessibility features 	<i>Non-Profit Sector</i> <ul style="list-style-type: none"> Suggestion to partner suitable non-profits with developers contributing LEMR units to help design some LEMR units for persons with disabilities 	<ul style="list-style-type: none"> Continue to build relationships with non-profit organizations to obtain input into housing needs and design for program clients that require accessibility features Facilitate potential partnerships with non-profit housing providers and developers in the pre-application/rezoning stage of development to ensure that some LEMR units are designed with adaptable features to accommodate priority groups in need (i.e. persons with disabilities)
17. Potential	Long-term	Micro-Unit	<ul style="list-style-type: none"> Consider working with 	<i>Development Community</i>	<ul style="list-style-type: none"> Collaborate with the City's

	Priority	Policy/ Practice	Summary of <i>Preliminary Recommendation</i>	Stakeholder Feedback	Summary of <i>Proposed Final Recommendations</i>
	(5 – 10 years) (Planning & Development Initiative)	Rental Housing (Compact Living Rental Units in report)	Planning to conduct a feasibility study on micro-unit housing	<ul style="list-style-type: none"> Supportive of a micro-units policy. 	Planning Department to conduct a feasibility study on micro-unit housing
18. Potential	Long-term (5 – 10 years) (Planning & Development Initiative)	Transit-Oriented Affordable Housing Development Guidelines	<ul style="list-style-type: none"> Continue to encourage diverse forms of housing along the Frequent Transit Network 	<i>Development Community</i> <ul style="list-style-type: none"> Suggestions to reduce the parking requirement for LEMR units along the FTN. 	<ul style="list-style-type: none"> Continue to encourage diverse forms of housing along the Frequent Transit Network Collaborate with City's Transportation Department to revisit parking requirements for LEMR units located along the FTN
19. Potential	Not Recommended	Affordable Home-ownership Program	<ul style="list-style-type: none"> This option is not recommended at this time, as the priorities focus on rental housing and an affordable homeownership program would place significant demands on municipal resources and jurisdiction 		<ul style="list-style-type: none"> Not Recommended. There would significant demands on municipal resources and jurisdiction at this time. It is recommended that the focus of the Affordable Housing Strategy is rental housing
20. Potential	Not Recommended	Municipal Housing Authority	<ul style="list-style-type: none"> This option is not recommended at this time, as there would be significant demands on municipal resources and jurisdiction 		<ul style="list-style-type: none"> Not Recommended. There would be significant demands on municipal resources and jurisdiction at this time

1. Recommended Cash-in-Lieu Contribution Rates:

Housing Type	Current Rates (\$ per buildable sq. ft.)	Proposed Rates (\$ per buildable sq. ft.)
Single Family	\$2	\$4
Townhouse	\$4	\$8.50
Multi-Family Apartment (60-70 units or less)	\$6	\$14 (concrete construction) \$10 (wood frame construction)

2. Recommended Rent and Income Thresholds:

Under the current 2007 Affordable Housing Strategy, affordable housing secured under the first priority (Subsidized Rental) have an income threshold of \$34,000 and a maximum monthly rent of \$850 regardless of unit types. The recommendation for the Affordable Housing Update is to calculate rent targets for non-market units based on 25% below the CMHC Annual Average Market Rents for Richmond and to calculate income thresholds targets based on 25% below the Housing Income Limits (HILs) for Vancouver:

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Non-market Rental Unit Thresholds				
Unit Type	Current Total Annual* Household Income	Recommended Total Annual Household Income	Currently Maximum Monthly* Rent	Recommended Maximum Monthly Rent
Studio	\$34,000 or less	\$28,875 or less	\$850	\$632
1-Bdrm	\$34,000 or less	\$31,875 or less	\$850	\$769
2-Bdrm	\$34,000 or less	\$39,000 or less	\$850	\$972
3+ Bdrm	\$34,000 or less	\$48,375 or less	\$850	\$1,197

*Note that the current annual income thresholds and maximum monthly rents may vary in range and are determined on a project-specific basis in consultation with the non-profit housing provider and City of Richmond Affordable Housing staff and approved by City Council

It is recommended that there continue to be flexibility for non-market units, in cases of non-profit driven projects with the intention to provide 100% rental, to allow for a range of rent structures defined in consultation with non-profit housing providers of a specific project and City of Richmond Affordable Housing staff. All rent structures and project specific details are subject to City Council approval.

For low-end market rental units secured through development, calculate rent thresholds based on 10% below the CMHC annual average market rents and income thresholds based on 10% below the Housing Income Limits (HILs) to ensure that rents remain affordable in relation to the market:

Low-end Market Rental (LEMR) Unit Threshold				
Unit Type	Current Total Annual Household Income	Recommended Total Annual Household Income	Currently Maximum Monthly Rent	Recommended Maximum Monthly Rent
Studio	\$34,000 or less	\$34,650 or less	\$850	\$759
1-Bdrm	\$38,000 or less	\$38,250 or less	\$950	\$923
2-Bdrm	\$46,500 or less	\$46,800 or less	\$1,162	\$1,166
3+ Bdrm	\$57,500 or less	\$58,050 or less	\$1,437	\$1,436

Permit the income thresholds and maximum monthly rents for LEMR and non-market to increase units by the Consumer Price Index annually.

3. Recommended Minimum Unit Sizes:

Unit Type	Current LEMR Unit Size Requirements	Recommended LEMR Unit Minimum Size Targets
Bachelor/Studio	37m ² (400 ft ²)	37m ² (400 ft ²)
1 Bedroom	51m ² (535 ft ²)	51m ² (535 ft ²)
2 Bedroom	80m ² (860 ft ²)	69m ² (741ft ²)
3+ Bedroom	91m ² (980 ft ²)	91m ² (980 ft ²)

*Note that the recommended LEMR sizes are targets and that Affordable Housing staff will ensure that LEMR units are not smaller than the average size of a comparable market unit in the development



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CITY OF RICHMOND

Final Policy Recommendations Report

Affordable Housing Strategy Update

July 2017

EXECUTIVE SUMMARY

SUMMARY OF POLICY RECOMMENDATIONS

The Policy Recommendations Report has been prepared for the City of Richmond to provide a framework for updating the City's Affordable Housing Strategy. Policy recommendations presented in this report have been revised from the initial policies presented in the Policy Options Report (May 2017) based on stakeholder feedback and additional economic analysis. This report contains an examination of existing and potential new policies with respect to addressing identified housing gaps and presents policy recommendations for the City of Richmond.

Recommended policies are focused on increasing the supply of affordable rental housing options that address the needs of Richmond's priority groups:

- Families including one parent families;
- Low and moderate income earners such as seniors, families, singles, couples, students;
- Persons with disabilities; and
- The City's more vulnerable residents (e.g. those on fixed incomes, women and children experiencing family violence, individuals with mental health/addiction issues, and Aboriginal population).

No single policy or proposed action is successful in isolation. When implemented together, the combination of recommended policies and practices create a comprehensive response to affordable housing issues in a community.

Implementation of the recommended policies will require partnerships and ongoing collaboration among a wide variety of groups including the City, senior levels of government, the private and non-profit housing sectors. Effective and timely implementation will also require significant City resources including sufficient cash reserves and staff resources. Increasing capacity will enable the City to build on the success of past initiatives and partnerships that have contributed to increasing the supply of affordable housing options for



residents and to position Richmond to continue to proactively respond to future funding and collaborative opportunities with senior levels of government and other community partners.

The following table summarizes existing and potential policy actions (including preliminary recommendations) that have been considered through this analysis.

Table 1: Summary of Proposed Directions

Status	Priority Level	Policy / Practice	Description	Summary of Recommendations
Current	Short Term (1-3 years)	Affordable Housing ('built') - Low End Market Rental (LEMR) unit contribution	Requires 5% of the residential floor area of multi-residential development over 80 units to be LEMR units, secured as affordable in perpetuity with a housing agreement, in exchange for a density bonus	<ul style="list-style-type: none"> Consider a phased approach to increase the floor area contribution rate to 10% Decrease threshold to 60 units Allow for flexibility to cluster or disperse LEMR units Set minimum size targets and ensure LEMR units are not smaller than the average size of a comparable market unit within the development Facilitate potential partnerships with non-profit housing providers and developers in the pre-application and rezoning stages of development Consider waiving Development Cost Charges for LEMR units if purchased by a non-profit housing provider For LEMR units, calculate City-wide thresholds at 10% below BC Housing's Housing Income Limits and maximum monthly rents at 10% below CMHC Average Rents for Richmond For non-market units, establish income thresholds and maximum rent targets and allow for flexible rent structures when projects are non-profit driven and provide 100% affordable rental housing



Status	Priority Level	Policy / Practice	Description	Summary of Recommendations
Current	Short Term (1-3 years)	Affordable Housing ('cash-in-lieu') contribution	Requires cash-in-lieu contributions for single-family, townhouse, and multi-residential rezonings less than 80 units, in exchange for a density bonus.	<ul style="list-style-type: none"> • Increase the cash-in-lieu contribution to match the current value of the 'built' LEMR contribution (5% of floor area) • Continue to accept cash contributions for townhouse developments and multi-residential developments less than 60 units • For townhouse developments, explore the feasibility of including a market rental component in addition to an affordable housing cash contribution in a future draft Market Rental Policy • Secure both built suites and cash contributions for single family rezoning
Current	Short Term (1-3 years)	Special Development Circumstance and Value Transfer Policy	Provides developers with a density bonus in exchange for funding the building of an affordable housing development off-site, where low rents and additional supportive programming are also secured	<ul style="list-style-type: none"> • Incorporate the policy into the overall Affordable Housing Strategy • Develop a list of prequalified non-profit housing providers for management and development of affordable housing units • Allow flexibility for large scale developments (or combination of developments) to cluster LEMR units in one, stand-alone building if a partnership with a non-profit housing provider is established • Facilitate potential partnerships with non-profit housing providers and developers in the pre-application and rezoning stages of development
Current	Short Term (1-3 years)	Affordable Housing Reserve Fund	Uses developer cash contributions to support affordable housing development through land acquisition and other initiatives to leverage additional funding through partnerships with senior governments and the private and non-profit sector	<ul style="list-style-type: none"> • Ensure sufficient developer cash contributions are collected (target of \$1.5 million generated annually) to support affordable housing projects and leverage funding opportunities through partnerships • Seek strategic land acquisition opportunities for affordable housing • Use to support innovative housing projects



Status	Priority Level	Policy / Practice	Description	Summary of Recommendations
Current	Ongoing	Secondary Suites	Permits secondary suites in single-family dwellings, which may be available for rent through the secondary market. In exchange for single-family rezoning and subdivisions, a secondary suite must be required on 50% of new lots or a cash-in-lieu affordable housing contribution	<ul style="list-style-type: none"> For single-family rezonings, continue to review development applications and secure one of the following: (a) secondary suites on 100% of new lots developed; (b) secondary suites on 50% of new lots developed and a cash contribution on the remaining 50% of new lots created; or (c) a cash contribution on 100% of the new lots developed
Current	Short Term (1-3 years)	Market Rental Housing	Seeks to maintain the existing stock of rental housing through 1:1 replacement	<ul style="list-style-type: none"> Continue to require replacement of existing market rental housing Through a future draft Market Rental Policy, consider providing incentives for the development of additional units of market rental housing as well as a tenant relocation and protection plan
Current	Ongoing	Basic Universal Housing	Aims to increase the supply of accessible housing for persons with disabilities	<ul style="list-style-type: none"> Continue to secure affordable housing units with Basic Universal Housing features Facilitate potential partnerships with non-profit housing providers and developers in the pre-application and rezoning stages of development to ensure that some LEMR units are designed with adaptable features
Potential	Long Term/ Ongoing (5-10 years)	Co-Location of Non-Market Housing & Community Assets	Integrates affordable housing with new and redeveloped community facilities, where appropriate	<ul style="list-style-type: none"> Explore opportunities to co-locate affordable housing with community assets (existing or new) and facilitate potential partnerships with non-profit housing providers Consider the needs of non-profit service providers in co-location opportunities to accommodate the priority groups in need
Potential	Medium Term/ Ongoing (3-5 years)	Public-Private Partnerships	Collaboration with other levels of government, non-profit housing providers, and the private sector to facilitate the development of affordable housing	<ul style="list-style-type: none"> Identify potential opportunities for partnerships to facilitate the development of affordable housing Develop a list of pre-qualified non-profit housing providers for partnerships on potential housing projects Facilitate potential partnerships between developers and non-profit housing providers at the pre-application and rezoning stages to encourage non-profit management of LEMR units and input into the design and programming space



Status	Priority Level	Policy / Practice	Description	Summary of Recommendations
Potential	Medium Term/ Ongoing (3-5 years)	Non-profit Housing Development	Build non-profit capacity through supporting non-profit housing providers with funding, financial incentives, technical assistance and other resources to support the development of affordable housing	<ul style="list-style-type: none"> Continue to build relationships with established non-profit housing providers throughout Richmond and Metro Vancouver that have expertise in housing the identified priority groups in need Adopt criteria for reviewing and prioritizing City-supported non-profit housing projects Allow flexibility for innovative rent structures that support a mix of affordable rental rates
Potential	Medium Term/ Ongoing (3-5 years)	Family Friendly Housing Policy	Encourages developers to provide larger units (2 and 3 bedrooms) in multi-residential developments	<ul style="list-style-type: none"> Require a minimum of 15% two-bedroom and 5% three-bedroom for all LEMR units secured in developments to accommodate priority groups in need Monitor the policy and consider applying the same % of family friendly units in all market developments
Potential	Long Term/ Ongoing (5-10 years)	Use of City Owned Land for Affordable Housing	Seeks to use vacant or under-utilized land and acquire new land for affordable housing projects in order to leverage partnership opportunities with senior government and non-profit housing providers	<ul style="list-style-type: none"> Review affordable housing land acquisition needs during the annual review of the City's Strategic Real Estate Investment Plan Continue to use cash-in-lieu contributions from the Affordable Housing Reserve Fund for affordable housing land acquisition Consider allocating City-owned land specifically for the use of affordable housing development
Potential	Medium Term (3-5 years)	Municipal Financing Tools	Exempts property taxes and waives or reduces development cost charges to stimulate the creation of affordable housing	<ul style="list-style-type: none"> Consider waiving the development cost charges and municipal permit fees for new affordable housing developments that are owned/operated by a non-profit and where affordability is secured in perpetuity Consider waiving the development cost charges and municipal permit fees and reimburse from the City's general revenue instead of as a grant from the Affordable Housing Reserve Fund Undertake a review and best practice analysis of property tax exemptions for non-market housing managed by a non-profit housing provider



Status	Priority Level	Policy / Practice	Description	Summary of Recommendations
Potential	Not Recommended	Affordable Homeownership Program	Provides support to allow first-time homebuyers to enter into the housing market	<ul style="list-style-type: none"> Not Recommended. There would be significant demands on municipal resources and jurisdiction. It is recommended that the focus of the Affordable Housing Strategy remains rental housing
Potential	Not Recommended	Municipal Housing Authority	An independent, City-controlled agency to directly manage and operate affordable housing units and potentially develop new affordable housing units	<ul style="list-style-type: none"> Not Recommended. There would be significant demands on municipal resources and jurisdiction at this time
Potential	Long Term (5-10 years)	Transit-Oriented Affordable Housing Development Guidelines	Seeks to locate affordable housing near the Frequent Transit Network	<ul style="list-style-type: none"> Continue to encourage diverse forms of housing along the Frequent Transit Network Collaborate with the City's Transportation Department to revisit parking requirements for LEMR units located along the Frequent Transit Network
Potential	Long Term (5-10 years)	Compact Living Rental Units (Micro-Units)	Allows the development of smaller rental units appropriate for individuals	<ul style="list-style-type: none"> Collaborate with the City's Planning Department to conduct a feasibility study on micro-unit housing
Potential	Long Term/Ongoing (5-10 years)	Encouraging Accessible Housing with Persons with Disabilities	Ensures that affordable housing is produced and targeted to groups in need of accessible housing	<ul style="list-style-type: none"> Continue to build relationships with non-profit organizations to obtain input into housing needs and design for program clients that require accessibility features Facilitate potential partnerships with non-profit housing providers and developers in the pre-application/rezoning stage of development to ensure that some LEMR units are designed with adaptable features to accommodate priority groups in need (i.e. persons with disabilities)
Potential	Long Term (5-10 years)	Community Land Trust	Is a community based organization that acquires land and removes it from the private market and leases it to non-profit housing providers for affordable housing	<ul style="list-style-type: none"> Consider conducting a feasibility study of a community-based Community Land Trust in Richmond
Potential	Long Term (5-10 years)	Rent Bank Program	A program that offers no-interest loans for rent and utilities to low-income households that are experiencing short-term financial hardships to prevent homelessness	<ul style="list-style-type: none"> Undertake a review and best practice analysis of opportunities to support local rent bank initiatives



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I. INTRODUCTION

PURPOSE OF DOCUMENT

The City of Richmond is updating its 2007 Affordable Housing Strategy through a multi-phased approach, and has engaged CitySpaces Consulting to facilitate and implement a policy review as part of this process.

Consultation activities facilitated by CitySpaces (2016) in Phase 1, (Housing Affordability Profile), gained insights on the housing issues identified by stakeholders and the public. Together with the profile and housing indicators data, priority groups and housing gaps in Richmond were identified.

This report, as part of Phase 2, is a comprehensive policy review informed by research and consultation, and outlines policy recommendations to guide the future planning of affordable housing in Richmond.

This document also analyzes existing policies with respect to meeting the housing needs of Richmond's priority groups and identifies additional municipal policy and practice options for consideration.

POLICY REVIEW GOALS AND OBJECTIVES

The goal of the Affordable Housing Strategy Policy Review is to develop updated policy recommendations that will be incorporated into an updated Affordable Housing Strategy which will guide the City's response over the next 10 years to address local housing affordability issues, in partnership with the private developers and non-profit housing sectors, senior government, and community service agencies.

Specific objectives of the Policy Review include:

- Undertaking a comprehensive examination of existing Affordable Housing Strategy policies, priorities and regulatory and financial tools aimed at addressing housing affordability;
- Consulting with a broad range of stakeholders including staff, private developers and non-profit housing sectors and other community partners



on implementation challenges and successes of existing policies and tools, as well as recommended policy options; and

- Recommending new and/or amended policies, regulatory and financial mechanisms that will help address identified affordable housing gaps and priority groups in need.

AFFORDABLE HOUSING STRATEGY UPDATE PROCESS

Richmond has a long history of supporting affordable housing that resulted in an inventory of 3,175 affordable rental units prior to adoption of the current Affordable Housing Strategy in 2007. The current Affordable Housing Strategy defines the following three priority areas for addressing affordable housing challenges and outlines policies, directions, definitions, and annual targets for affordable housing. These priority areas are:

- Subsidized (Non-Market) Rental Housing (for households with income of \$34,000 or less);
- Low End Market Rental (for households with income between \$34,000 and \$57,000); and
- Entry Level Homeownership (for households with income less than \$64,000).

Since 2007, the City of Richmond has successfully secured approximately 1,392 of additional affordable housing units ranging from low-end market rental to subsidized rental.

While the Affordable Housing Strategy has helped guide Richmond's response to local affordability over the past ten years, there remains significant housing affordability challenges in the community. Current and emerging demographic changes, community and regional growth, development pressures, changing market conditions (e.g. high land values, persistently low rental vacancy rates), and an evolving senior government funding situation may no longer be accurately reflected in the current Affordable Housing Strategy policy priorities. It is within this context that the City initiated an update to the Affordable Housing Strategy.

Figure 1: Affordable Housing Strategy Update Process



The Affordable Housing Strategy Update process is outlined in the Figure 1, beginning with creating a Housing Affordability Profile (informed by research and consultation), followed by policy review (Phase 2) towards informing drafting housing actions and the Updated Affordable Housing Strategy (Phase 3).

THE HOUSING CONTINUUM

The housing continuum is a visual concept used to describe and categorize different types of housing. The housing continuum is a practical framework that identifies a healthy mix of housing choices in any community. The Affordable Housing Strategy places emphasis on housing gaps and priority groups experiencing the greatest challenge in the Richmond housing market.

Figure 2: Housing Continuum



KEY HOUSING PARTNERS

SENIOR GOVERNMENTS

The Federal and Provincial governments in Canada have historically played a major role in the provision of affordable housing. This has shifted significantly over the past 20+ years, as senior government policy changes have resulted in less funding to support the creation of new affordable housing options for low and moderate income households.



The City has encouraged and supported innovative approaches to delivering affordable housing, including:

- Providing contributions to offset construction costs
- Leasing City-owned land to non-profit housing providers
- Providing development incentives such as density bonus in exchange for affordable rental units

In BC, the Provincial Government has continued to match available federal funding on housing but with an increased focus on providing rent supplements as the primary means of improving affordability for low-income households (Metro Vancouver, 2015). These changes have continued to place considerable pressure on local governments to become more active beyond their traditional land use planning and development approvals role in the provision of affordable housing. More recently, the BC Government, through the Provincial Investment in Affordable Housing (PIAH) Program, has committed \$355 million over five years to help form partnerships with the non-profit housing sector and municipalities to create affordable rental housing units for people with low to moderate incomes.

METRO VANCOUVER REGIONAL DISTRICT

The Regional Growth Strategy, *Metro Vancouver 2040: Shaping our Future*, recognizes affordable housing as an essential component of creating complete communities. In supporting the strategy, municipalities are required to develop local Housing Action Plans which are intended to help implement regional housing goals. The Regional Affordable Housing Strategy (RAHS) 2016 includes a vision, goals, strategies and recommended actions aimed at expanding housing supply, diversity and affordability with a focus rental housing (both market and non-market), transit oriented affordable housing developments; and the housing needs of very low and low income households.

LOCAL GOVERNMENT

Local governments are increasingly taking a more active role to plan for and facilitate affordable housing. These roles typically include:

- **Regulatory measures:** which include municipal land use planning (e.g. Official Community Plans, Neighbourhood Plans), regulatory and development approval tools (e.g. Zoning Bylaws) to encourage the supply of housing;
- **Fiscal measures:** such as direct funding, provision of City owned land and, at times, relief from municipal fees and charges;
- **Education and advocacy:** to help raise community awareness of local affordability issues and to encourage increased role and support by senior governments to address affordability challenges; and
- **Direct Service:** to provide affordable housing either through a civic department or agency such as a municipal housing authority.

Richmond has long acknowledged that providing a range of affordable and diverse housing types for residents is an integral part of creating a liveable community. The City recognizes that it cannot solve local affordability issues on its own, but needs to continue to play a role within its authority in partnership with senior levels of government, the private and non-profit housing sectors.

PRIVATE SECTOR

The private sector includes landowners, developers and builders, investors and landlords and is responsible for the development, construction and



management of a range of housing forms and tenures including ownership and rental housing. The sector works closely with local governments to provide a range of housing choices aimed at addressing short and longer term local housing needs and demand.

NON-PROFIT SECTOR

The non-profit housing sector provides safe, secure and affordable rental housing to households with low to moderate incomes. The sector is comprised mainly of community based organizations that are able to secure senior levels of funding and leverage existing assets to provide a greater number of affordable housing units and lower rents, often secured with municipal and private partnership. Non-profit housing providers provide a range of programming (e.g. employment readiness, childcare, legal services, and community building) to support individuals and households that may experience barriers to housing. Non-profit's mandates and expertise with tenant selection and occupancy management ensure that appropriate priority groups are connected to their affordable housing portfolio.

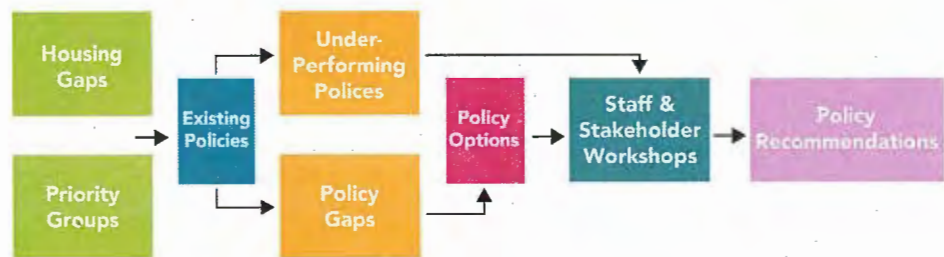


II. HOUSING POLICY EVALUATION FRAMEWORK

APPROACH

A key objective of the policy review is to examine existing and potential municipal policies and tools in order to assess their effectiveness in meeting the needs of the priority groups and housing gaps that were identified in Phase 1 of the Affordable Housing Strategy update. This section of the report highlights successes and key implementation challenges associated with Richmond's existing affordable housing priorities and policy tools.

Figure 3: Research Framework Flowchart



PRIORITY GROUPS IN NEED OF AFFORDABLE HOUSING

Based on the review of key demographic and housing data, combined with feedback from community consultation (May 2016), the following groups in need and housing gaps were identified:

- Families (including lone-parent families, families with children and multi-generational families);

- Low and moderate income earners including seniors, families, singles, couples, students, and persons with disabilities;
- Persons with disabilities finding suitable, accessible and affordable housing; and
- Vulnerable populations (households in fixed incomes, persons experiencing homelessness, women and children experiencing family violence, individuals with mental health/addiction issues and Aboriginal population).

AFFORDABLE HOUSING GAPS IN RICHMOND

Despite the diverse mix of housing types currently available in Richmond, movement along the City's housing continuum is constrained, in part due to high land values and low rental vacancy rates. Key housing gaps in Richmond include:

- Family friendly housing including market and non-market rental and homeownership;
- Accessible, adaptable and visitable housing;
- Purpose built rental housing;
- Low barrier rental housing (including programming supports);
- Low end market rental housing for singles, couples, families, seniors and persons with disabilities;
- Non-market housing for singles, couples, families, seniors and persons with disabilities, persons with mental health issues and substance users; and
- Lack of emergency shelter for women and children.

EXISTING AFFORDABLE HOUSING PRIORITIES AND POLICY TOOLS: SUCCESSES AND KEY IMPLEMENTATION CHALLENGES

Richmond has played an active role within its authority over many years in helping to address local affordability challenges. The 2007 Affordable Housing Strategy established three key priorities – subsidized rental housing, low-end market rental housing and entry level homeownership which have provided focus to the City's response over the past 10 years. In addition, the City has assisted through a variety of mechanisms and approaches, including an Affordable Housing Reserve Fund, long term leasing of municipal land for non-market rental housing, land use and regulatory policies that encourage secondary suites, private rental housing and basic universal housing.



SUBSIDIZED RENTAL HOUSING

In Richmond's Affordable Housing Strategy, subsidized housing is targeted towards households with incomes of \$34,000 or less. The City does not provide any ongoing operating or rent subsidies. Under this priority, the City:

- Typically accepts cash-in-lieu for subsidized housing from single-family rezoning, townhouse developments and apartment developments less than 80 units;
- Uses cash-in-lieu contributions primarily for subsidized housing; and
- Encourages subsidized housing (secured with maximum rents to households under specified income thresholds) for groups including but not limited to individuals experiencing/at-risk of homelessness, individuals with mental health or addiction issues, lone parents with limited income, seniors on fixed income, persons with disabilities, and low income families.

In Richmond, examples of subsidized housing include:

- Affordable rental units that are funded by senior government and managed by non-profit organizations or by senior government (e.g. BC Housing and the Metro Vancouver Housing Corporation). In many instances, a rent-geared-to-income model is used, where a household pays 30% of their income and the remainder of the rent is subsidized by senior government. This type of housing is often referred to as "social housing."
- Affordable Housing Special Development Circumstance projects (e.g. Kiwanis, Storeys and Cressey Cadence) where the rents and incomes are secured at a "subsidized" level, but no government subsidies are provided. In these projects, the units are located in one building and have dedicated programming/amenity space to serve a particular client group.
- Affordable rental units secured in private developments where the rents and incomes are secured at a "subsidized" rent level, but no government subsidies are provided. These units are targeted towards low-income artists and feature a live/work space.

SUCCESSIONS:

- The development of innovative partnerships between senior governments, the private and non-profit housing sectors and the City.
- Provides secure and affordable housing for specific priority groups with access to supportive services (e.g. employment training).
- Highlights of successful projects:
 - Kiwanis Towers: The City contributed \$24.1 million towards the Kiwanis Tower's redevelopment. The redevelopment provides long-term benefits for Richmond low-income seniors by providing additional 296 affordable rental units (122 replacement units and 174 additional units) that support aging-in-place and is located within walking distance to amenities, transit and health services.
 - Storeys: The City contributed \$19.1 million and lease of City-owned land to the Storeys development. Five (5) non-profit organizations own and manage the 196 affordable rental units



and additional programming space for Richmond's vulnerable residents, including those who are or are at-risk of homelessness.

- ▶ Cadence: Through the 2007 Affordable Housing Strategy, the City secured 15 units of affordable rental housing at shelter rates for lone-parent families. These units will be owned and managed by a non-profit housing provider and parents will have access to affordable child-care at the adjacent City-owned child care centre.

CHALLENGES:

- The term "subsidized rental" may be confusing to the public and other stakeholders, as units are not necessarily subsidized by senior government.
- The City acknowledges that the shelter rate set by the Province remains at \$375/month for an individual. It is challenging for individuals on income assistance to find rent at these rates.
- The City's role is not clearly defined with securing subsidized rental units.
- The Affordable Housing Special Development Circumstance has led to successful projects (477 units). This policy however, is not integrated into the broader Affordable Housing Strategy policy.

LOW-END MARKET RENTAL (LEMR)

In Richmond, the City's inclusionary housing policy offers a density bonus at time of rezoning for multi-family and mixed use developments containing more than 80 residential units in exchange for building at least 5% of total residential floor area as low-end-market-rental (LEMR) units. These units are secured in perpetuity with a Housing Agreement registered on title. For apartments less than 80 units and townhouse developments, the City accepts cash contributions in-lieu of built units, which are used to support larger scale affordable housing projects involving partnerships (e.g. Kiwanis Towers).

SUCSESSES

- Since adoption of the inclusionary housing and density bonus approach in 2007, 423 LEMR units have been secured (as of June 2017). Of these units, 131 units have been built and are tenanted to date.
- These units are integrated into market developments and therefore lead to the creation of mixed-income communities.

CHALLENGES:

- Occupancy management: The LEMR program was originally intended to be targeted to low and moderate income households. Ongoing monitoring of these units and consultation with non-profit organizations suggests that the LEMR units are not being occupied by the intended target population and that the spirit of the program is not being met. This policy review provides an opportunity to ensure that the conditions and obligations (e.g. tenant selection, maximum rents, additional charges including parking) that are outlined in legal agreements are fully met by the property managers and owners. During consultation, both the public and non-profit organizations also expressed the need for better communication and



awareness of available LEMR units, as there is currently no centralized waitlist for qualified households.

- **Location of Units within a Development:** Previously, the City's practice has been to secure LEMR units dispersed throughout a larger market development. Some developers have expressed that they do not have the expertise to provide adequate property management services to the targeted tenants of the LEMR program (e.g. low income households and households with other barriers). Some non-profit organizations have expressed the desire to manage and potentially own LEMR units that are clustered in order to improve operational efficiencies (e.g. ongoing maintenance of units), while other non-profit organizations indicated that it is not within their mandate to manage LEMR units and prefer more deeply subsidized units. Under the current practice, non-profits would not have control over the operating costs associated with the larger building, which is one of the various reasons that non-profit organizations to date have not purchased any LEMR units.
- **Income Thresholds and Maximum Rents:** This policy review provides an opportunity to review and refine income thresholds and maximum rents of LEMR units to ensure consistency between developments that include LEMR units and rents remain affordable to priority groups in need.
- **Unit Size:** Developers have expressed concern that the current minimum square footage requirement of the LEMR units, originally established in 2007, is now greater than what is currently produced in the market.

ENTRY-LEVEL HOMEOWNERSHIP

Entry-level homeownership is a term that often refers to modest housing units that are affordable for first-time homebuyers. In many jurisdictions, these programs are usually referred to as "affordable homeownership" and often help to create housing stock that is affordable in perpetuity through resale restrictions. Richmond identified entry-level homeownership as Priority #3 in the 2007 Affordable Housing Strategy. To respond to this priority, the City has encouraged:

- The construction of smaller units to make homeownership more affordable; and
- Developers, on their own initiative, to build entry level homeownership units for households with an annual income of less than \$60,000.

SUCCESSES:

The City of Richmond provided \$134,538 of financial support towards offsetting the development cost charges for a Habitat for Humanity Project, which included six units of affordable homeownership for low-income families.

Other than this initiative, this priority has had limited success in securing entry level homeownership units. Since 2007, the City in partnership with the private sector has secured only 19 units for entry level homeownership. In this circumstance, the developer built smaller, more modest units to increase affordability. These units were not subject to a housing agreement and did not have restrictions on the resale price, and therefore were not necessarily sold to



households below the identified income thresholds. As such, these units did not secure homeownership affordability for future owners.

The priority of the 2007 Affordable Housing Strategy was to focus on securing LEMR and subsidized rental units. To date, the City has not had the resources to explore the merits of a comprehensive affordable homeownership program.

CHALLENGES:

- No mechanism to secure affordability for future owners;
- Currently, no established program to secure affordable homeownership units in developments; and
- Income thresholds have not been updated and are therefore not relevant to current market conditions.

SPECIAL DEVELOPMENT CIRCUMSTANCES AND VALUE TRANSFERS

The City's typical approach is to disperse affordable housing throughout a development or multiple sites. However, the City's Affordable Housing Special Circumstance policy allows the clustering of affordable housing units if a viable business case and social programming approach is identified to address the needs of target populations. The Affordable Housing Special Development Circumstance has previously been paired with the value transfer mechanism, where certain developments convert their built unit contribution to a cash-in-lieu contribution to be used towards a "donor site" for a standalone affordable housing project. The value transfer mechanism presents an opportunity for the City to provide capital contributions towards affordable housing projects and ensure that rent levels are targeted towards low-income or vulnerable households.

Affordable Housing Special Development Circumstance proposals are reviewed by the City on a project-specific basis, and require rents to be secured below LEMR rents.

SUCCESSIONS:

- The policy contributed to the successful development of affordable housing projects in Richmond, including the Kiwanis, Storeys and Cressey Cadence projects.
- Other municipalities refer to Richmond's value transfer approach as a model to replicate.

CHALLENGES:

- Many non-profit housing providers prefer to manage clustered units on one site for operational efficiency. The current Affordable Housing Special Development Circumstance does not provide clarity for this flexibility.
- Value transfers require available land contributions in order to make affordable housing projects viable.

AFFORDABLE HOUSING RESERVE FUND

The City secures cash-in-lieu contributions from rezoning applications with density bonuses for the the Affordable Housing Reserve Fund. The fund assists



the City in partnering with senior levels of government and non-profit housing societies to deliver affordable housing. The Affordable Housing Reserve Fund is comprised of two divisions:

- 70% of the fund is dedicated to capital costs used towards site acquisition for affordable housing projects. The Affordable Housing Reserve Fund can also be used to provide municipal fiscal relief to affordable housing developments (including development cost charges, capital costs to service land, development application and permit fees) and fund other costs typically associated with construction of affordable housing projects (such as design costs).
- 30% of the fund is dedicated to operating costs to support City-initiated research, information sharing, administration, consulting, legal fees associated with housing agreements, policy work including economic analysis, and other operating expenses the City incurs to implement various components of the Affordable Housing Strategy.

SUCCESSIONS:

- Since 2007, the City has collected over \$40 million in developer cash contributions (including cash-in-lieu and value transfers contributions towards affordable housing).
- Since 2007, the City has utilized the Affordable Housing Reserve Fund to support subsidized housing projects, such as Kiwanis Towers, Storeys Project, and the Habitat for Humanity project.

CHALLENGES:

- The Affordable Housing Reserve Fund does not accumulate developer contributions at a rate necessary to support several projects with land costs within the multi-million dollar range.
- Prioritization of potential housing projects has not been established.

SECONDARY SUITES

The City's Zoning Bylaw permits secondary suites in single detached dwellings. The City requires all new single-detached lots being rezoned or subdivided to either include secondary suites on 50% of new lots or provide a cash-in-lieu contribution to the Affordable Housing Reserve Fund.

The City also permits coach houses (detached secondary dwelling) on single-detached lots subject to lot size and other regulatory requirements.

SUCCESSIONS:

- May provide mortgage helpers to homeowners to make their monthly mortgages more affordable.
- Provides additional rental housing supply through the secondary rental market (223 secondary suites and coach houses as of June 2017).
- Incorporates new rental units within the existing urban fabric of Richmond.

CHALLENGES:

- No means to ensure that units are being rented at affordable rates.



- Monitoring and maintaining data on illegal secondary suites may be difficult as it is complaint driven.
- Accommodating parking onsite or on-street and responding to public inquiries related to suite parking and tenants.
- Limited uptake on coach house development through single-family rezonings.

MARKET RENTAL HOUSING

To ensure no net loss of rental housing, current City policy encourages a one-to-one replacement when existing rental housing in multi-unit developments are converted to strata-title or where existing sites are rezoned for new development projects. The City strives to secure replacement units as low-end market rental through housing agreements.

SUCCESES:

- The City strives to support redevelopment where appropriate while maintaining existing rental housing units and encouraging the development of new rental housing.

CHALLENGES:

- Not all purpose-built rental projects can be retained over time as they age and are in need of repair.
- Some existing rental projects are located on under-utilized land that could achieve higher and better use including accommodating more affordable housing units.
- Replacement units tend to be smaller and more expensive for renters than older existing purpose-built rental housing units.

BASIC UNIVERSAL HOUSING

The City currently provides a Floor Area Ratio (FAR) exemption for residential units that incorporate “Basic Universal Housing Features” to create more accessible housing options in Richmond. Municipal staff have been successful in securing universal design features in most built affordable housing projects.

SUCCESES:

- Provides clear expectations and standards to developers and builders on creating accessible housing.
- Aligns with the requirement of the BC Building Code.
- Provides more accessible units for individuals with physical disabilities.

CHALLENGES:

- These features focus on mobility accessibility and does not include standards for other types of accessible housing needs, including individuals with mental health barriers and people with developmental disabilities (e.g. autism) and people with acquired brain injury.



USE OF CITY OWNED LAND FOR AFFORDABLE HOUSING

Richmond has a long history of leasing City-owned property to non-profit housing providers and in these cases, the City has provided land at below market rates (usually at a nominal cost) to help facilitate affordable housing projects in partnership with non-profit housing providers. Currently, the City does not have the available land to support all innovative housing projects being proposed by non-profit providers and other partnerships.

SUCCESSIONS:

- The City currently leases eight City-owned properties to non-profit housing providers, which provide 438 units of affordable housing.
- The use of City-owned land positions the City to capitalize on partnership opportunities with senior levels of government and non-profit housing providers to create more units with lower rents than what would be possible without partnerships (e.g. Kiwanis Towers).

CHALLENGES:

- Currently, there are no additionally City-owned sites specifically identified for affordable housing purposes. It would be beneficial to have identified and available sites, which better positions the City to capitalize on partnership opportunities with senior governments and non-profit housing providers. Building on the success of the use of City-owned land to date, this review provides an opportunity to guide the acquisition of potential sites for affordable housing in the context of other City priorities.



III. POLICY DIRECTIONS AND OPTIONS

EVALUATING POTENTIAL POLICIES + PRACTICES

Research and analysis has been undertaken to identify policy recommendations to be considered for the Affordable Housing Strategy Update. Specifically, policies and practices have been selected and evaluated on their potential to meet the needs of priority groups identified as challenged to afford housing in Richmond.

This section includes recommended directions for current policies being used by the City of Richmond as part of the Affordable Housing Strategy. Proposed revisions to these policies are intended to increase effectiveness. Also included in this section are potential new policies that the City of Richmond can consider for its updated Affordable Housing Strategy. The new policy options include an overview, applicability to the Richmond context, role of the City and other key stakeholders, and implementation.

EASE OF IMPLEMENTATION SCALE

Each recommended policy and practice include an ease of implementation scale. The scale represents the ability to implement the select policy or practice, ranging from complex to relatively simple, as illustrated below.

Figure 4: Ease of Implementation Scale



The ease of implementation scale is meant to provide a holistic qualitative measure that accounts for factors such as the cost of implementation, municipal resources required, legal authority, community acceptance, timeframe required for implementation, and the need for partnerships with external stakeholders.

Policies and practices marked towards the simple side of the scale are ones that are considered to be a common practice supported by legislation (e.g., Local Government Act), are known or familiar to housing sector stakeholders including developers and non-profit housing providers, and are appropriate to the Richmond context including alignment with other municipal initiatives and potential fit within already established development patterns or future development plans.

Policies and practices marked towards the complex side of the scale require significant resources that may be beyond municipal capacity and are considered not to be standard practice, or considered innovative and not yet widely applied in Metro Vancouver. Complex policies and practices may be less familiar or not a common practice used by the housing sector, such as developers and non-profit housing providers, and would require refinement with stakeholder consultation. Policies and practices may be considered challenging to implement if the municipality is unfamiliar or has a limited role and would depend on other agencies or stakeholders to lead the implementation. Policies and practices may also be considered challenging if they do not completely align with other municipal initiatives or regional housing objectives.

POLICY + PRACTICE RECOMMENDATIONS

Several policy and practice recommendations are proposed in this report for the City's consideration. These policies were identified based on feedback received through the consultation process, in response to challenges and opportunities within the current framework, to align with regional Affordable Housing Strategy objectives, and to respond to key priority groups and housing gaps identified in the housing affordability profile.

New directions for current Affordable Housing Strategy policies include:

1. Affordable Housing ('built') - Low End Market Rental Unit Contribution;
2. Affordable Housing ('cash-in lieu') Contribution;
3. Affordable Housing Reserve Fund;
4. Special Development Circumstances and Value Transfers;
5. Secondary Suites;
6. Market Rental Housing; and
7. Basic Universal Housing.



New policies and practices have been selected and evaluated on their potential to meet the needs of identified priority groups which may experience challenges or barriers to finding affordable housing. Each policy has been evaluated from a Richmond community context. Each policy recommendation responds to a target housing gap and target priority group. These recommendations include:

8. Co-Location of Non-Market Housing + Community Assets;
9. Public-Private Partnerships;
10. Non-Profit Housing Development;
11. Family-Friendly Housing Policy;
12. Use of City Land for Affordable Housing;
13. Municipal Financing Tools;
14. Affordable Homeownership Program;
15. Municipal Housing Authority;
16. Transit-Oriented Affordable Housing Development Guidelines;
17. Compact Living Rental Units (Micro-Units);
18. Encouraging Accessible Housing for Person with Disabilities;
19. Community Land Trust; and
20. Rent Bank Program.



CURRENT POLICIES

LEVEL OF PRIORITY:

- ▶ Short Term (1-3 years)

1. AFFORDABLE HOUSING (“BUILT”) LOW-END MARKET RENTAL UNIT (LEMR) CONTRIBUTION

Since the adoption of the Affordable Housing Strategy in 2007, the City has secured 423 LEMR units (131 units built to date) through development, targeted to low and moderate income households earning between \$34,000 and \$57,500 per year. The City utilizes an “inclusionary housing” approach, where a density bonus is granted in exchange for “built” LEMR units which are secured through a Housing Agreement registered on title. As part of the City’s Arterial Road Policy (adopted in 2016), there are also provisions to provide additional density for “built” LEMR units in townhouse developments.

The policy review presents an opportunity to analyze research and stakeholder feedback, and explore various options to further refine the LEMR policy with respect to:

- Testing the economic viability of increasing the “built” unit contribution above the current 5% and associated development threshold of 80 units;
- The merits of clustering versus dispersal of units;
- LEMR unit size requirements;
- Management of units to ensure units are targeted to intended priority groups; and
- Ensuring that rents remain affordable relative to household incomes.

A comprehensive economic analysis was undertaken on various aspects of the LEMR Policy. Feedback from stakeholder consultations, public engagement and findings from the statutory declaration process (owners of units declaring information about the tenants living in the units) have also been taken into consideration.

ECONOMIC ANALYSIS OF “BUILT” CONTRIBUTION

Currently, developers are required to contribute 5% of the total residential floor area for developments over 80 units as LEMR units in exchange for a density bonus. Developers of projects with less than 80 units are currently required to make a cash-in-lieu contribution. To evaluate the density bonusing and “built” unit percentage requirements, the economic analysis tested the financial viability of increasing the “built” requirement to 7.5%, 10%, and 15% and the viability of decreasing the threshold from 80 to 60 or 30 units. The economic analysis reviewed 15 sites across Richmond in various neighbourhoods, and tested various development and density scenarios.

Key findings of the analysis:

- The current high land values in Richmond, possible market uncertainty in the near to midterm, and recent increases in development cost charges and levies at the municipal and regional level (e.g. Metro Vancouver and



TransLink) suggest that increases to the built LEMR requirement to 15% would adversely affect development in Richmond.

- Securing a built requirement above 10% of residential floor area may limit the City's ability to secure other amenity contributions, suggesting that there should be a balanced approach in acquiring amenities through development.
- A phased approach is recommended to allow the market to adjust to the new contribution rates. The City should consider monitoring the LEMR program regularly in relation to changing market conditions.
- Decreasing the development threshold below 80 units (to 70 or 60 units) would result in small numbers of LEMR units in each development (e.g. 1-3 per units per development). This requirement may place onerous expectations on smaller projects that may not have sufficient staffing resources to effectively manage these units. Second, it may exacerbate known management and occupancy challenges with the current LEMR units. However, decreasing the threshold to 60 units will not affect the capital costs of development.
- Currently, LEMR units are being secured in townhouse developments along arterial roads in exchange for additional density, through the Arterial Road Redevelopment Policy. At this time, it is not recommended for the City to secure LEMR units in townhouse developments not located along arterial roads as these developments are the largest source of affordable housing cash-in lieu contributions for the Affordable Housing Reserve Fund, which contributes to non-market housing development in Richmond. Without cash-in-lieu contributions from townhouse developments, the City may experience difficulty meeting its \$1.5 million annual Affordable Housing Reserve Fund contribution target.

ANALYSIS OF CLUSTERING AND DISPERSAL OF UNITS

While there have been recent projects that have resulted in clustered units, the City's typical practice to date has been to disperse LEMR units throughout market developments rather than cluster in one building or floor. The rationale for this approach was to help foster mixed-income communities and to prevent the potential stigmatization of low to moderate income households within a development.

Through the consultation process, some non-profit housing providers expressed the desire to manage a larger number of clustered LEMR units (e.g. greater than 10 units) than what has typically been secured in market developments in Richmond. Non-profit housing providers also expressed the desire to own the units but are concerned that owning a small number of dispersed units (e.g. less than 10 units) within a larger development may limit their control over ongoing maintenance and operating costs. The dispersal of LEMR units may also create operational inefficiencies and could therefore be a barrier for non-profits to provide wrap around services to priority groups in need.

An example of a successful integration of clustered affordable housing units within a larger market development is the recent Cadence project. In this



Table 2: Benefits and Challenges of Clustering and Dispersing LEMR

	Benefits	Challenges
Clustering LEMR Units	<ul style="list-style-type: none"> • Opportunity for enhanced design to meet the specific needs of the priority groups in need • Creates mixed-income communities (within the same neighbourhood) • Improved operational efficiencies for non-profit housing providers • Encourages non-profits, that may have the expertise to select qualified tenants, to manage the units • May increase non-profit capacity by providing opportunities to purchase and manage units 	<ul style="list-style-type: none"> • Potential concentration may lead to stigmatization
Dispersing LEMR Units	<ul style="list-style-type: none"> • Creates mixed-income communities within buildings • May reduce the potential for stigmatization 	<ul style="list-style-type: none"> • Operational inefficiencies • Administrative and management challenges • Disincentives for non-profit housing providers to manage • May result in disincentives for non-profit housing ownership and management of units

specific instance, the developer was permitted to cluster the LEMR contribution into one stand-alone building within the larger development in exchange for securing the rents at a non-market (subsidized) rate (e.g. \$850/month for all unit types), on the condition that a non-profit operator would be jointly selected by the City and the developer. The units are specifically targeted for lone-parent family households. The City facilitated a Request for Proposal process to select a qualified non-profit housing provider to manage the affordable housing building and provide additional programming to support the priority group in need (e.g. single women with children). Going forward, the City could consider this model as a preferred practice.

The City may also consider facilitating more opportunities to provide affordable housing off-site through the value transfer mechanism to develop larger-scale affordable housing projects for specific priority groups in need (e.g. Kiwanis Towers for low-income seniors). This mechanism allows developers to convert their project's built unit requirement into a dollar amount (calculated based on construction costs), and transfer it to a specific site to support a larger-scale affordable housing project.

ANALYSIS OF MINIMUM UNIT SIZE REQUIREMENTS

The 2007 Affordable Housing Strategy established minimum size requirements for LEMR units based on the unit type (e.g. number of bedrooms) to ensure livability and functionality. Concerns have been raised through the consultation process with the development community that the current minimum size



Table 3: Comparison of Affordable Housing Size Requirement and Size of Smallest Unit in Recent Market Housing Projects

Unit Type	Richmond LEMR Minimum Size	BC Housing Target for Affordable Housing	Vancouver Secured Market Rental Maximum Unit Size	Range of Smallest Unit Size by Type in Sample of 8 New Market Multi-Unit Residential Buildings in Richmond		
				Smallest	Median	Largest
Bachelor/ Studio	37 m ² (400 ft ²)	33 m ² (350 ft ²)	42 m ² (450ft ²)	N/A	N/A	N/A
1 Bedroom	50 m ² (535 ft ²)	54 m ² (585ft ²)	56 m ² (600 ft ²)	47 m ² (503 ft ²)	51 m ² (553 ft ²)	61 m ² (659 ft ²)
2 Bedroom	80 m ² (860 ft ²)	74 m ² (795 ft ²)	77 m ² (830 ft ²)	59 m ² (636 ft ²)	69 m ² (741 ft ²)	84 m ² (901 ft ²)
3 Bedroom	91 m ² (980 ft ²)	93 m ² (1,000 ft ²)	97 m ² (1,044 ft ²)	91 m ² (980 ft ²)	100m ² (1,076 ft ²)	110 m ² (1,183 ft ²)

requirements may be too large compared to those being delivered in the market locally and in Metro Vancouver. This may increase the cost of construction for developers as it is difficult to incorporate the larger-sized LEMR units into a development.

Table 3 compares LEMR unit sizes provided through the City's Affordable Housing Strategy with units provided through BC Housing's affordable housing programs, the City of Vancouver's Secured Market Rental Housing Policy and eight recently constructed market multi-family residential buildings in central Richmond.

The comparison highlights that:

- Richmond's minimum LEMR unit size requirements are larger than BC Housing targets for bachelor/studio and 2-bedroom units while BC Housing targets are larger than the minimum size requirements for 1-bedroom and 3- bedroom units;
- Richmond's minimum size of LEMR 2-bedroom units is larger than the maximum size of 2-bedroom units in Vancouver's Secured Market Rental Program. (Note: In order for rental housing projects in Vancouver to qualify for a Development Cost Levy waiver, the average size of units in the project must be below a maximum size by unit type); and
- Market units in Richmond are often smaller than the City's LEMR minimum required size. This is most pronounced with the Richmond LEMR minimum size requirement for 2 bedroom units, for which the minimum size requirement was larger than both the BC Housing target and the Vancouver Secured Market Rental Program maximum size, and was larger than many of the smallest market 2 bedroom units.



OCCUPANCY MANAGEMENT

While the City has been successful in securing LEMR units since 2007, concerns have been raised suggesting that in many cases, these units may not be targeted to or occupied by the intended households (e.g. annual household incomes between \$34,000 and \$57,500)

Currently, there is no standardized methodology with respect to ongoing property management including tenant screening. This can lead to inconsistencies in how tenants are selected and a lack of assurance that the intended tenant groups are renting the units. It is difficult for the City to track and enforce instances of non-compliance, as the process is largely complaint-driven.

Under the current policy approach, the primary responsibility for tenant selection and ongoing property management of the LEMR units falls onto the private developer or their designated property management firm which may not possess the experience in administering affordable housing. There is no one entity that owns or manages the affordable housing units. As such, there is no centralized waitlist or application process for eligible households which can lead to confusion from interested tenants regarding availability of the units and application procedures. In cases where there are a small number of units (e.g. 3-4 units) secured in a development, there are often challenges in securing appropriate property management services for the intended tenant households.

ANALYSIS OF INCOME THRESHOLDS AND MAXIMUM RENTS

The City establishes income and maximum rent thresholds for LEMR units to ensure that they remain affordable relative to household income. Income thresholds also provide guidelines for evaluating affordable housing development opportunities and can assist in prioritizing housing for priority groups in need based on income ranges.

The City's current (2007) income thresholds are outlined in Table 4.

Table 4: Current Income Thresholds (2007)

Unit Type	Total Household Annual Income
Bachelor/Studio	\$34,000 or less
1 Bedroom	\$38,000 or less
2 Bedroom	\$46,000 or less
3 Bedroom	\$57,000 or less



The City's current approach presents some challenges:

- Consideration of utilizing BC Housing's Housing Income Limits, however, Richmond falls under the "Vancouver" category of the Housing Income Limits, so the amounts may not accurately reflect local context;
- Allowable, annual rent increases (e.g. under the Residential Tenancy Act's allowable increase) may push the rents to exceed Canadian Mortgage and Housing Corporation's (CMHC) market rental average for Richmond; and
- Local service providers have expressed that the LEMR rents are above what clients can afford.

Several options were considered for revising the methodology of calculating income and rent thresholds:

- CMHC's market rental data;
- Housing Income Limits; and
- Canada Revenue Agency's Tax Filer data.

The first two approaches are simple and reflect existing market rents. The Tax Filer approach may be more accurate, but is more complex. Data may not be readily available and has a delayed update (e.g. every 2 years).

RECOMMENDED DIRECTIONS:

- **Contribution Rates and Thresholds:**
 - ▶ Consider a phased increase to 10% of the total residential floor area to be built as LEMR units.
 - ▶ Decrease the current threshold for multi-unit residential to 60 units for the built requirement.
 - ▶ Continue to accept cash-in-lieu for townhouse developments.
 - ▶ Continue to require a mix of cash-in-lieu and built secondary suites for single family rezoning.
 - ▶ Continue to evaluate density bonusing and inclusionary housing rates to account for changing market conditions.
- **Clustering versus Dispersal:**
 - ▶ Allow for flexibility to cluster or disperse units throughout developments to incentivize non-profit management and possible ownership of the units, depending on project viability and non-profit capacity.
- **LEMR Minimum Unit Size Targets:**
 - ▶ For all projects, consider requiring the recommended minimum unit size targets in Table 5 and ensure that LEMR units are not smaller than the average size of a comparable market unit in the development.



Table 5: LEMR Minimum Unit Size Targets

Unit Type	Existing LEMR Minimum Size Requirements	Recommended LEMR Minimum Size Targets
Bachelor/Studio	37 m ² (400 ft ²)	37 m ² (400 ft ²)
1 Bedroom	50 m ² (535 ft ²)	50 m ² (535 ft ²)
2 Bedroom	80 m ² (860 ft ²)	69 m ² (741 ft ²)
3 Bedroom	91 m ² (980 ft ²)	91 m ² (980 ft ²)

- **Occupancy Management:**

- ▶ Facilitate potential partnerships with non-profit housing providers and developers in the pre-application and rezoning stages of development.
- ▶ Develop an information guide for non-profit housing providers about opportunities for partnering with developers for the management and potential ownership of LEMR units secured through developments.
- ▶ In the event that a developer wishes to retain ownership, facilitate potential partnerships with qualified non-profits (e.g. BC Housing, Metro Vancouver Housing Corporation) to help select qualified tenants from the identified priority groups in need for the LEMR units.
- ▶ Consider creating information bulletins for property managers currently managing built LEMR units, to inform them of the intent and responsibilities of the program.

- **Income Thresholds and Maximum Permitted Rents:**

- ▶ For LEMR units secured through development, consider calculating income thresholds based on 10% below BC Housing's Housing Income Limits.
- ▶ For LEMR units secured through development, consider calculating maximum permitted rents based on 10% below CMHC's Average Market Rents for Richmond.
- ▶ On an annual basis, the LEMR household income thresholds and maximum monthly rents may be increased by the Consumer Price Index.
- ▶ On a bi-annual basis, re-evaluate the LEMR policy including the income thresholds and maximum monthly rents and, if warranted, bring forward changes for Council consideration.



Table 6: Low-End Market Rental (LEMR) Unit Maximum Household Income

Unit Type	Maximum Total Household Income for Eligible Applicants
Bachelor/Studio	\$34,650 or less
1 Bedroom	\$38,250 or less
2 Bedroom	\$46,800 or less
3 Bedroom	\$58,050 or less

Table 7: Low-End Market Rental (LEMR) Unit Maximum Monthly Rent

Unit Type	Maximum Monthly
Bachelor/Studio	\$759
1 Bedroom	\$923
2 Bedroom	\$1,166
3 Bedroom	\$1,436

- ▶ For non-market rental housing projects supported by the City, consider calculating rent thresholds based on 25% below BC Housing's Housing Income Limits.
- ▶ For non-market rental housing projects supported by the City, consider calculating maximum monthly rents based on 25% below the CMHC annual Average Market Rents for Richmond.
- ▶ Consider flexibility to allow for a range of rent structures in cases of non-profit driven projects with the intention to provide 100% affordable rental.
- ▶ On an annual basis, non-market household income thresholds and maximum monthly rents may be increased by the Consumer Price Index.
- ▶ On a bi-annual basis, re-evaluate the income thresholds and maximum monthly rents of non-market housing units and, if warranted, bring forward changes for Council consideration.

Table 8: Non-Market Rental Unit Maximum Household Income

Unit Type	Maximum Total Household Income for Eligible Applicants
Bachelor/Studio	\$28,875 or less
1 Bedroom	\$31,875 or less
2 Bedroom	\$39,000 or less
3 Bedroom	\$48,375 or less



Table 9: Non-Market Rental Unit Maximum Monthly Rent

Unit Type	Maximum Monthly Rent
Bachelor/Studio	\$632
1 Bedroom	\$769
2 Bedroom	\$972
3 Bedroom	\$1,197

LEVEL OF PRIORITY:

- ▶ Short Term (1-3 years)

2. AFFORDABLE HOUSING ('CASH-IN-LIEU') CONTRIBUTION

Developer contributions to the Affordable Housing Reserve Fund are currently accepted in multi-family developments less than 80 units, all townhouse developments and single family rezonings in exchange for a density bonus. Contributions have been used to support innovative affordable housing projects and have helped the City capitalize on partnerships and funding opportunities with senior government and the non-profit sectors (e.g. Storeys and Kiwanis Towers). The Affordable Housing Reserve Fund provides capital funding (70% of contributions secured) for site acquisition and municipal fee off-sets. The remaining 30% of contributions secured are used to implement the various components of the Affordable Housing Strategy (e.g. policy development and research). Table 10 highlights current cash-in-lieu contribution rates adopted by Council on September 14, 2015.

Table 10: Richmond Cash-In-Lieu Contribution Rates

Housing Type	Current Rates (\$ per buildable sq. ft.)
Single Family	\$2
Townhouse	\$4
Multi-Family Apartment	\$6

As of December 31, 2016, the total cash contributions secured through the Affordable Housing Strategy since 2007 amount to \$7,913,160. This figure does not include contributions secured through the affordable housing value transfer mechanism, which were collected to use towards specific projects (e.g. Storeys and Kiwanis Towers).

The economic analysis also examined existing cash-in-lieu contribution rates with respect to maintaining or increasing the rates based on current market conditions. The analysis found that the City's current 5% total residential floor area contribution rate is higher than the equivalent of cash-in-lieu contribution



rates in terms of overall value of affordable housing produced. To create a more equitable approach, the contribution rate increases in Table 11 are recommended to match the current 5% residential floor area "built" LEMR contribution.

Table 11: Recommended Cash-In-Lieu Contribution Rates

Housing Type	Recommended Rates (\$ per buildable sq. ft.)
Single Family	\$4
Townhouse	\$8.50
Multi-Family Apartment	\$14 (concrete construction) \$10 (wood frame construction)

The recommended increase in cash-in-lieu rates will help sustain a healthy balance in the Affordable Housing Reserve Fund in the coming years which is key to the City's ability to continue its support for the innovative projects, which are providing affordable housing for some of Richmond's priority groups in need. Ensuring sufficient funds are collected (\$1.5 million annual target) will help the City take advantage of strategic land acquisition opportunities as they arise and will place Richmond in an advantageous position to initiate and respond to partnership opportunities with senior levels of government, non-profit organizations and private developers.

RECOMMENDED DIRECTIONS:

- ▶ Continue to accept cash contributions for all townhouse developments and multi-unit developments below the 60-unit threshold.
- ▶ Increase the cash-in-lieu contributions to be equivalent to the current 5% of residential floor area 'built' LEMR contribution.
- ▶ Review and examine the percentage built contribution and assess with changing market conditions bi-annually.
- ▶ For townhouse developments, explore the feasibility of including a market rental percentage requirement in addition to an affordable housing cash-in-lieu contribution.

LEVEL OF PRIORITY:

- ▶ Short Term (1-3 years)

3. SPECIAL DEVELOPMENT CIRCUMSTANCES AND VALUE TRANSFERS

The economic analysis also explored the feasibility of allowing clustering (e.g. in a stand-alone building or section of a building) of LEMR units versus dispersal of LEMR units throughout a development. Although the City has historically favoured dispersal of units, there could be economic and programming reasons for clustering units. Most importantly, clustering units would facilitate non-profit ownership and management of affordable housing



and low-end market rental units. The clustering of affordable housing units could take a number of different forms, including:

- Clustering units in a large development into a single building in the development rather than having units dispersed throughout all buildings;
- Clustering units from a number of developments in a relatively close geographic area into a single donor building/site in close proximity to the other projects; or
- Clustering units from a development or a number of developments into a single donor building/site that is appropriate for affordable housing.

The economic analysis indicates that for the first two options, the only economic benefit that would be anticipated is if the donor building was constructed of wood rather than concrete.

The cost of construction varies substantially inside and outside the City Centre. If the third option were permitted and the required LEMR units were moved outside of City Centre, where the cost of land is significantly less, there could be additional savings on the cost of these LEMR units, possibly leading to the development of additional LEMR units.

RECOMMENDED DIRECTIONS

- ▶ Integrate the Special Development Circumstances and Value Transfers into the Affordable Housing Strategy, rather than a stand alone policy.
- ▶ Update select sections of the policy to reflect the recommended changes to the Affordable Housing Strategy Update, such as priority groups, housing gaps, income thresholds, and specific references to existing and recommended policy and practice options.
- ▶ Provide additional clarity on how the City defines demonstrated “social innovation” (e.g. standalone affordable rental buildings, additional supportive programming, projects involving partnerships). Alternatively, the City could consider revising language to give preference to projects that co-locate with community facilities.
- ▶ Consider revising the selection of non-profit housing providers to own, manage, and operate the units to include an option for units to be leased.
- ▶ Clarify evaluation criteria to ease the application process for non-profit housing providers and developers, such as eliminating the requirements to provide case studies if projects are innovative with limited or no examples to reference.
- ▶ Develop a shortlist of non-profit housing providers through a Request for Qualifications process to ease the housing partner selection process.
- ▶ Allow flexibility for large scale developments (or combination of developments) to cluster LEMR units in one, stand-alone building if a partnership with a non-profit housing provider is established.



- ▶ Encourage innovation (e.g. rental structure that allows a variety of subsidized rents) in clustered projects.
- ▶ Facilitate potential partnerships with non-profit housing providers and developers in the pre-application and rezoning stages of development.

LEVEL OF PRIORITY:

- ▶ Short Term (1-3 years)

4. AFFORDABLE HOUSING RESERVE FUND

The Affordable Housing Reserve Fund is an important tool that has been used strategically in partnership with the non-profit sector to secure units in innovative affordable housing projects such as Kiwanis Towers, Storeys and a recent Habitat for Humanity affordable homeownership project. While it has been instrumental in the success of these projects, the Affordable Housing Reserve Fund does not currently have funds to be able to support all future projects that can address the City's priority groups in need and identified housing gaps. With sufficient funds, the Affordable Housing Reserve Fund can be used strategically as leverage to secure larger contributions from senior levels of government and other partners to contribute to affordable housing development in Richmond.

RECOMMENDED DIRECTIONS

- ▶ Ensure sufficient cash contributions are collected (target of \$1.5 million generated annually) to support affordable housing projects and to position the City to leverage funding opportunities through partnerships with senior government, private and non-profit sectors.
- ▶ For capital funding contributions, the City should ensure funding is dedicated to projects that are geared towards target priority groups and target housing gaps.
- ▶ For capital funding contributions, continue to support projects that have other sources of funding such as grants and loans provided by senior levels of government. However, at the discretion of Council, consider supporting projects that may not have other sources of funding but ones that are still viable. This approach intends to unintentionally avoid excluding potential projects.
- ▶ Consider reviewing staff resources dedicated to managing and implementing the Affordable Housing Strategy and, if warranted, consider the City's base operating budget for additional professional and support staff instead of sourcing from the Reserve Fund.
- ▶ Explore the use of the Affordable Housing Reserve Fund to support innovative housing projects.
- ▶ Continue to use the Affordable Housing Reserve Fund for capital contributions towards innovative non-market housing projects that involve partnerships with senior government and provide programming to meet the needs of the identified priority groups in need.



LEVEL OF PRIORITY:

- ▶ Ongoing

5. SECONDARY SUITES

Permitting secondary suites in single-detached dwellings helps to provide new rental supply within the existing urban fabric of Richmond. Recent development data suggests that the market will likely continue to deliver secondary suites regardless of the City's requirement for "built" suites on 50% of new lots and an additional cash in lieu contribution on the remaining lots.

Therefore, in the future the City could consider amending the existing policy and only require cash in lieu contributions in single family rezoning instead of "built" secondary suites. These contributions would help build up the Affordable Housing Reserve Fund so that it can be used to support additional affordable housing projects.

RECOMMENDED DIRECTIONS

- ▶ For single-family rezonings, continue to review development applications and secure one of the following: (a) secondary suites on 100% of new lots developed, (b) secondary suites on 50% of new lots developed and a cash contribution on the remaining 50% of new lots created, or (c) a cash contribution on 100% of the new lots developed.
- ▶ Continue to add flexibility permitting accessory dwelling units on single detached lots (e.g. secondary suite within primary dwelling and coach house at the rear of the property). Consider preparing illustrations to visually communicate flexible configurations.

LEVEL OF PRIORITY:

- ▶ Short Term (1-3 years)

6. MARKET RENTAL HOUSING

Market rental housing is an important component of Richmond's housing mix. Low vacancy rates, high average rents and the limited supply of rental housing make it difficult for many renters to find accommodation in the city and therefore maintaining and encouraging new rental stock is vital to the ongoing liveability of the community. The City is currently developing a Market Rental Policy. In coordination with the Affordable Housing Strategy, the Market Rental Policy will help to ensure that a range of housing options are available for Richmond residents.

RECOMMENDED DIRECTIONS

- ▶ Align with Metro Vancouver's Updated Regional Affordable Housing Strategy by providing clear expectations and policies for increasing and retaining the purpose-built market rental housing supply.
- ▶ Consider offering incentives such as reduced parking requirements and increased density for infill development or underdeveloped sites as appropriate, to preserve existing rental stock and to encourage new purpose-built market rental housing.
- ▶ Consider best practices from other jurisdictions when developing a tenant relocation policy and tenant relocation plan template to support developers and non-profit providers with rental redevelopment projects.



LEVEL OF PRIORITY:

- ▶ Ongoing

7. BASIC UNIVERSAL HOUSING

Incentives for developers to incorporate “Basic Universal Housing Requirements” lead to increased housing options that help to ensure persons with disabilities are able to find appropriate and accessible accommodations to suit their needs.

RECOMMENDED DIRECTIONS

- ▶ Consider enhancing these standards with a broader lens of accessibility (e.g. housing standards for persons with mental health barriers, persons with developmental disabilities [e.g. autism], and persons with acquired brain injury requiring accessibility features).
- ▶ Continue to secure affordable housing units with Basic Universal Housing design features.
- ▶ Continue to encourage market developments to be built with Basic Universal Housing features.
- ▶ Facilitate potential partnerships with non-profit housing providers and developers in the pre-application and rezoning stages of development to ensure that some LEMR units are designed with adaptable features to support the priority groups in need (e.g. seniors and persons with disabilities).



LEVEL OF PRIORITY:

- ▶ Long Term (5-10 years)

EASE OF IMPLEMENTATION:



MUNICIPAL ROLE:

- ▶ Build and maintain relationships
- ▶ Partner

OTHER ROLES:

- ▶ BC Housing - partner
- ▶ Developers - partner
- ▶ Non-profit housing providers - partner
- ▶ Non-profit social services organizations - partner



Co-location of municipal fire hall and affordable housing in Vancouver

RECOMMENDED NEW POLICIES + PRACTICES

8. CO-LOCATION OF NON-MARKET HOUSING + COMMUNITY ASSETS

Target Priority Group in Need

Low and moderate income earners, including families, seniors, singles, couples, students, persons with disabilities, and vulnerable populations.

Target Housing Gap

Non-market rental, low-end market rental, and purpose-built rental for low and moderate income households. Shelters and transitional housing could be targeted, where appropriate.

CONTEXT

A key challenge to developing affordable housing in Richmond is the high cost and limited availability of land.

At the same time, there are numerous sites across the City occupied by community assets such as places of worship, community centres, and non-profit social service agencies. Many of these organizations do not have a housing mandate, however many own or lease and occupy potentially under-utilized land. Some of their buildings and structures are also aging and may be prime for redevelopment or repurposing. There may be opportunity to leverage these community assets with redevelopment potential including co-locating with affordable housing projects.

OVERVIEW OF REDEVELOPMENT OF EXISTING NON-MARKET HOUSING + COMMUNITY ASSETS

The development of co-location projects that combine affordable housing with community amenity facilities is increasingly common. The benefits of co-locating, rather than building stand-alone purpose-built facilities, include:

- Shared capital and operating costs;
- Achieves maximum public benefits in the delivery of community assets;
- Efficient use of land and servicing; and
- Creates complete communities.

Co-locating affordable housing with community facilities is often the result of opportunistic situations, facilitated by partnerships.

APPROACH AND ACTIONS

Analysis to Richmond Context

The City of Richmond could identify public and community facilities that are under-utilized and/or aging and prime for redevelopment with the potential to accommodate additional density and affordable housing, subject to the



The City of Vancouver increased their capital cost for upgrading the aging Fire Hall No. 5 to incorporate the construction of affordable housing units for low-income women and children. Partnerships with the YWCA covered pre-construction costs including consultant fees and project management. The YWCA is also co-locating affordable family housing with a new library branch in East Vancouver that is currently under construction.

necessary planning processes. This policy acknowledges that park land is not under-utilized, but provides an important community benefit as green space. The City could also engage with private facility-operators and land holders to explore opportunities for partnership and co-location development.

Recommended Approach and Actions

1. Formulate a policy that encourages the co-location of affordable housing with community assets.
2. Consider updating regulatory requirements to permit co-location of affordable housing and community facility uses.
3. Evaluate currently proposed community projects, that are early in the planning stage, and determine if the site(s) could support the inclusion of affordable housing.
4. Create an inventory of existing community facilities. Identify facilities that have potential for redevelopment or repurposing.
5. Facilitate discussions with faith-based groups, non-profit organizations and community associations, to explore opportunities for partnership and co-location development opportunities.
6. Consider the space and programming needs of non-profit supportive services within the context of co-location opportunities to accommodate the priority groups in need.

Implementation Roles

Municipality:

- Formulate policy on co-location of affordable housing with community assets.
- Undertake inventory of existing community asset facilities, including current and future spaces and programming needs.
- Communicate information to senior levels of government, non-profit housing providers, non-profit social service organizations, and developers on the co-location policy.

Development Community:

- Partner, where appropriate, with the City, non-profit housing societies, and non-profit social service organizations on delivering affordable housing units and community facilities through co-location opportunities.

Non-profit Housing Providers:

- Partner, where appropriate, with the City, non-profit social service organizations and developers on delivering affordable housing units and community amenities through co-location opportunities.
- Operate units secured through co-location projects.

Non-profit Social Service Organizations:

- Partner, where appropriate, with the City, non-profit housing providers, and developers on delivering affordable housing units and community amenities through co-location opportunities.

The Central Presbyterian Church in Vancouver partnered with a developer to demolish an aging church and construct a 22-storey mixed-use tower. The first three storeys are programmed for church use and commercial space. The rest of the tower will include a mix of market and seniors-oriented non-market housing units.



LEVEL OF PRIORITY:

- ▶ Medium Term/Ongoing (3-5 years)

EASE OF IMPLEMENTATION:



MUNICIPAL ROLE:

- ▶ Facilitator
- ▶ Establish criteria
- ▶ Communications

OTHER ROLES:

- ▶ **BC Housing** - partner and provide funding and finance options
- ▶ **Developers** - partner and deliver units
- ▶ **Non-profit housing providers** - Secure and operate dedicated units
- ▶ **Non-profit social services organizations** - partner and contribute land

9. PUBLIC-PRIVATE PARTNERSHIPS

Target Priority Group in Need

Low and moderate income earners, including families, seniors, singles, couples, students, persons with disabilities, and vulnerable populations.

Target Housing Gap

Non-market rental, low end market rental, purpose-built rental, and affordable homeownership for low and moderate income households. Shelters and transitional housing could be targeted, where appropriate.

CONTEXT

Building and operating affordable housing in communities is not undertaken in isolation by one organization or group, but rather requires contributions from many stakeholders in order to be successful. Most affordable housing developments have some combination of government, private sector, and non-profit partnerships. Continuing this type of partnership will help allow the City to capitalize on opportunities with senior levels of government and non-profit housing providers for affordable housing projects.

OVERVIEW OF PUBLIC-PRIVATE PARTNERSHIPS

Public-private partnerships are a deliberate and formalized approach to cross-sector collaboration.

- **Partnerships with Senior Levels of Government:** There is new momentum at both the provincial and federal levels with capital and operating investment opportunities for affordable housing.
 - BC Housing uses a public-private partnership model to create new non-market housing. Developments are designed and built by the private sector and owned and managed by private, non-profit or co-op housing providers. Upon project completion, BC Housing may provide opportunity for operating funding to make units affordable.
 - The Federal Government, through CMHC, can make one-time capital contributions to provide support for the feasibility or initial project costs. Municipal governments can provide land, capital, or in-kind support (e.g. waiving municipal fees). There has been indications from the Federal Government that more funding may become available; however, the most significant cost subsidies will come from Provincial Government sources.
- **Private Sector Partnerships:** Developers have the ability to build affordable housing units, but typically require an experienced operator to manage secured affordable housing units. Municipalities can facilitate partnerships between developers and non-profit housing societies to match secured affordable housing units with a suitable administrator.
- **Non-Profit and Service Providers Partnerships:** Non-profit and service providers have the potential to partner and support affordable housing





projects such as contributing under-utilized land and/or through redeveloping or repurposing aging community facilities.

Successful partnerships require joint investment of resources, shared liability, shared benefit, and shared responsibility.

APPROACH AND ACTIONS

Analysis to Richmond Context

The City has been a leader in facilitating affordable housing partnerships, and has shown by example how partnerships can successfully address priority groups and housing gaps. Kiwanis Towers, for example, is a project where the City partnered with a non-profit housing society, private developer and senior level of government (BC Housing) to help redevelop an existing site with non-market rental housing for low-income seniors.

Building on the experience that the City already has in facilitating and implementing partnerships, this policy option aims to help prepare the City for relationships required to initiate projects well in advance of evident opportunities.

Recommended Approach and Actions

1. Consider creating a list of pre-qualified non-profit housing operators well in advance of affordable housing development opportunities.
2. Continue to maintain regular communication with current organizations in the private, public and non-profit sectors to ensure that relationships are established so that potential development opportunities can be advanced quickly when presented.
3. Consider reaching out to qualified non-profit housing providers who may have expertise in serving the identified priority groups in need.
4. Explore and facilitate partnerships with government, quasi-government, non-profit, and private organizations.
5. Support non-profit housing providers pursuing funding opportunities offered by senior levels of government by contributing information in support of proposal submissions; officially establish partnerships and consider committing contributions to potential projects.

Implementation Roles

Municipality:

- Foster regular and ongoing relationship building with cross sector organizations.
- Partner, where appropriate and as opportunities arise, with public, private, and non-profit social service sector organizations to support and contribute to affordable housing projects.
- Facilitate partnerships between developers and non-profit housing societies to potentially secure units generated through other housing policies (including low-end market rental units).



Development Community:

- Partner, where appropriate and as opportunities arise, with public and non-profit social service organizations to support and contribute to affordable housing projects.

Non-profit Housing Providers:

- Partner, where appropriate and as opportunities arise, with public, private, and non-profit social service sector organizations to support and contribute to affordable housing projects (including the possible purchase and management of low-end market rental units).

Non-profit Social Service Organizations:

- Partner, where appropriate and as opportunities arise, with public, private, and other non-profit social service sector organizations to support and contribute to affordable housing projects.



LEVEL OF PRIORITY:

- ▶ Medium Term/Ongoing (3-5 years)

EASE OF IMPLEMENTATION:



MUNICIPAL ROLE:

- ▶ Formulate policy
- ▶ Enable regulation
- ▶ Prepare inventory
- ▶ Communicate information
- ▶ Facilitate partnerships

OTHER ROLES:

- ▶ **Developers** - Partner and deliver units
- ▶ **Non-Profit Housing Providers** - Secure and operate dedicated units
- ▶ **Non-Profit Social Service Organizations** - Partner and contribute land

10. NON-PROFIT HOUSING DEVELOPMENT

Target Priority Group in Need

Low and moderate income households, including families, seniors, singles, couples, students, persons with disabilities and vulnerable populations.

Target Housing Gap

Non-profit rental housing development, including non-market rental, low-end market rental and purpose-built rental for low and moderate income households. Shelters and transitional housing could be incorporated, where appropriate.

CONTEXT

Non-profit housing providers play an essential role in creating access to affordable housing for priority groups in Richmond. They are the key sector that manages affordable housing units for low and moderate income earners in Richmond, including managing tenant selection and intake, operations management, and project maintenance. They also advocate on behalf of their sector and vulnerable populations, liaise with municipalities and senior levels of government, and participate in broader strategic initiatives and conversations at the community and regional level.

There are opportunities to support non-profit housing development in Richmond and therefore continue to build non-profit capacity in the city. Many non-profit housing societies in Richmond currently provide housing for specific client groups, and provide appropriate supports as needed. However, non-profit housing providers currently operating in Richmond are faced with increasing demands while resources and funding remain competitive. By supporting opportunities for non-profit housing development, there may be opportunities to leverage larger portfolios to access funding and financing.

In addition to the ability to meet increasing housing needs, an expanded non-profit housing sector could lead to partnership opportunities and increased capacity to respond to funding opportunities.

OVERVIEW OF NON-PROFIT HOUSING DEVELOPMENT

The City strives to create a supportive environment for non-profit housing providers to thrive. Progressive policy, financial contributions, research and advocacy, and relationship building are all valuable attributes required for the non-profit housing sector to be successful in communities to provide much-needed quality affordable housing.

It is recommended that the City establish a clear set of criteria to determine which housing projects should be prioritized.

In addition, non-profit housing projects are increasingly exploring ways to incorporate non-housing uses within their housing projects to generate



revenue to offset the costs of subsidizing non-market and low-end market rental units. Typically leased, these spaces can include commercial and retail uses, community facilities such as libraries and childcare, and social enterprises. There is an opportunity for the City to create an even more supportive environment by exploring innovative and flexible policy and regulatory requirements that support mixed-use non-profit housing projects.

APPROACH AND ACTIONS

Analysis to Richmond Context

The City could establish a set of criteria for staff and Council to review and prioritize municipal contributions to support potential non-profit led affordable housing projects. This criteria can be directly related to the identified priority groups and housing gaps in Richmond.

To complement the criteria, the City could consider proactively building relationships with other well-established non-profit housing providers to help address the gaps in service delivery for priority groups and housing. Specific strategies could include issuing Request for Proposals to select pre-qualified non-profit housing providers for City-supported initiatives.

Recommended Approach and Actions

1. Adopt criteria for reviewing and prioritizing City-supported non-profit housing projects, as per Table 6.
2. Support revenue generating activities in non-profit housing development projects.
3. Expand opportunities to develop more non-profit housing projects by continuing to build relationships with qualified non-profit housing providers throughout Metro Vancouver. Align selection towards non-profit housing providers that could bring necessary skills, experience, resources, and capacity to address Richmond's priority groups and housing gaps.
4. Consider updating regulatory requirements to permit social enterprise and other uses with non-profit housing projects. This includes updating the Zoning Bylaw to identify appropriate zones for permitted use, updated language under definitions, and standards under general regulations.
5. Informed by the adopted criteria, consider supporting non-profit housing providers with their proposal preparation and submissions to funders and senior levels of government.
6. Leverage the annual BC Non-Profit Housing Association (BCHPHA) Conference and other similar opportunities, to showcase Richmond's affordable housing development projects to date.
7. Allow for flexibility for innovative rent structures that support a mix of affordable rental rates.



Table 12: Proposed Criteria for City-supported Non-Profit Housing Development

Criteria for City-Supported Non-Profit Housing Development Projects
<p>1. Meets one or more of Richmond's priority groups: low to moderate income families, singles, couples, students, persons with disabilities, and vulnerable populations such as persons experiencing homelessness.</p> <p>2. Addresses one or more of Richmond's housing gaps:</p> <ul style="list-style-type: none"> • Family friendly housing including market and non-market rental and homeownership; • Accessible, adaptable and visitable housing; • Purpose built rental housing; • Low barrier rental housing (including programming supports); • Low end market rental housing for singles, couples, families, seniors and persons with disabilities; • Non-market housing for singles, couples, families, seniors and persons with disabilities, persons with mental health issues and substance users; and • Lack of emergency shelter for women and children. <p>3. Demonstrates project viability: financial sustainability; livability; and flexibility to potentially adapt with changing and emerging housing needs in Richmond.</p> <p>4. Secured: designated affordable units (non-market and low-end of market rental units) are secured through housing agreements.</p> <p>5. Affordable: are affordable for the priority groups (LEMR=less 10% of CMHC rents; Non-Market Rents = less 25% CMHC rents); or meets Housing Income Limits in BC Housing projects.</p>

Implementation Roles

Municipality:

- Adopt criteria to assess City-supported non-profit housing development projects.
- Communicate criteria internally to various City departments and Council, and externally to non-profit housing providers, funding agencies and senior levels of government.
- Undertake review and amendments to regulations, where applicable, to support flexibility in design to allow revenue generating uses in non-profit housing projects such as social enterprise.
- Continue to build relationships with qualified non-profit housing providers throughout Metro Vancouver.
- Prepare and participate in the annual BC Non-Profit Housing Association conference to showcase affordable housing development projects in Richmond.

Development Community:

- Partner, where appropriate, with non-profit housing providers to develop and secure affordable housing units.



Non-Profit Housing Providers:

- Prepare business cases to demonstrate project criteria and viability to the City and other potential project partners such as developers, funders and senior levels of government. This includes preparing proposals to submit to funding opportunities when available.
- Partner, where appropriate, with the City and developers to secure affordable housing units.
- Operate units secured through partnerships.
- Continually communicate with the City on needs and opportunities for support.



LEVEL OF PRIORITY:

- ▶ Medium Term/Ongoing (3-5 years)

EASE OF IMPLEMENTATION:



MUNICIPAL ROLE:

- ▶ Formulate policy
- ▶ Communicate information
- ▶ Review development applications with “family-friendly lens”
- ▶ Facilitate partnerships
- ▶ Monitor data

OTHER ROLES:

- ▶ **Developers** - Deliver units
- ▶ **Non-profit housing providers** - secure and operate dedicated affordable units



11. FAMILY-FRIENDLY HOUSING POLICY

Target Priority Group in Need

Families, including lone-parent families, families with children, and multi-generational families, of all income ranges.

Target Housing Gap

Family-sized affordable housing across the entire housing continuum, including homeownership, market rental, particularly ground-oriented multi-unit residential housing.

CONTEXT

High housing prices for single-detached dwellings have created limited affordable and suitable housing options for families, especially low-income and moderate-income families. More families are living in multi-unit residential housing, and concerns related to livability have been raised with families living in units with an insufficient number of bedrooms to accommodate all members of a household. Multi-unit dwellings may lack onsite amenities that are appropriate for children and youth, such as yard space, play-space, storage, and proximity to family-oriented services (e.g. schools, community centres, parks, shopping and transit).

Ground-oriented multi-unit dwellings (e.g. townhomes) are often identified as family friendly. Non-ground-oriented options may be less desirable due to the lack of play and outdoor space, but are another option for families if the unit is large enough. While the City already encourages family-friendly units, there is an overall lack of larger (e.g. 2 and 3+ bedroom) apartments in Richmond that are affordable for families to rent and to own.

OVERVIEW OF FAMILY FRIENDLY HOUSING POLICY

Increasingly, municipalities are exploring policies to require housing developments to include more family-friendly units in their projects. Such a policy may help low-to-moderate income family households by increasing the supply of units large enough to accommodate families. One approach to address this challenge is to require new multi-unit residential development projects to include a certain percentage of units with 2 and 3 or more bedrooms. This requirement can be specific to rental units, ownership units, or both. Design guidelines can also be enhanced to incorporate family-friendly features into housing projects, such as providing adequate storage and outdoor space.





APPROACH AND ACTIONS

Analysis to Richmond Context

To understand the implications of a family-friendly housing policy, a high-level analysis was conducted on five multi-unit sites in the city to determine the return on investment and feasibility of incorporating 2 and 3 bedroom units. These estimates were conducted using market derived inputs and assumptions that were created through recent financial studies conducted on the City's behalf.

The analysis also reviewed examples of family-friendly housing policies from comparable jurisdictions where a minimum percentage of 2- and 3-bedroom units were required.

Proposed Richmond Approach

The analysis indicates that family friendly-housing policies will not have significant impact on developer revenue; however, it is recommended that the City take a conservative approach to these policies given the unique development constraints in the municipality.

As such, the City should consider the following minimum requirements for family-friendly units:

Table 13: Minimum Requirements for Family-Friendly Units

Multi-Unit Low-End Market Rental Projects
Minimum 15% two bedroom units
Minimum 5% three bedroom units

Recommended Approach and Actions

1. Require a minimum of 15% two-bedroom and 5% three-bedroom for all LEMR units secured in developments to accommodate priority groups in need (e.g. families).
2. Monitor the success of the policy and consider applying the same percentage requirements of family-friendly units in all market developments
3. Consider creating communications materials to inform developers, non-profit housing providers, and the public about the family-friendly housing policy. Inform organizations that have a role in delivering and securing the family-friendly housing units to support implementation.
4. Create design guidelines for family-friendly housing, specifying design features and amenities that are appropriate for children and youth, such as yard space, play-space, and storage. These guidelines could also include unit design with space and liveability considerations.





Implementation Roles

Municipality:

- Formulate policy that requires new multi-unit housing projects to include a minimum percentage of units that contain the specified percentage of LEMR units to be dedicated as family-friendly housing.
- Communicate information to developers, non-profit housing providers, the public and other groups about the family-friendly housing policy requirements.
- Review multi-unit housing project development applications that have LEMR units with a “family-friendly lens”, ensuring the applications meet the requirements. This includes working closely with the development community to problem-solve design and requirement challenges and provide design flexibility, where appropriate, to meet the policy (and regulatory) requirement.
- Monitor data on absorption and occupancy and monitor the impact of the policy.
- Continue to ensure that a mix of unit types, including larger family friendly units, are secured as LEMR.

Development Community:

- In multi-unit housing projects with LEMR units, deliver the specified percentage of units dedicated as family-friendly housing.
- Work with the City to achieve project and unit design that meets livability criteria for families.
- Partner, where appropriate, with non-profit housing societies to secure some or all LEMR units generated through the family-friendly housing policy to be secured as affordable for low-income families.

Non-Profit Housing Societies:

- Work with the City to identify opportunities for partnership with developers to secure affordable family-friendly LEMR units for low-income families.
- Partner, where appropriate, with developers to secure LEMR units in multi-unit housing projects, secured through housing agreements.
- Operate the units secured through housing agreements, including managing tenant selection and intake process.



LEVEL OF PRIORITY:

- ▶ Long-Term/Ongoing (5-10 years)

EASE OF IMPLEMENTATION:



MUNICIPAL ROLE:

- ▶ Strategic acquisition of land
- ▶ Repurposing existing City-owned land

OTHER ROLES:

- ▶ **Developers** - provide funds and partner with City and non-profit housing providers on new affordable housing developments
- ▶ **Non-profit Housing Providers** - partner with City

12. CITY LAND FOR AFFORDABLE HOUSING

Target Priority Group in Need

Low and moderate income earners, including families, seniors, singles, couples, students, persons with disabilities, and vulnerable populations.

Target Housing Gap

Purpose-built rental, low end market rental, non-market rental, supportive and transitional housing and shelter accommodation.

CONTEXT

One of the most difficult challenges in increasing the supply of affordable housing is acquiring well located sites to develop. In strong housing markets, competition with market developers makes land acquisition expensive, and limiting especially when combined with challenges that non-profit housing providers experience when piecing together multiple sources to support financing for affordable housing developments.

The City has a long history of leasing land at nominal rates to support the provision of affordable housing by non-profit housing providers. The City's Real Estate Services regularly updates Richmond's Strategic Land Acquisition Plan. This provides an opportunity to include Affordable Housing as one of the priorities for acquisition.

Continuing to provide City-owned land for affordable housing can reduce the cost to develop an affordable housing project and therefore provide a greater number of units. Using City land for affordable housing purposes is also particularly effective for ensuring that affordable housing is placed in locations best suited to meet the needs of priority groups.

OVERVIEW OF USE OF CITY LAND FOR AFFORDABLE HOUSING POLICY

The use of City-owned land for affordable housing could help non-profit housing providers overcome challenges related to high land values. Such a policy could identify sites that are currently owned by the City that are not currently in use or under-utilized.

The City's Strategic Real Estate Investment Plan's purpose is to acquire land for a variety of civic initiatives. During annual reviews, City staff should take into account land needs for future affordable housing projects. Land that the City uses for other municipal services, such as fire halls and community centres, could also be evaluated for redevelopment involving the co-location of affordable housing on these properties.



APPROACH AND ACTIONS

Analysis to Richmond Context

City staff could consider creating a set of criteria that would guide and prioritize land acquisition appropriate to potentially support affordable housing projects, as per the proposed criteria in Table 14. Any criteria should be closely linked with the identified priority groups in need and the housing target that will be part of the updated Affordable Housing Strategy.

Table 14: Proposed Criteria for Land Acquisition

Criteria to Guide and Prioritize Land Acquisition for Affordable Housing

- 1. Location:** Sites should be in proximity to services and amenities used by the intended priority groups, ideally within walking distance. Sites should also be located in close proximity to public transportation.
- 2. Site Characteristics:** Sites should be relatively easy to redevelop and have a low risk of potential environmental remediation requirements or complicated soil conditions.
- 3. Proximity to other potential redevelopment sites:** Consider smaller sites that can be combined to one larger site to increase development potential through economies of scale and reducing overall construction costs.
- 4. Cost of land and project feasibility:** Should be demonstrated, even if the site is intended to be held for later development.

A dedicated source of funding for land acquisition for affordable housing would need to be established. One funding option for Richmond would be to use the existing Affordable Housing Reserve Fund to fund municipal land acquisition. However, this could further deplete the Affordable Housing Reserve Fund of resources for other projects quickly as the Affordable Housing Reserve Fund does not accumulate at the rate or volume needed to support multiple land acquisitions.

Recommended Approach and Actions

1. Review the need for affordable housing land acquisition as part of the annual Strategic Real Estate Investment Plan.
2. Explore the feasibility of using existing City-owned land for affordable housing development, by either disposing of the land or co-locating affordable housing with other municipal services.
3. Strategically acquire land for affordable housing as it becomes available and satisfies acquisition criteria.
4. Partner with non-profit housing providers to develop affordable housing, which can then be managed and operated by non-profit housing societies under long term lease agreements with the City.
5. Explore and establish dedicated sources of funding to support land acquisition for affordable housing projects.



6. Consider using City-owned land to support affordable housing projects, where appropriate, and acquire land that meets criteria for future affordable housing development.

Implementation Roles

Municipality:

- Review the affordable housing land needs annually.
- Acquire land appropriate for affordable housing development projects.
- Explore feasibility of existing City-owned land for affordable housing development projects.
- Communicate information on the use of City-owned land for affordable housing to non-profit housing providers and other potential project partners.

Development Community:

- Provide funding to the Affordable Housing Reserve Fund from cash-in-lieu density bonus contributions.
- Partner with the City and non-profit housing providers, as appropriate, to develop affordable housing projects.

Non-profit Housing Providers:

- Partner with the City to develop affordable housing projects using land provided by the City.
- Manage and operate affordable housing delivered through the policy under a long-term lease agreement with the City.



LEVEL OF PRIORITY:

- ▶ Medium-Term (5-10 years)

EASE OF IMPLEMENTATION:



MUNICIPAL ROLE:

- ▶ Formulate policy
- ▶ Enable financial tools
- ▶ Communicate information

OTHER ROLES:

- ▶ **Non-Profit Housing Providers** - Use financial incentives to develop affordable housing
- ▶ **Property Owners** - Use financial incentives to improve existing rental units

13. MUNICIPAL FINANCING TOOLS

Target Priority Group in Need

Low and moderate income households, including families, seniors, singles, couples, students, persons with disabilities and vulnerable populations.

Target Housing Gap

Non-profit rental housing development, including non-market rental, low-end market rental and purpose-built rental for low and moderate income households.

CONTEXT

Municipal authority provides unique abilities to stimulate the creation of affordable housing. While land use planning and regulation is a critical and effective tool for promoting affordable housing, such as with Richmond's density bonusing/inclusionary housing policy and developer requirements for cash-in-lieu contributions, municipalities also have a range of other financial tools that may be used to offer indirect financial incentives. These can be used to improve the financial feasibility of affordable housing development.

Many Metro Vancouver municipalities use financial incentives, including property tax exemptions and waived or reduced development cost charges. In addition to encouraging the construction of new affordable housing units, financial incentives may be used to repair and upgrade existing affordable housing to ensure minimum maintenance standards and safety measures are met in rental buildings.

OVERVIEW OF MUNICIPAL FINANCING TOOLS

Within their authority, municipalities can use a number of financing tools that may facilitate the creation of affordable housing to collect taxes and fees. Specific tools include:

- **Waiving/reducing fees and charges:** Development cost charges and building permit fees may be waived or reduced, for projects owned by non-profit organizations. Municipalities may also delay the collection of development cost charges, reducing carrying costs for non-profit housing providers and improving the economics of housing projects. Waiving development cost charges require municipalities to recover the cost from other sources (e.g. from the Affordable Housing Reserve Fund).
- **Property tax exemptions:** Municipalities may offer property tax exemptions for projects that provide affordable housing. Some municipalities waive these costs outright, while other municipalities choose to allocate funds from affordable housing reserve funds to offset these fees.

Section 226 of the Community Charter allows Council to enter into agreements with property owners to exempt their property from municipal property value taxes for up to 10 years. While this power is usually used for programs such as



a downtown revitalization, where properties can apply for tax exemption in exchange for commercial improvements, there is an opportunity to explore the option of implementing a tax exemption program specific to affordable housing projects.

When a property owner of an affordable housing building wants to make improvements, the municipality can provide a tax exemption up to a certain period to offset the costs of improvements, thereby preventing the improvement costs from affecting tenants.

Analysis to Richmond Context

The ability to use these financial tools will depend on a Richmond's financial resources and local economic conditions. Although these approaches may result in a short-term loss in revenue, they may produce significant long-term social and economic benefits through encouraging the supply of affordable housing. Richmond should consider the costs and benefits of these approaches.

Recommended Richmond Approach and Actions

1. Review the municipal authority and financial impact on a potential increase to the City's taxes of waiving and reducing development cost charges and explore the terms and conditions upon which the exemptions can be granted.
2. Consider waiving the development cost charges and municipal permit funds for new affordable housing developments that are owned/operated by a non-profit societies and where affordability is secured in perpetuity.
3. Consider waiving the development cost charges for low-end market rental units secured in private developments, when purchased by a non-profit organization.
4. Consider waiving the development cost charges and municipal permit funds and reimburse from general revenue instead of as a grant from the Affordable Housing Reserve Fund.
5. Undertake a review and best practice analysis of property tax exemptions for non-profit housing managed by a non-profit housing provider.
6. Consider exempting property taxes for new affordable housing projects owned and operated by a non-market housing provider and where affordability is secured in perpetuity with a housing agreement.

Implementation Roles

Municipality:

- Review the municipal authority and financial impact of waiving and reducing development cost charges and municipal permit fees and tax exemptions for non-profit housing providers.



Non-Profit Housing Providers:

- Use waived or reduced development cost charges, municipal permit fees, and property tax exemptions to support the financial viability of developing new affordable housing.



LEVEL OF PRIORITY:

- ▶ Not Recommended

EASE OF IMPLEMENTATION:



MUNICIPAL ROLE:

- ▶ Facilitate partnerships
- ▶ Establish income thresholds and eligibility requirements
- ▶ Data collection
- ▶ Communicate information
- ▶ Monitor data

OTHER ROLES:

- ▶ **Non-profit organization:** Agency and administrator
- ▶ **Financial Institutions:** Offer flexible mortgage arrangements and downpayment assistance programs.

14. AFFORDABLE HOMEOWNERSHIP PROGRAM

Target Priority Group in Need

Moderate income families including couples with children and single parent households, with the potential to expand to non-family households including couples and singles.

Target Housing Gap

Affordable homeownership for moderate income families, with the potential to expand to suitable to non-family couples and singles, focusing on multi-unit residential housing.

CONTEXT

Homeownership remains an important goal for many families and households, and plays a critical role in the housing continuum for a healthy community. However, there is a growing gap between rapidly increasing property values not matched by incomes, limited land supply, and competition for units in many urban areas, including Richmond, that make this goal increasingly difficult to attain. Saving for a down payment is one of the largest hurdles for first-time, moderate-income households, who may otherwise afford the ongoing homeownership costs (e.g., mortgage, property taxes, utilities, and applicable strata fees). Affordable homeownership programs are therefore being undertaken by some municipalities to ease the financial pressures of purchasing a home and transitioning these moderate-income households from renting to homeownership.

An affordable homeownership program is one way that municipalities may influence the supply of affordable homeownership units. Land-use and policy planning can also help to encourage a greater supply through increased density allowance and other regulatory measures such as parking reductions.

OVERVIEW OF AFFORDABLE HOMEOWNERSHIP PROGRAMS

Affordable homeownership programs may be delivered in a number of ways to address unique local circumstances. Programs can be provided directly through initiatives that reduce the cost of purchasing a home through various financing and assistance tools, or indirectly through municipal policy and regulations that encourage diverse housing forms. Generally, affordable homeownership programs share a number of common elements:

1. **Administrative Capacity:** In municipal cases, sufficient administrative capacity (e.g. a subsidiary housing authority, third party, or dedicated staff) is necessary to help manage and oversee local programs.
2. **Restrictions on resale:** Restrictions on resale help to ensure that units will remain affordable for future owners. This can be accomplished by:



- a) A price restriction model, which ties the future resale price of a unit to a common denominator (for example, the rate of inflation, core inflation, or fixed amount) that is agreed upon prior to the primary sale of the housing unit; or,
 - b) A shared equity model, which enables purchasers with the ability to acquire units at below market costs and also benefit in future market growth in relation to their initial equity contribution. In some models, municipalities access a portion of the unit's equity on resale and reinvest this amount into the affordable housing program's portfolio.
3. **Owner occupancy:** Owner occupancy ensures that the unit does not become solely an income generating property, and instead an affordable unit maintained as a principal residence.
 4. **Income or asset restrictions on participation:** This ensures that an appropriate priority group is targeted for homeownership support. These restrictions are typically as inclusive as possible given that homeownership is difficult to obtain for low and moderate income households.
 5. **Financial Support:** In most programs reviewed, financial support in the form of down payment assistance is provided as an interest free or low-interest loan registered as a second mortgage on the property. Usually these loans are repayable after a set period of time, after the first mortgage is paid off, or if the property is sold.

APPROACH AND ACTIONS

Analysis to Richmond Context

It is important for municipalities to undertake a comprehensive cost-benefit and risk analysis to understand the feasibility of undertaking an affordable homeownership program. This feasibility study should look at different ways in which an affordable homeownership program could be structured and eligibility criteria, including income thresholds for program participation.

Findings from a feasibility study would provide more details about the expected costs, benefits, and associated risks of the program, allowing the City to compare potential outcomes of an affordable homeownership program relative to outcomes from a similar investment that address other housing priorities and needs. This assessment would help the City evaluate where limited resources investments should be invested to address priority groups and identified housing gaps.

Recommended Richmond Approach and Actions

1. Not recommended. At this time, a homeownership program would place significant demands on City resources and jurisdiction. It is recommended that the focus of the Affordable Housing Strategy is on rental and non-market housing.



LEVEL OF PRIORITY:

- ▶ Not Recommended

EASE OF IMPLEMENTATION:



MUNICIPAL ROLE:

- ▶ Strategic acquisition of land
- ▶ Repurposing existing City-owned land

OTHER ROLES:

- ▶ **Developers** - provide funds and partner with City and non-profit housing societies on new affordable housing developments
- ▶ **Non-profit Housing Providers** - partner with City

15. MUNICIPAL HOUSING AUTHORITY

Target Priority Group in Need

Low and moderate income households, including families, singles, couples, students, persons with disabilities and vulnerable populations.

Target Housing Gap

Purpose-built subsidized (non-market) and low-end market rental housing units for low to moderate income households. Affordable homeownership units can be considered where appropriate.

CONTEXT

Units secured through the 2007 Affordable Housing Strategy are currently managed by the owner (e.g. private developer or property manager). While the City has achieved success with the creation of affordable housing units, however, ensuring units are targeted to priority groups and are managed according to the housing agreements, continues to be a challenge.

A Municipal Housing Authority may allow the City to have a more direct role in ensuring that affordable housing units are being accessed by priority groups and addressing housing gaps identified in Richmond's Affordable Housing Strategy. At a basic level, a Municipal Housing Authority could operate rental units secured through housing agreements, including managing tenant selection and intake process, perhaps in partnership with a non-profit housing provider. A housing authority could also be directly involved in the development and production of new affordable housing.

OVERVIEW OF MUNICIPAL HOUSING AUTHORITIES

Housing authorities are typically governmental bodies that govern some aspect of housing, providing access to affordable housing to eligible households. While some housing authorities are directly involved within the development, production, and administration of affordable housing units, other housing authorities have a more limited role in facilitating the development of affordable housing, often working with non-profit housing providers to build or manage the units. A housing authority is one option that some municipalities have used to ensure that the ongoing management of affordable housing units secured through policy and programs are effective.

At the municipal level, housing authorities commonly have the following elements:

- **Legal incorporation:** Legal establishment of the agency allows the agency to own housing stock and allows the agency to negotiate and enter into agreements.
- **Public representation:** A Board of Directors, which usually includes City councillors, provides accountability to the public and a senior-level voice in housing authority deliberations.



- **Public funding:** Funding from government sources allow housing authorities to reduce housing costs and remove competitive market pricing pressures through subsidies. The experience of jurisdictions with successful housing authorities suggest that significant levels of senior government funding is required to support capital and operating expenses.
- **Community or asset plan:** The housing authority's goals, strategies, and activities are documented to promote transparency.
- **Tenant involvement:** Feedback on housing unit management gives the tenants a say in how the corporation and its units are operated.

Municipal Housing Authorities are city-controlled, legally separate entities created to assist in the development of affordable housing. Because housing authorities are City-controlled, they can more effectively direct resources and projects to closely align with affordable housing goals and objectives. A Housing Authority can identify where the greatest impact can be made and if managed correctly, can deliver housing efficiently and affordably through standardized processes and economies of scale.

Municipal housing authorities can also present a number of challenges to municipalities as they often require ongoing government financial assistance that is sufficient to support the authority's ongoing operations (e.g. land acquisition, asset management, necessary administrative resources).

APPROACH AND ACTIONS

Analysis to Richmond Context

While a municipal housing authority may be seen to address some of Richmond's affordability challenges, establishing a local Housing Authority needs to be examined in the context of the City's other corporate real estate and asset management priorities. A narrowly scoped Municipal Housing Authority focused on administering and managing LEMR units, facilitating relationships and providing technical assistance to developers and non-profit housing providers may be one option that could be supported through existing revenue from the Affordable Housing Reserve Fund. However, a more ambitious scope of activities, such as the purchasing of land and existing affordable housing and administering units, would require significant resources. A more comprehensive analysis that fully explores the feasibility, including costs, benefits and associated risks of establishing a Richmond housing authority would be a critical first step.

Recommended Richmond Approach and Actions

1. Not recommended. There would be significant demands on City resources and jurisdiction at this time.
2. Consider engaging BC Housing or Metro Vancouver Housing Corporation to administer units secured through the Affordable Housing Strategy.



LEVEL OF PRIORITY:

- ▶ Long Term (5-10 years)

EASE OF IMPLEMENTATION:



MUNICIPAL ROLE:

- ▶ Formulate policies
- ▶ Communicate information
- ▶ Participate in regional transportation discussions
- ▶ Where applicable, acquire land along frequent transit networks (through a land acquisition policy)

OTHER ROLES:

- ▶ **Developers** - deliver units
- ▶ **Non-profit housing providers** - partner; secure and operate dedicated affordable units
- ▶ **Non-profit social service organizations** - partner and co-locate
- ▶ **Translink** - deliver transit services

16. TRANSIT-ORIENTED AFFORDABLE HOUSING DEVELOPMENT GUIDELINES

Target Priority Group in Need

Low and moderate income households, including singles, couples, families and seniors.

Target Housing Gap

Non-market rental, low-end market rental, purpose-built market rental housing for low and moderate income households. Affordable homeownership units may also be considered where appropriate.

CONTEXT

Housing and transportation costs are closely linked and represent the two highest costs for most working households. The combined expenses of housing and transportation create particular affordability challenges for low-to-moderate income households in Richmond, and often affect the ability to afford other basic necessities such as food, childcare, and recreation.

Research indicates that households living in transit-oriented areas have relatively lower transportation costs compared to households that live far from transit service. Building housing near or along the Frequent Transit Network can help households rely less on automobiles and reduce their overall transportation costs. This can help make communities more livable and easier to move around by improving connection to employment, educational institutions, community centres, commercial spaces, and other community amenities.

Municipalities are increasingly recognizing the need to plan strategically for affordable housing along Frequent Transit Networks and to support affordable housing developments in transit-oriented areas through partnerships, land acquisitions, municipal contributions and incentives, and other strategic mechanisms, including voluntary contributions from developers (e.g. in lieu of parking).

OVERVIEW OF TRANSIT-ORIENTED AFFORDABLE HOUSING DEVELOPMENT GUIDELINES

Metro Vancouver's recently updated Regional Affordable Housing Strategy includes a direct focus on increasing the supply of non-market, low-end market and purpose-built market rental housing in transit-oriented areas and specifically within close proximity to Frequent Transit Networks. The Regional Affordable Housing Strategy outlines expectations for municipalities to implement regional planning goals and strategies, including the linkage between affordable housing and transportation.





Metro Vancouver's Frequent Transit Network is a network of corridors where transit service runs at least every 15 minutes in both directions throughout the day and into the evening, every day of the week. People traveling along Frequent Transit Network corridors can expect convenient, reliable, easy-to-use services that are frequent enough that they do not need to refer to a schedule. For municipalities and the development community, the Frequent Transit Network provides a strong organizing framework around which to focus growth and development.

Encouraging affordable housing along or near Frequent Transit Networks and transit-oriented areas can be approached by providing:

- **Parking Reduction:** Reduction or elimination of parking for affordable housing units in transit-oriented areas in exchange for rental units. The cost of parking is a considerable construction expense.
- **Density Bonus:** Increased density in exchange for rental units.
- **Land Acquisition:** Acquiring land near or along Frequent Transit Networks to contribute to affordable housing projects.
- **Partnerships:** Create partnerships between developers, non-profit housing providers, the City, and Translink on transit-oriented development projects.

Generally, a transit-oriented affordable housing development policy could provide specific incentives to increase the supply of affordable housing in transit-oriented areas, specifically along or near Frequent Transit Networks. Partnerships between public and private sectors could help facilitate this process.

APPROACH AND ACTIONS

Analysis to Richmond Context

The City currently has a strong network of transit services, including rapid transit (Canada Line), with direct connection to Vancouver and networks that branch into Delta, New Westminster, Burnaby, Surrey, and White Rock. The City has already leveraged some areas by encouraging and successfully building transit-oriented hubs with mixed-use towers and podiums, particularly along No. 3 Road.

There is an opportunity for the City to build on successful transit-oriented development by prioritizing affordable housing development along the Canada Line in future projects, particularly non-market, low-end market rental, purpose-built market rental housing and potentially affordable homeownership units.

In addition, there is existing rental housing stock near Frequent Transit Networks, some of which are aging and under-utilized. There is an opportunity to redevelop some of these sites to replace and add to the rental stock with a transit-oriented lens, with units secured through housing agreements (to be addressed by the City's forthcoming Market Rental Policy).

Recommended Richmond Approach and Actions

1. Prioritize, where applicable, the development of non-market, low-end market rental, purpose-built market rental and affordable homeownership units near or along Frequent Transit Networks.
2. Align with Metro Vancouver's Regional Affordable Housing Strategy's goal to increase the rental housing supply along Frequent Transit Networks. The Metro Vancouver's Regional Affordable Housing Strategy specifies "close proximity" as within 400 metres of non-rapid



Frequent Transit Networks (bus) and within 800 metres of rapid transit (Canada Line).

3. Encourage diverse housing forms in proximity to Frequent Transit Networks including medium density ground-oriented housing in close proximity to station areas, and leverage sites that are under-utilized that could include affordable housing.
4. Prioritize density bonus value transfers to transit-oriented areas.
5. Establish transit-oriented inclusionary housing targets for purpose-built rental and housing that is affordable to very low and low-income households within close proximity of transit.
6. In keeping with Metro Vancouver's Regional Affordable Housing Strategy, provide incentives for new purpose-built rental housing located in transit-oriented locations to enable these developments to achieve financial viability. These incentives can include parking reductions or elimination, and density bonus value transfers.
7. Consider acquiring land located in close proximity to Frequent Transit Networks to contribute towards affordable housing projects (see use of City land for affordable housing).
8. Consider working with Metro Vancouver to identify opportunities for new capital funding options to increase the supply of affordable housing in transit-oriented areas.
9. Collaborate with the City's Transportation Department to revisit parking requirements for LEMR units located along the Frequent Transit Network.

Implementation Roles

Municipality:

- Communicate and liaise with Metro Vancouver and Translink on development opportunities along Frequent Transit Networks in Richmond.
- Investigate land acquisition opportunities near or along Frequent Transit Networks.
- Communicate information to developers and non-profit housing societies on transit-oriented affordable housing development opportunities.

Development Community:

- Work with the City of Richmond to implement the transit-oriented development objectives.
- Partner, where appropriate, with non-profit housing societies on transit-oriented development opportunities.
- Deliver affordable housing units through partnership projects.

Non-Profit Housing Providers:

- Partner, where appropriate, with developers and the City on transit-oriented development opportunities.



- Manage and operate affordable housing units delivered through transit-oriented development projects either through long-term lease agreements or stratified ownership.



LEVEL OF PRIORITY:

- ▶ Long Term (5-10 years)

EASE OF IMPLEMENTATION:



MUNICIPAL ROLE:

- ▶ Establish expectations
- ▶ Communicate information
- ▶ Support pilot project

OTHER ROLES:

- ▶ **Developers** - deliver units

17. COMPACT LIVING RENTAL UNITS (MICRO-UNITS)

Target Priority Group in Need

Low and moderate income singles, students and vulnerable singles who are able to live independently including persons who formerly experienced homelessness.

Target Housing Gap

Purpose-built market rental housing and low-end of market rental housing for low and moderate income singles who are able to live independently.

CONTEXT

Renters in Richmond are experiencing increasing challenges to find available and suitable rental housing affordable to their incomes. Low vacancy rates, increasing rents, applicant competition and limited new supply have intensified these challenges. For low and moderate income single-person households, finding an affordable rental unit that meets their needs in Richmond can be difficult. For some households, a small affordable rental unit, such as a micro-unit, could meet their housing needs.

Micro-units are typically built in multi-unit residential projects and can range between 225 to 350 square feet per unit. The units can be rented or owned as apartments or condos. Micro-units rented at market rates can be a cost-saving alternative to typical studio or one-bedroom rental units. Research indicates that tenants usually live between one to two years in a micro-unit until they can afford to graduate to a larger unit. This cycle demonstrates that micro-units are a "stepping stone" for households to get into the housing market. Given their size limitation, micro-units may not be adequate for couples, families or seniors.

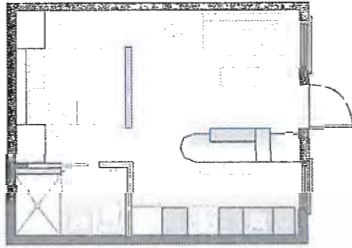
A multi-unit residential project comprised of micro-units may achieve higher unit density on a site without increasing the height of a project, which can be a practical development alternative for Richmond given development height restrictions. Micro-units are a housing option that can increase the housing supply to a specific niche target population but are limited in their suitability and affordability.

OVERVIEW OF MICRO-UNIT HOUSING POLICY

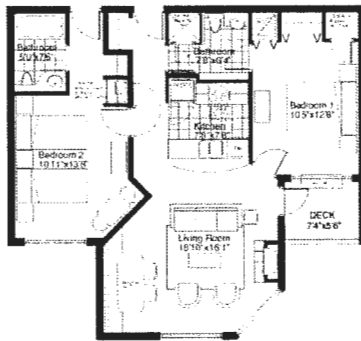
Municipalities across BC are increasingly exploring the concept of micro-unit housing as a cost-saving alternative for residents, for both market rental and condo homeownership options. Strong regulatory requirements have been utilized to implement micro-unit housing forms, such as specifying unit sizes and locations near transit and demographic demand from singles and students.



Micro-units in the City of Kelowna have a minimum 312 square foot unit size, and limited siting criteria including within urban areas, the University Village and within 400 metres of a bus stop.



Sample micro-unit layout in Kelowna project (Worman, 2016)



Sample lock-off suite

The limited square footage of micro-units can lead to tenants utilizing common and public spaces outside their respective unit to meet their livability needs. This includes onsite indoor and outdoor amenity space and public amenities. Municipalities have responded by encouraging micro-unit housing development to be located within close proximity to parks, recreation, transit, shopping and other amenities to off-set the space limitations of micro-units.

A micro-unit housing policy can also be complemented by design guidelines to improve livability of building and suite design, such as incorporating large/ corner windows and providing onsite storage facilities. Other design considerations include flexibility so that two or more micro-units can be converted into a studio or one-bedroom unit in the future if required, providing adaptability to changing demographics and housing need in the community.

APPROACH AND ACTIONS

Analysis to Richmond Context

Micro-unit housing projects may be a specific housing form to meet the housing needs of low and moderate income singles in Richmond who are in need of rental housing.

Given their limited suitability to the target population of singles, including students, the City should consider cautiously introducing these units and monitor absorption and occupancy over time.

In collaboration with the City's Planning and Development Department, the City should conduct a feasibility study on compact living rental units. This study should explore land use and community planning opportunities and challenges, necessary policy and regulatory change including location criteria. One option could be to introduce micro-units as lock off suites to provide flexibility to consumers.

Recommended Richmond Approach and Actions

1. Consider developing a comprehensive planning study that examines the pros and cons of micro units, including a necessary policy and regulatory changes such as lock-off suites.

Implementation Roles

Municipality:

- Develop terms of reference and undertake a comprehensive planning study on micro rental units.



LEVEL OF PRIORITY:

- ▶ Long Term/Ongoing (5-10 years)

EASE OF IMPLEMENTATION:



MUNICIPAL ROLE:

- ▶ Facilitate partnerships
- ▶ Establish expectations
- ▶ Communicate information
- ▶ Support pilot project
- ▶ Evaluate livability

OTHER ROLES:

- ▶ **Non-profit housing providers** - partner; secure and operate dedicated affordable units

18. ENCOURAGING ACCESSIBLE HOUSING FOR PERSONS WITH DISABILITIES

Target Priority Group in Need

Low and moderate income households with a disability, including seniors, couples and families that have one or more members of their household with a disability.

Target Housing Gap

Supportive housing, non-market rental, low-end market rental, and affordable homeownership units for persons living with a disability.

CONTEXT

Persons living with a disability were identified through consultation as experiencing significant challenges finding suitable, accessible, and affordable housing in Richmond across the entire housing continuum. Households that have a member of their family living with a disability have limited options that are affordable, accessible and large enough to accommodate family members.

The City currently has Basic Universal Housing standards to create more inclusive and accessible housing units for persons living with a disability. These standards have informed many housing development projects in Richmond and have positively contributed to the available housing stock. However, the majority of low-end market rental units secured with Basic Universal Housing are not rented to persons living with disabilities and there are concerns that these and other market units are not affordable to persons on disability income assistance.

OVERVIEW OF ENCOURAGING ACCESSIBLE HOUSING

The City has the opportunity to build on an already inclusive mobility-focused accessible housing practices and to explore ways to increase accessible units within affordable housing projects.

APPROACH AND ACTIONS

Analysis to Richmond Context

Building on existing relationships with the health authority and other non-profit organizations focused on accessibility, the City can encourage more accessible housing forms through partnerships in new affordable housing projects.

Recommended Richmond Approach and Actions

1. Continue to foster relationships with Richmond based organizations and identify opportunities to collaborate and to obtain input into



housing needs and design for short-term and long-term housing options for program participants.

2. Consider partnering with health authorities and other potential project partners where there are opportunities to incorporate units or other design features that meet accessible housing needs.
3. Facilitate potential partnerships with non-profit housing providers and developers in the pre-application and rezoning stages of development to ensure that some LEMR units are designed with adaptable features to accommodate priority groups in need (e.g. persons with disabilities).

Implementation Roles

Municipality:

- Facilitate relationship building, partnerships and communications with various organizations.

Non-Profit Housing Providers:

- Work with the City to identify opportunities for partnerships.
- Partner, where appropriate, with various agencies and the City to deliver affordable housing projects that include the accessible units.
- Operate units secured through accessible projects, including managing tenant selection and intake process.



LEVEL OF PRIORITY:

- ▶ Long Term (5-10 years)

EASE OF IMPLEMENTATION:



MUNICIPAL ROLE:

- ▶ Facilitate partnerships
- ▶ Contribute land

OTHER ROLES:

- ▶ **Non-profit organization ("The Community Land Trust"):**
Agency and administrator
- ▶ **Non-profit housing providers:**
Lease-holders and operators
- ▶ **BC Housing:** Project partner

Although the tenants, operators, funders and contracts for affordable housing buildings on Community Land Trusts change over time, the land is held in perpetuity for providing long term affordable housing in the community.

19. COMMUNITY LAND TRUST

Target Priority Group in Need

Low and moderate income earners, including families, seniors, singles, couples, students, persons with disabilities and vulnerable populations.

Target Housing Gap

Non-market rental, low end market rental, purpose-built rental, and affordable homeownership for low and moderate income households. Shelters and transitional housing could be targeted, where appropriate.

CONTEXT

A key challenge to making housing affordable in Richmond is the significant and increasingly high cost of land. For both developers and non-profit housing providers, the cost of land directly influences capital and operating costs, maximum rent levels, and the number and types of units that can be secured in affordable housing projects.

High land costs also limits the impact of municipal financial contributions to support potential affordable housing projects, as the Affordable Housing Reserve Fund does not accumulate at the rate and volume needed to support multiple projects.

OVERVIEW OF COMMUNITY LAND TRUST

While land costs are fixed at market rates, there may be an opportunity to secure land through a Land Trust model that, over time, acquires and preserves land in perpetuity for affordable housing.

A Community Land Trust is a community-based model to secure land for the future development and preservation of affordable housing. Typically, a Community Land Trust is a non-profit agency that is created with the mandate to acquire and "bank land" to be leased over the long term to non-profit housing societies for operating affordable housing projects. A Community Land Trust can receive public or private land donations or government subsidies to purchase land in which affordable housing can be built. The banked land is held in trust by the community for the purpose of building and creating access to affordable housing and is not available for other development. The Community Land Trust provides exclusive use of their land to ground-lease holders, who own the structures via ground leases. The Community Land Trust retains a long-term option to repurchase the structures/improvements on the land.

This model helps to reduce the risk and prevents the loss of the affordable housing stock as it removes land from the market and holds it for affordable housing.



The Vancouver Community Land Trust (VCLT) established in 2014 is the first community land trust in Metro Vancouver. The Land Trust is currently developing 358 units of housing on three sites in the City of Vancouver in partnership with the City of Vancouver, BC Housing, Vancity Credit Union, and several non-profit and co-operative housing providers, with occupancy expected in late 2017 to early 2018.



Incorporated in 1984, the Champlain Housing Trust (formerly the Burlington Community Land Trust) in Vermont has 2,200 rental leases and 565 affordable homeownership units in their portfolio. (Photo above: apartment in CHT's portfolio).

APPROACH

Analysis to Richmond Context

Land made available through a land trust could be used to target all priority groups and housing gaps, from singles to families and from affordable rental housing to affordable homeownership. The City may wish to explore various Community Land Trust models and consider their potential applicability to Richmond.

Overall, a local land trust has the potential to preserve and expand access to affordable housing in communities experiencing significant increases in land costs. A land trust initiative may be challenging, however with early investment and establishing a framework, a Land Trust model could eventually lead to a long-range reward in affordable housing stock in Richmond.

Recommended Richmond Approach and Actions

1. Explore the feasibility of establishing a community-based Community Land Trust and its potential application in Richmond by taking into account the following considerations:
 - Governance, legal and administration structure.
 - Initial and long-term funding and operating structure, including potential tax exemptions and revenue generating uses.
 - Priority groups and project eligibility.

Implementation Roles

Municipality:

- Prepare a terms of reference for preparing a comprehensive feasibility analysis of a community-based Community Land Trust

Non-Profit Housing Societies:

- Work with the City to identify opportunities for partnership with a potential community-based Community Land Trust to deliver and manage affordable housing projects.



LEVEL OF PRIORITY:

- ▶ Long Term (5-10 years)

EASE OF IMPLEMENTATION:



MUNICIPAL ROLE:

- ▶ Establish expectations
- ▶ Select administrator
- ▶ Engage potential funders

OTHER ROLES:

- ▶ **Non-profit social service organization** — Administer rent bank program
- ▶ **Funding Partners** - Contribute funding

20. RENT BANK PROGRAM

Target Priority Group in Need

Low income earners, including families, seniors, students, persons with disabilities and vulnerable populations including persons at-risk of homelessness.

Target Housing Gap

Low-end market rental and purpose-built market rental housing.

CONTEXT

A rent bank is a financial assistance program that can make funds available to households who are at-risk of eviction due to inability to make rent. Funds can be used towards housing related costs such as rent and utility bills. Rent banks are typically operated by a non-profit society with financial contributions made by their respective municipality.

Temporary financial setbacks among vulnerable low-income households often result in households entering homelessness. A rent bank can help keep these households at-risk of homelessness remained housed.

OVERVIEW OF RENT BANK PROGRAM

Most rent bank programs operate by providing no-interest loans, with the intention of having loans repaid by clients. However, a contingency is typically built into the program operations in case the loans are not paid back. In essence, these funds can function either as a loan or a grant, with funds serving as a loan if a client is able to repay or a grant if a client is unable to repay. This approach offers less risk to clients in need.

Accessing rent banks is especially important for low-income households who may not have access to credit during a short-term emergency crisis.

Typically, non-profit society staff will supervise the intake and approval of loans. They may also provide assistance with personal budgeting and financial literacy. Staff will follow-up on loan repayment and, in some cases, provide housing search assistance if current housing will remain unaffordable in the long-run. Rent bank staff may also negotiate with landlords, liaise with other relevant agencies, and provide information and referrals.

The role of the municipality is typically a financial contributor.

APPROACH AND ACTIONS

Analysis to Richmond Context

A rent bank program currently exists in Richmond for low-income seniors through Chimo Community Services. Other priority groups in need in Richmond may also benefit from a similar program.



Recommended Richmond Approach and Actions

1. Undertake a review and best practice analysis of opportunities to support local rent bank initiatives

Implementation Roles

Municipality:

- Undertake a review and best practice analysis of opportunities to work with non-profit organizations to support local rent bank initiatives.

Non-Profit and Social Service Organization:

- Operate local rent bank including administration of loans, personal budgeting and financial literacy support.



V. CONCLUSION

This report, as part of Phase 2 of the City of Richmond's Affordable Housing Strategy Update, is a comprehensive policy review informed by research and consultation and outlines policy recommendations to guide the future planning of affordable housing in Richmond.

IMPLEMENTATION CAPACITY

The review process looked at policies holistically, taking funding, existing City resources and municipal mandate and jurisdiction into consideration. The recommended policies will ensure that there is a balanced approach in the creation of more affordable housing in partnership with senior levels of government, non-profit housing providers, the development sector and service providers. It is recommended that the City evaluate and identify potential gaps in municipal resources including staffing in order to implement the recommended policies.

NEXT STEPS

The policy recommendations have been reviewed by staff and shared with select stakeholder to obtain feedback on potential opportunities and challenges for implementation. City staff will evaluate municipal resources necessary to implement the recommended policies and will present an implementation plan along with a draft Affordable Housing Strategy document (Phase 4).





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City of Richmond – Affordable Housing Strategy Update

Policy Recommendations: Stakeholder Feedback Summary

As part of the overall policy review, the City of Richmond engaged City Spaces Consulting Ltd. to engage with stakeholders to obtain feedback on the proposed affordable housing policy options brought forward to the May 23, 2017 Council Meeting. This report summarizes the feedback received during the consultation and how final policy recommendations were revised based on this feedback.

Stakeholder Engagement Sessions

Throughout June, 2017, staff and City Spaces Consulting Ltd. hosted the following workshops and meetings with stakeholders to gain feedback:

Stakeholder Group	Participants	Topic Areas	Format
Non-profit housing and service providers and community groups	<ul style="list-style-type: none"> Coast Mental Health Tikva Housing SUCCESS Chimo Community Services Atira Women's Resource Society Richmond Society for Community Living BC Non-Profit Housing Association Richmond Centre for Disability Richmond Addictions Services Society Richmond Poverty Response Committee 	<ul style="list-style-type: none"> Non-market and low-end market rental housing, including management, and programming Co-location of non-market housing and community assets Non-profit housing development Municipal financing tools Encouraging accessible housing Rent Bank Program 	Focus group
Development Community (larger-scale)	<ul style="list-style-type: none"> Urban Development Institute members Co-op Housing Federation of BC 	<ul style="list-style-type: none"> Non-market and low-end market rental housing Cash-in-lieu contributions Public-private partnerships Family-friendly Housing Policy Transit-oriented affordable housing development Encouraging accessible housing 	Focus group
Development Community (smaller-scale)	<ul style="list-style-type: none"> Richmond Home Builders Group Greater Vancouver Home Builders' Association 	<ul style="list-style-type: none"> Non-market and low-end market rental housing Cash-in-lieu contributions 	Focus group
Government and	<ul style="list-style-type: none"> CMHC 	<ul style="list-style-type: none"> Non-market and low-end 	Meetings and

Stakeholder Group	Participants	Topic Areas	Format
quasi-government organizations	<ul style="list-style-type: none"> • BC Housing • Metro Vancouver • Vancouver Coastal Health • Kwantlen Polytechnic University 	market rental housing <ul style="list-style-type: none"> • Public-private partnerships • Co-location of non-market housing and community assets • Non-profit housing development 	through email

Not all stakeholders that were invited to provide feedback were available to participate. When the draft Affordable Housing Strategy is finalized, there will be further opportunities for consultation.

Key Themes from the Stakeholder Consultation Sessions

Theme	Summary of Comments
Non-Profit Housing/Service Providers and Community Groups	
<i>General</i>	In general, non-profit groups and housing providers showed interest in the City's approach to creating LEMR units and willingness to promote partnerships. However, the non-profit providers suggested that the rental rates of the LEMR units are often higher than their client groups can afford (e.g. lower-income households, individuals/households on income assistance).
<i>Municipal support for non-profits</i>	Non-profit organizations felt that the City could support non-profits by identifying: <ul style="list-style-type: none"> • Developing a list of pre-qualified organizations to partner with the private sector when a development project has the potential to create more than 10 LEMR units, and creating categories within pre-qualified lists in order to allow diverse non-profits/housing providers to access new units; • Engaging non-profits earlier in the development process (e.g. pre-application/rezoning) to facilitate partnerships with the private sector, and have input into the design of the units, which could better serve clients' needs, such as individuals living with a disability or low-income family households; • The non-profit partner could decide whether they require clustered LEMR units for management efficiencies, or if they prefer LEMR units to be dispersed throughout a development; • Non-profits could bring their strengths in structuring Housing Agreements to be more flexible to clients' needs, such as differing income levels and allowing higher rents to more deeply subsidize lower rents to ensure project viability, as well as securing access to amenities.

Theme	Summary of Comments
Development Community (Urban Development Institute (UDI) & larger-scale developers)	
<i>General</i>	It was expressed during the workshop that the proposed changes to the low-end market rental policy would significantly burden developers and negatively impact project viability. Further, developers perceive that the costs of providing affordable housing are primarily borne by developers and the burden is not equally shared by the taxpayers.
<i>Increasing the requirements for Low-end Market Rental (LEMR) Units</i>	As a whole, it was stated that increases to the affordable housing unit percentage contribution would make acquiring construction financing and ongoing operating revenue difficult to achieve. The developers stated that reducing the threshold to require affordable housing units in projects with as few as 60 units may not have the scale or scope to provide LEMR units, as securing 1 or 2 units in a development would be challenging to manage or operate. With regards to an increase of floor area dedicated to LEMR units from 5% to 10% or greater, developers stated that costs would be greater for those who are not eligible for those units. More specifically, the remaining 90% (or less) of floor area that would not be required as LEMR units must account for the resulting loss of profit ((e.g. the additional costs may be passed onto the homebuyers). UDI and the larger scale developers stated that the increase in affordable housing requirements should be looked at holistically as other costs are increasing, such as development cost charge (DCC) rates, requiring Electric Vehicle (EV) charging stations, and the introduction of the Step Code energy efficiency requirements.
<i>Management of Low-end Market Rental (LEMR) units</i>	The participants stated that the management of small numbers (e.g. 2-3) LEMR units is very challenging as developers may not have management capacity internally and hiring a reputable property manager would be difficult because of the reduced scale (e.g. too few units to attract property management). Developers stated it is also difficult to partner with a non-profit or housing provider to manage less than 20 units and when they are not clustered together.
<i>Use of Incentive</i>	The development industry highlighted the need for more incentives provided by the City, however it was noted that the commonly recommended incentive of a density bonus is limited in Richmond due to height restrictions and floodplain constraints (which impact parking). Other requirements such as commercial street frontages in the City Centre and their associated density bonuses also conflict with further density bonus incentives. The use of parking relaxations as an incentive was stated as limited to the City Centre area and along Frequent Transit Networks, but otherwise has little utility. The developers also noted that waiving or reducing development cost charges for LEMR units to save on overall project costs could be an incentive.

Theme	Summary of Comments
Development Community (Richmond Homebuilders Group, Greater Vancouver Home Builders' Association, smaller-scale developers)	
<i>General</i>	Participants primarily expressed the importance of consistency in the development process when increasing requirements for affordable housing in the future. Participants also expressed that the development sector is currently facing various pressures, such as long wait times for permit approval and the increase of other fees & charges.
<i>Increasing cash-in-lieu payments:</i>	<p>Participants suggested that staff look at costs associated with development holistically such as consideration of Richmond development cost charge increases, Metro Vancouver sewerage development cost charges, a new TransLink levy, and the introduction of Step Code energy efficiency requirements. This should be considered in conjunction with any changes to the Affordable Housing Strategy.</p> <ul style="list-style-type: none"> • Participants asked staff to undertake another economic analysis once the TransLink/Step Code costs are known. • Concerns were expressed regarding the proposed sudden jump in cash-in-lieu contributions from \$2-4 per square foot for single-family housing and from \$4-8.50 for townhouse development when previous increases in the rates were more gradual.
<i>Increasing Low-end Market Rental (LEMR) Requirements:</i>	Participants stated that they did not have much experience in developing and managing LEMR units because they typically build less than 60-unit housing projects, however it was noted that reductions or waivers in development cost charges for developments that provide LEMR units should be considered.

Stakeholder Recommendations and Staff Responses

Non-Profit Housing/Service Providers and Community Groups

Stakeholder Recommendation	Staff Response
Property tax reductions/exemptions and development cost charge reductions/waivers are very helpful to reduce costs for LEMR units managed by non-profits, and these savings can be passed onto clients.	<ul style="list-style-type: none"> • There is a recommendation to consider providing a development cost charge waiver on LEMR units when operated/owned by a non-profit housing provider, or for non-market units that are non-profit driven with the intention to provide 100% rental housing subject to a review of implications to the City's tax increase and development of an implementation framework. • Another recommended action is to undertake a review and best practice analysis of property tax exemptions for non-market housing owned and managed by non-profit housing providers
Involve non-profit housing providers earlier in the development process for the potential management and ownership of LEMR units	<ul style="list-style-type: none"> • One of the recommendations as part of the LEMR policy is to involve non-profits early in the development process, as well as developing a shortlist of pre-qualified non-profit housing operators to share information regarding LEMR ownership and management opportunities
Non-profit organizations support a draft Market Rental Policy to create more rental housing supply	<ul style="list-style-type: none"> • City staff are working on a draft Market Rental Policy, which will go out for consultation. Non-profit organizations will be consulted.
Create a policy framework to apply to faith-based and/or non-profit organizations who wish to redevelop their lands for social purpose goals	<ul style="list-style-type: none"> • There are two long-term policies that apply to this initiative: non-profit housing development and co-location of non-market housing and community assets. Staff will work closely with community stakeholders to develop policy frameworks.
Understanding social infrastructure needs to support housing objectives	<ul style="list-style-type: none"> • Staff will take this feedback into consideration in the development of the medium and long-term policy actions.
Recognize socially conscious developers who have done work to support different segments of society (e.g. individuals living with a disability, seniors, low-income families)	<ul style="list-style-type: none"> • Staff will take this feedback into consideration.

Development Community (UDI & larger-scale developers)

Stakeholder Recommendation	Staff Response
Create more flexibility in clustering or dispersing LEMR units in order to attract non-profit housing provider to own and/or manage	<ul style="list-style-type: none"> There is a recommendation to allow for the flexibility of clustering of LEMR units, or dispersing throughout the development.
Do not further reduce the built threshold for LEMR units to 30 or 40 units	<ul style="list-style-type: none"> Staff undertook additional economic analysis to assess the economic feasibility of decreasing the threshold and the recommendation to decrease the threshold to 60 units due to management and operation challenges associated with smaller numbers of units.
Allow developers more flexibility in providing cash payments rather than built units to support purpose-built affordable housing projects as designated by the city	<ul style="list-style-type: none"> This provision is identified in the Affordable Housing Special Development Circumstance policy, but any purpose-built affordable housing project and designated cash contributions are at the discretion of Council.
Ability for the developers to pool LEMR requirements with other developers to utilize on a specific site (e.g. taking the requirements from a number of different projects and pooling together on one site to reach a certain threshold to attract an operator/housing provider)	<ul style="list-style-type: none"> Staff will take this feedback into consideration and assess the merits when re-evaluating the policy in two years' time.
Create a phased approach where increased Affordable Housing Strategy requirements are applied only to transit-oriented areas which can take greater advantage of municipal incentives	<ul style="list-style-type: none"> The current recommendation is to increase the built requirement to 10% will be applied across the city, as there is a desire to see affordable housing units across Richmond. There is a recommended action to revisit parking requirements for LEMR units along the Frequent Transit Network in the future
Create relaxations on building form such as larger floor plates for towers, and reduction of distance between towers	<ul style="list-style-type: none"> Staff will take this feedback into consideration.
Increased flexibility around the minimum unit size requirements	<ul style="list-style-type: none"> There is a recommendation to change unit size "requirements" to "targets" in order to create more flexibility in unit/floor plans, while ensuring that the units are comparable to market units in the same building/development.
Remove or reduce requirements for commercial street frontages in the City Centre in order to fully utilize density bonuses for affordable housing	<ul style="list-style-type: none"> Staff will take this feedback into consideration.
The City should be willing to offer City-owned sites to create purpose-built affordable housing projects such as the Kiwanis Towers or Storeys	<ul style="list-style-type: none"> There is a recommendation to take into account the affordable housing land acquisition needs during annual reviews of the City's Strategic Real

Stakeholder Recommendation	Staff Response
development	Estate Investment Plan, and the continued use of City-owned land for affordable housing.
The City should provide development cost charge waivers for all built affordable housing units	<ul style="list-style-type: none"> There is a recommendation to consider providing a development cost charge waiver on LEMR units when operated/owned by a non-profit housing provider subject to a review of implications to the City's tax increase and development of an implementation framework.

Development Community (Richmond Home Builders Group, Greater Vancouver Home Builders' Association & smaller-scale developers)

Stakeholder Recommendation	Staff Response
A phasing period for cash-in-lieu contribution rate increases is preferred, rather than an immediate increase	<ul style="list-style-type: none"> The recommended increases to the cash-in-lieu contribution rates equate to the current 5% built LEMR contribution without a phased increase, which creates a greater equality between the value of the built unit contribution and the cash-in-lieu contribution. As the built unit contribution is recommended to increase, staff continue to recommend an immediate increase to the cash-in-lieu contributions.
Developments that are currently being processed by the City should be exempt from increased cash-in-lieu rate increases	<ul style="list-style-type: none"> There is a recommendation that in-stream applications should be grandfathered under existing Affordable Housing Strategy requirements, provided that the application is presented to Council within one (1) year of the effective date of the revised LEMR policy and cash-in-lieu contribution rates.
Developments with LEMR or market rental units should be prioritized by the City and gaining approval should be fast tracked	<ul style="list-style-type: none"> Staff currently prioritize applications with LEMR contributions, and will consider this feedback when developing the draft Market Rental Policy
If townhouses require LEMR units, then there should be flexibility to permit clustered units on a portion of the site	<ul style="list-style-type: none"> The current recommendation to continue to secure cash-in lieu contributions for townhouse developments (unless secured through the Arterial Road Policy) to meet the City's annual \$1.5M contribution target for the Affordable Housing Reserve Fund
The City should consider adding more diverse housing forms in established neighbourhoods rather than only single-detached housing	<ul style="list-style-type: none"> Staff will take this feedback into consideration.



Page 1 of	Adopted by Council: Amended by Council:	Policy XXXX
File Ref:	Low End Market Rental Housing Built Unit Contribution Policy	

I. Purpose:

To help ensure that there is an appropriate mix of safe, secure and affordable housing options in Richmond to meet the needs of a diverse community, including households of all incomes, abilities and family compositions.

II. City Wide Policy

It is the policy of Council that:

1. The City of Richmond acknowledges that access to safe, secure and affordable housing is essential for building strong and healthy communities.
2. Increasing the supply of affordable rental housing will help address the housing needs of Richmond's priority groups including:
 - a. Families including lone parent families;
 - b. Low and moderate income earners such as seniors, families, singles, couples and students;
 - c. Persons with disabilities;
 - d. Seniors; and
 - e. Vulnerable populations (e.g. households on fixed incomes, persons experiencing homelessness, women and children experiencing family violence, persons with mental health and addictions issues, and Aboriginal populations).
3. To ensure the construction of low-end market rental units, a density bonus is offered at time of rezoning for multi-family and mixed use developments containing more than 60 residential units in exchange for at least 10% of total residential floor area to be constructed as low-end market rental units. The units will be secured in perpetuity through a Housing Agreement between the developer and the City, which will be registered on the title of the subject property.
4. The City encourages and will facilitate non-profit management and potential ownership of low-end market rental units secured in market developments. Developers are encouraged to partner with a non-profit housing provider to manage the low-end market rental units prior to or at the beginning of rezoning to ensure that the design and any programming/amenity space meet the needs of one of Richmond's priority groups in need.
5. The type and location of proposed low-end market rental units will be determined in consultation with the City's Affordable Housing staff.



Page 2 of	Adopted by Council: Amended by Council:	Policy XXXX
File Ref:	Low End Market Rental Housing Built Unit Contribution Policy	

6. Total annual household income thresholds for low-end market rental units will be calculated based on 10% below BC Housing's Housing Income Limits. The total annual household income thresholds will be reviewed on a bi-annual basis.
7. Maximum monthly rents for low-end market rental units will be calculated based on 10% below the Canada Mortgage and Housing Corporation's annual average market rents. Maximum monthly rents may be increased by the Consumer Price Index (CPI) annually. The maximum monthly rents will be reviewed on a bi-annual basis.
8. Minimum unit sizes targets for low-end market rental units are established as follows:

Unit Type	LEMR Minimum Unit Size Target
Bachelor/Studio	37m ² (400 ft ²)
1 Bedroom	51m ² (535 ft ²)
2 Bedroom	69m ² (741 ft ²)
3+ Bedroom	91m ² (980 ft ²)

The minimum unit sizes will not be smaller than the average size of comparable market units in the same development. Permitted sizes of the LEMR units will be confirmed by Affordable Housing staff.

9. The City will allow for flexibility for clustering of LEMR units throughout developments if the developer secures a non-profit housing provider to own and/or manage the units.
10. Where appropriate, the City will explore ways that funding for affordable housing from senior levels of government will be directed towards lowering rents of low-end market rental units or the creation of additional low-end market rental units above the 10% requirement.
11. Council shall take the following actions over the long term:
 - a. Review the low-end market rental policy biannually, including the built contribution as a percentage (%) of residential floor area, minimum unit size targets, total household income thresholds and maximum monthly rents.



Page 1 of	Adopted by Council: Amended by Council:	Policy XXXX
File Ref:	Affordable Housing Cash-in Lieu Contribution Rates	

I. Purpose:

To help ensure that there is an appropriate mix of safe, secure and affordable housing options in Richmond to meet the needs of a diverse community, including households of all incomes, abilities and family compositions.

II. City Wide Policy

It is the policy of Council that:

1. The City of Richmond acknowledges that access to safe, secure and affordable housing is essential for building strong and healthy communities.
2. Increasing the supply of affordable rental housing will help address the housing needs of Richmond's priority groups including:
 - a. Families including lone parent families;
 - b. Low and moderate income earners such as seniors, families, singles, couples and students;
 - c. Persons with disabilities;
 - d. Seniors; and
 - e. Vulnerable populations (e.g. households on fixed incomes, persons experiencing homelessness, women and children experiencing family violence, persons with mental health and addictions issues, and Aboriginal populations).
2. The Affordable Housing Reserve Fund continue to be sustained and used first and foremost to support the development of non-market rental housing and potential partnerships with senior governments, the private and non-profit sectors to address the priority groups in need.
3. In exchange for a density bonus, cash-in lieu contributions to the Affordable Housing Reserve Fund are accepted for rezoning applications involving all townhouse developments and apartment and mixed-use developments with less than 60 units.
4. All new single-detached lots being rezoned will include (a) secondary suites on 100% of new lots created, (b) suites on 50% of new lots and cash-in lieu contribution on the remaining 50% of lots or (c) a cash-in lieu contribution on 100% of new lots created in cases where the lots that cannot accommodate the provision of built secondary suites.



Page 2 of	Adopted by Council: Amended by Council:	Policy XXXX
File Ref:	Affordable Housing Cash-in Lieu Contribution Rates	

5. Cash-in lieu contributions to the Affordable Housing Reserve Fund are established as per the following table reflecting rates:

Housing Type	Cash in Lieu Contribution Rates
Single Family	\$4 / ft ²
Townhouse	\$8.50/ ft ²
Multi-Family Apartments	\$14/ ft ² (concrete construction) \$10/ ft ² (wood frame construction)

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June 30, 2017

Community Social Development Department
 City of Richmond
 6911 No. 3 Road, Richmond, BC, V6Y 2C1

Attn: Joyce Rautenberg - Affordable Housing Coordinator
Monica Bennington - Affordable Housing Planner

Re: Affordable Housing Analysis – Summary Memo

Overview of the methodology

We assessed the issue of adding affordable housing from the perspective of new development and the change in land value associated with increasing density. The analysis was industry standard and mirrors the co-consultants work (GP Rollo) except that we adjusted the land value down in order to reflect the increased cost of the LEMR requirement. As expected, land values are currently so high and development is so profitable there is potential for increasing the required Low-end Market Rental (LEMR) units. Our method was a standard land residual model however we adjusted the land value to pay for all extractions and amenities required by the city. Therefore, affordable housing contributions should be considered in relation to other community amenity contributions, as all contributions depend on the land value created by new development.

Overview of increase in built LEMR contribution (10%)

Based on the strong real estate market, LEMR contributions can be increased to 10%. Our land value residual analysis uses all market costs and revenues and some inputs from the GP Rollo model with a flexible land value. In our model, land value equates to "market value minus city extractions," and thus demonstrates the financial resources created by the higher value of the rezoning, that could accommodate a 10% LEMR. The new LEMR contribution requirement should be phased in one (1) year to allow the market to adjust. Once the requirement is increased to 10%, there is the potential to increase the LEMR further to a maximum of 15%. The higher LEMR requirement is particularly suitable for larger scale projects, which receive a large financial benefit from rezoning. Again, the real estate market needs time to adjust and these changes have to be introduced in phases, over several years. There could be a significant market slowdown in development if a 15% contribution rate was introduced immediately. Despite this, it is important that the City keep increasing the built LEMR requirement until the extraction equals what the market is willing to pay.

Overview of not reducing the built threshold below 60 units

Most project, particular townhouse developments, have less than 60 units. If LEMR units were required of these smaller-scale projects, the number of units secured would be too small to operate effectively. Due to size inefficiencies, it is strongly recommended to continue to accept cash contributions instead of built LEMR contributions in townhouse developments and any multi-residential developments less than 60 units. The cash contributions from townhouse developments remain a consistent source of revenue to the Affordable Housing Reserve Fund.

Thank you,
Sincerely,



Richard Wozny, Principal
Site Economics Ltd.



June 30, 2017

Joyce Rautenberg
Affordable Housing Coordinator
City of Richmond – Community Social Development Department
6911 No. 3 Road
Richmond, BC V6Y 2C1

Re: City of Richmond Economic Analysis of LEMR Policy: Increasing Built Units & Forecasting

G. P. Rollo & Associates (GPRA) has been retained by the City of Richmond to provide consulting services regarding an economic analysis of the density bonusing, inclusionary zoning, and associated developer contribution rates in the City of Richmond. The purpose of the analysis is to test the implications of increases in requirements from developers for built Low End Market Rental (LEMR) units or for Cash-in lieu (CIL) payments and development viability.

Economic Analysis

GPRA utilizes proforma analysis to determine the supported land value for potential developments and then compares that to market value in order to determine if the change in zoning carries with it an increase in value. The following outlines steps undertaken in creating the analysis.

Market Review

GPRA began by conducting a review of the current market for residential in the City of Richmond, looking at current trends, completed sales on new projects, and resales on newer developments in order to get a sense of pricing and demand in the City. GPRA has the following observations:

- 2016 saw the highest prices the City has ever achieved for all housing types. The City continued to grow in spite of downward trends in many other areas of Metro Vancouver.
- In turn, land values rose to the highest values as well across all zoned properties throughout most of the City.
 - Land values outside of Hamilton ranged between \$7 million to \$10 million an acre for single family zoned land (\$5.7 million to \$6.5 million per acre in

- Hamilton), with Steveston and the west side of the City seeing values skewed to the higher end of this range than the rest of the City.
- Industrial property in the City Centre is valued between \$9.5 and \$10 million per acre.
 - Commercial zoned property in the City Centre is valued anywhere between \$11 million and \$16 million per acre, with commercial properties around Bridgeport being somewhat lower at \$7 million to \$8.7 million per acre.
 - BC Assessment has increased property values for the City in general for the 2017 roll, some by as much as 40% or more compared to 2016 values.
 - There are signs that the market is slowing with reduced sales across all housing types in recent months in year over year trends. This may be due a confluence of circumstances, including the Province's recent 15% tax on foreign buyers, the Federal Government's tightening of lending rules, and the relative attractiveness of other markets in consideration of higher price points in the Lower Mainland than elsewhere.
 - This is all to say that this analysis is using high sales prices for residential buildings, which may not hold, and even higher land values (using assessed values), which are already showing signs of weakening in recent sales transactions.
 - The result is an analysis with a high degree of variability that could see significant swings up or down depending on a variety of factors.

Financial Analysis

GPRA typically prepares analyses using a standard developer proforma wherein estimates of revenues and costs are inputs and the remaining variable is the desired output. In typical proformas this output is usually profit, following a revenues minus costs equals profit formula. For a residual land valuation, however, an assumption on developer's return needs to be included in order to leave the land value as the variable to solve for. For these analyses GPRA determines the residual value based on the developer achieving an acceptable profit of 15% on total project costs, calculated as a representative portion of overall project costs for the proposed development¹.

The residual values are the maximum supported land value a developer could pay for the site (under the density and conditions tested) while achieving an acceptable return for their project. This means that a developer could pay the indicated value for the land, develop and sell the finished product and achieve a profit of 15% upon completion. If by chance the land were bought for less than the indicated value, this would result in an increased profit for the developer and conversely if bought for more than the value indicated there would be less profit for the developer.

¹ 15% profit on project cost is used as an industry minimum standard developers need in order to consider a project viable and to secure financing through a lender.

GPRA often looks to BC Assessment data to get a sense of the value per acre for existing land uses in the analysis. For others GPRA creates a proforma analysis for the base density as well as for the higher density.

The residual land value determined from this analysis is then compared to the value of the site under the current zoning to establish an increase in value that arises from the change in density or use. This increase in value is the total potential monies that are available for public amenities or other public works not considered as part of the analysis. GPRA will make allowances for streetscape and public realm improvements that would typically be incurred through development in the analysis, although certain rezonings may require significantly more in the way of improvements costs than have been anticipated in our analyses.

GPRA determines strata revenues used in the analyses from a review of recent sales and offerings for sale of recently developed single family dwellings, townhouses, and apartments of wood frame construction within the City, with a focus on projects that were deemed comparable to the case studies. Costs were derived from sources deemed reliable, including information readily available from quantity surveyors on average hard construction costs in the area. Development or soft costs have been drawn from industry standards, and from the Municipal sources. All other assumptions are derived from a review of the market and from other sources deemed reliable by GPRA.

Results from Economic Analysis

GPRA's analysis in early 2017 suggested that if properties have to be acquired at the higher end of current estimate land values there would likely be little to no increase in value from rezoning, with even a potential loss in value in some cases. Properties that required the lower end of what we construed as market value could generate significant value to be shared with the City in the form of a Community Amenity Contribution (CAC).

In keeping with previous methodology employed by GPRA in analysis for the City we have looked at a 50% share of the increase in value and in order to make flat rates applicable City-wide we have tried to focus on the lower end of the increased values for each housing type (single family, townhouse, low rise and high rise apartments). Focusing on the lower end of values is intended to ensure that the CAC is not punitive to developers who might not acquire land at the lowest values indicated by our research and to allow for unforeseen costs or requirements of development not considered in our analysis. It would also allow room for the City to seek other CACs from development beyond the contribution to Affordable Housing.

Our conclusion was that given some uncertainty over the market value for land and the wide spread of values (from negative in some cases to very high values in others) GPRA did not

recommend significant increases to the Affordable Housing Rates at this time. This recommendation was also made in consideration of an anticipated increase in DCCs in 2017 which we included in our analysis. Rather, GPRA recommended a modest increase at present with a review to be conducted in 2018 after the market has settled.

Economic Impacts to a Developer from Increasing the Built LEMR Unit Requirement

GPRA conducted sensitivity analysis on the proforma analysis to demonstrate the impacts of requiring a greater percentage of the Gross Buildable Area (GBA) to be built LEMR. In all analyses wherein the built unit percentage required was increased from 5% to 10% the developer saw a significant drop in profit below 15% on the project. Developers generally require something close to the standard 15% profit on project cost to obtain financing. They are expected to demonstrate that their project has a cushion against changing economic conditions; otherwise the banks will view the projects as too risky to extend them financing.

However, there remains the potential to increase the built unit percentage by using a graduated approach to increasing the percentage. In this scenario developers and land vendors would be introduced to the increase and have time to adjust purchase price for land if all parties are amenable. Typically, one would allow all in-stream applications at the time of adoption to use the existing percentage and perhaps even extend a grace period for a few months beyond this date. After this point the City could look at easing the transition further by allowing all new applications after a certain point to use a rate between the current rate and the new rate adopted for a set period of time prior to the final rate being implemented.

If the City does move toward the 10% requirement GPRA has looked at the conditions required to make this work:

- Low Rise @ 1.7 FAR supports value of \$7.1 million per acre, basically the bottom end of land value in the City today
- High Rise @ 2.0 FAR supports a value of just roughly \$6.4 million per acre, less than the value of land in City Centre
- High Rise @ 3.0 FAR supports a value of just under \$10 million per acre, less than the value of land in core of City Centre

It must be noted that while there may be the potential to increase the rates to the 15% built requirement desired by the City it is entirely possible that this could not be accepted by the development community and land vendors and that development applications could slow considerably for a period of time rather than resulting in a rapid decrease in market value for land.

Built Unit Thresholds

GPRA has also looked at the impact from reducing the unit threshold requiring built LEMR from 80+ units to 60+ and 30+ units. Similar to the analysis described above, any sort of increase in the ratio of LEMR units to market strata will hypothetically have a negative impact on the economic performance of the project.


Furthermore, a reduction in the unit threshold would require an increase in the percentage of the GBA required as LEMR in order to meet the 4 units of LEMR deemed as the minimum to be manageable by a housing provider² (a 70 unit threshold would require at least 6% of GBA to have 4 units and a 60 unit threshold would require at least 7% of GBA). This would in turn erode developer profits even further.

However, in practice this is unlikely to do much other than eliminate any potential monies from apartment projects for the CIL and ensure that they are all providing built LEMR. The City generally receives very few applications for apartment building development less than 80 units, and nothing in recent memory below 70 units.

Conversely, the City does not generally receive townhouse applications for projects greater than 25 units, which would also keep this built form contributing CIL as it currently does. Any attempt to try to secure built LEMR units in such a small development would result in isolated pockets of 1-2 units in a development that may be difficult to manage for a non-profit. Furthermore, the City receives the majority of its cash contributions to the Affordable Housing Reserve Fund through townhouse development, and these monies allow the City to have flexibility in pursuing partnership opportunities in the City to develop large non-market housing projects.

Please review our findings and let us know if there are any points requiring clarification.

Yours truly,



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² It is GPRA's understanding that non-profit housing providers have a preference for a minimum of 5 units in a building in order to achieve management efficiencies and not drain what thin resources they have even further.



KSA Submission on Affordable Housing

As a body representing 20,000 students at Kwantlen Polytechnic University KPU, the largest post-secondary campus in the City of Richmond, the Kwantlen Student Association (KSA) is glad to see the acknowledgement of students as a population that faces barriers in accessing housing. Students often occupy housing on the lower cost end of the rental spectrum, and the amount of low-spectrum housing is slowly shrinking. Students are especially susceptible to insecure and inadequate housing, facing poor conditions, size, and high costs. The focus that the City has taken on rental housing as opposed to home ownership is particularly reassuring, and other existing policies of the City of Richmond such as the rent bank, and support for family friendly affordable housing units, are also necessary to support students. We commend the City of Richmond on the work that they have done in proposing solutions to the housing crisis that addresses barriers faced by the most vulnerable populations.

Students face a variety of challenges in accessing affordable housing. One issue arises from the timing of the academic year and the need to plan for housing around four month semesters when many leases are negotiated for a year. Students may have to move before the term of a year-long lease is up, adding an additional barrier to securing affordable housing. Specifying whether affordable housing initiatives implemented by the city will accommodate the shorter term timelines faced by students would help address this issue. Short term or temporary housing must also be included in the affordable housing strategy.

One way to do this is by supporting the development of housing explicitly targeted at students. As laid out in the "City of Richmond Draft Policy Options Report: Affordable Housing Strategy Update" this could be done through partnerships with both non-profit organizations, including student societies and post-secondary institutions, and the private sector. Supporting the development of both on and off-campus student housing near the KPU Richmond campus would result in affordable housing that targets a group identified by the report as vulnerable and facing barriers to access. This housing would be near rapid transit (the Canada line) and could be a cluster under the Affordable Housing Special Circumstance Policy. The development of on or off-campus student housing could create stable housing for up to 10% of KPU Richmond's students. These students would be removed from the more traditional rental market, opening up space for other lower-income renters.

While on-campus housing is not currently possible under the provincial government's restriction on post-secondary borrowing, the City of Richmond could support our initiative to lobby the provincial government to lessen restrictions on public entity debt. With this restriction removed post-secondary institutions can borrow to build on-campus housing, which in the long run is fully serviced by students, towards building student housing, as laid out in the Alliance of BC Student's (ABCS) White Paper on Housing attached to this submission.

The ABCS is an organization formed as a joint initiative by several student associations across the province including the KSA. The ABCS works to represent students at a provincial level, by lobbying the government for initiatives such as needs based student grants, lower student loan interest rates, and student housing.



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The ABCS has proposed that the provincial government, in addition to relaxing debt restrictions, invest \$180 million per year for 10 years for a total \$1.8 billion for student housing. This will produce 21,300 units of student housing, 4,200 being in the lower mainland.

While on-campus housing is currently prevented by restrictions on post-secondary borrowing, off-campus student housing could be pursued in collaboration with the private sector immediately. There is undoubtedly demand for student housing in Richmond; KPU has already looked into potential opportunities for student housing. Richmond is also home to the Richmond campus of Trinity Western University as well as ten other private colleges resulting in a large population of students across the city. Working with the private sector to ensure that there is adequate housing for students would meet several goals laid out in the report, including creating targeted housing initiatives for particular populations, potentially looking at micro-units, and concentrating developments near rapid transit lines.

In line with the goal of increasing the amount of housing available to students, the KSA is also in support of increasing the development of Low-End Market Rental (LEMR) housing being built across Richmond. Rental growth in the Lower Mainland is seen as primarily existing within the City of Vancouver. Areas such as Richmond, Surrey, Langley and Delta, have only seen roughly one quarter of the Lower Mainland's completed rental projects within the past five years. This equates to approximately 900 units per year in a region adding roughly 13,300 persons each and every year. The proposal to lower the unit threshold from 80 to 60 will help to create affordable rental housing, however lowering the threshold to 40 units would be even more effective at achieving this goal. Requiring that 5% of the units in a 40 unit development be affordable LEMR units would only result in two of these units being built, and would not place an undue burden on developers. This would also allow for more affordable housing in various types of developments, opening up different areas of the city to affordable housing.

Taking these steps to work towards short-term and temporary affordable housing solutions, on-campus housing by working with the Provincial government to remove barriers, off-campus student housing through working with the private sector, and a lower unit threshold for new developments, the City of Richmond will help alleviate the current rental crisis not just for students, but for all Richmond residents.



— WHERE'S THE —
HOUSING?
student housing houses everyone

**ONE THIN STRIP OF RED TAPE IS THE ONLY THING
STOPPING UNIVERSITIES FROM BEING ABLE TO
SOLVE THE STUDENT HOUSING CRISIS**



FOREWORD

For students, the benefits of on-campus housing are obvious. We understand the value of being close to our studies, in the heart of academic life. We see that residence students form the backbone of campus clubs and campus life. We know the financial benefit, and housing security, that on-campus housing provides, away from the worries of rising rents and questionable housing quality. We know all of that, and that is why the Alliance of British Columbia Students have long advocated for more on-campus housing.

What we now realize are the benefits to everyone that on-campus housing can provide. We know that as students, we often occupy the low end of the rental spectrum; what we might not realize is who we may be squeezing out of the market altogether.

Getting students on campus and out of the rental market helps everyone, including the single parent struggling to find housing, the minimum wage worker who can't find rental they can afford, and those who are currently in housing, but spending more than 50% of their income on rent.

Our proposal could go a long way to helping BC's rental market come back to a normal level, and at very little cost to the government. It's time to help students, improve the quality of education, and help alleviate the housing crisis that is hurting everyone.



Alex McGowan

Chair

ALLIANCE OF BRITISH COLUMBIA STUDENTS

ACKNOWLEDGEMENTS

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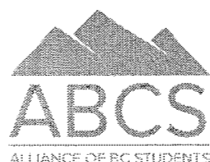
Blake Edwards, UBC Student Union of the Okanagan

Natasha Lopes, Kwantlen Student Association

Michelle Gervais, Capilano Students' Union

Nicholas McGregor, UBC Graduate Student Society

Harsimran Malhi, Langara Students' Union



EXECUTIVE SUMMARY

All of the major metropolitan areas in British Columbia are facing housing crises. Vacancy rates have stayed well below what could be considered a healthy rate for several years and renters are constantly struggling. Over the past ten years, very few new residence spaces have opened in British Columbia, while the number of full time students grew and international students nearly doubled. The result has been ever growing wait lists at the Universities with residence, while the Special Purpose Teaching Universities, so named when they were elevated to University status in 2008, mostly continue to have no, or very little, residence space.

With no new residence housing, the increasing numbers of students are left to struggle in an increasingly difficult rental market. Municipalities are grappling with the difficulties of encouraging the development of new rental units, just to keep up with demand let alone improve the situation.

When Universities take on debt to build student housing, that debt is fully serviced by the students that live in the residence. The risk on that debt is essentially nil, as student demand for on campus housing is considerable. BC Universities have fallen far behind their Alberta counterparts in on campus residence spaces.

The only thing holding back the post-secondary institutions in British Columbia from building out extensive on campus housing development is a provincial restriction on public entity debt. Without that restriction, post-secondary institutions would be building housing and pulling post-secondary students out of the rental market and onto campus, opening up those rental spaces to the rest of the population.

Based on research compiled by the Alliance of British Columbia Students in this document, it is reasonable to believe that should the government relax the restriction on debt for university residences, the business case exists for that to unlock over 20,000 new residence spaces in British Columbia. Within those 20,000 would be 13,500 new residence units in Metro Vancouver alone.

Due to the crisis level that the housing market has reached, in order to accelerate the development of on-campus housing, the provincial government could fund the initial costs of development, covering 10% of the costs of new housing.

FOR \$18 MILLION A YEAR, OVER TEN YEARS,
THE BC GOVERNMENT COULD UNLOCK
\$1.8 BILLION IN HOUSING

21,300 NEW RESIDENCE SPACES IN BC

13,500 IN THE LOWER MAINLAND

4,200 IN GREATER VICTORIA

2,500 IN KELOWNA

450 IN THE FRASER VALLEY

RECOMMENDATIONS:

The Alliance of BC Students is recommending that the provincial government enable post-secondary institutions to take on debt to build student housing.

The ABCS further recommends that the BC Government fund 10% of the costs of student housing in order to accelerate the process to help alleviate the housing market crunch.



BRITISH COLUMBIA'S HOUSING PROBLEM

What could once be described as a 'Metro Vancouver problem' is now a major issue in most of the Province's metropolitan areas. Figure 1 shows that over the past four years, vacancy rates have plummeted in BC's cities. Compounded with that, prices have been rising steadily. Many factors contribute to the rental shortfall, including a failure to incentivize the building of supply over a prolonged period, and recent moves have begun to improve the rental stock, but the trends are not promising a return to a healthy vacancy rate.

With historic lows in vacancy rates and growing demand for existing rental, it is unlikely that the growth in rental in the region will be able to keep up with demand, let alone return to a healthy vacancy rate of 2-3%, generally agreed to be the rate of a healthy market.¹

Additionally, growth in rental stock is uneven across metropolitan areas. In Metro Vancouver, nearly half of all rental growth is clustered in the City of Vancouver, primarily benefiting the rental market for students of Langara, VCC and UBC. Meanwhile students at Kwantlen, in Richmond, Surrey, White Rock, Delta, Langley Township and Langley City are seeing only a quarter of the purpose built rental completions over the past five years, amounting to an average of 900 new rental units per year for a region that is adding over 13,000 people per year.²

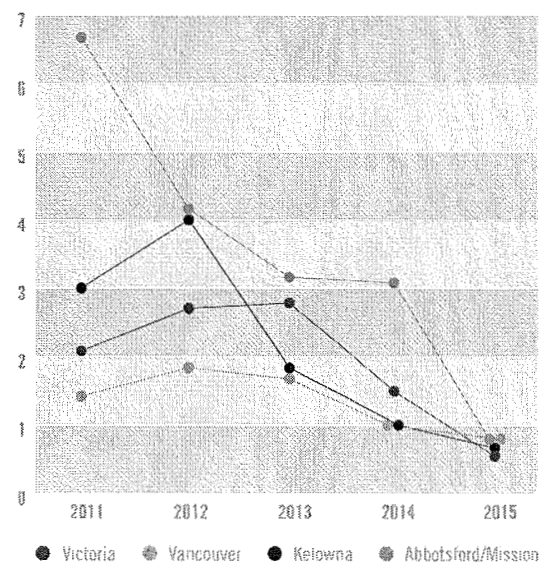
What rental stock does exist is seeing rapid reductions in the stock of affordable rental. In 2007, there were 33,831 apartments in Metro Vancouver renting for less than \$750 per month; as of 2011, the most recent year where data is available, that supply had dwindled to 21,143. Of the stock of renter-occupied households, 72% were built prior to 1991, leaving the region with a high percentage of housing for renters that is in varying degrees of end of life.³

In Metro Vancouver, over 30% of renters are inadequately housed⁴ due to the condition of the unit, size or cost. In terms of costs, 34,065 rental households are classified as in core housing need and spending at least half of their household income on rent. Whether these are students or not is immaterial if students are part of what is creating a scarcity of rental units on the market, allowing prices to accelerate. Of these 34,065 households considered to be at economic risk of homelessness, one third are single parent families, likely competing against students for scarce rental space; removing students from that market will decrease the risk of homelessness among those in core housing need.

For university students, the housing situation is bleak. The number of rental units most students can afford is dwindling rapidly, resulting in a scramble for an insufficient amount of housing. Those students not fortunate enough to find lower cost housing experience stretched budgets, substantially lower quality housing and longer distance commutes. For many students, living with parents is simply not an option, and they must contend with a housing market that is starkly difficult for them.

VACANCY RATES (%)

FIGURE 1



¹ Metro Vancouver. "Housing Data Book." March 2016. pg. 46

² Metro Vancouver. pg. 32

³ Metro Vancouver. pg. 90

⁴ Metro Vancouver. pg. 53



PSI'S WITH RESIDENCE HOUSING

There are eight post-secondary institutions with residence housing in British Columbia, noted in figure 2. These range from 2% of the full time equivalent (FTE) students enrolled being housed on campus at BCIT, to UBC, where fully 28% of their FTE's are living on campus, in University managed student housing.

UBC and SFU have completed extensive reports on housing demand, each outlining an expected demand well above what they currently house. SFU has struggled to finance residence housing expansion, having already identified locations and building sizes.⁵ UBC, with its much larger endowment and significantly greater financial levers, have been able to continuously finance housing expansion and now has set a target of 45% of its full time students living on campus.

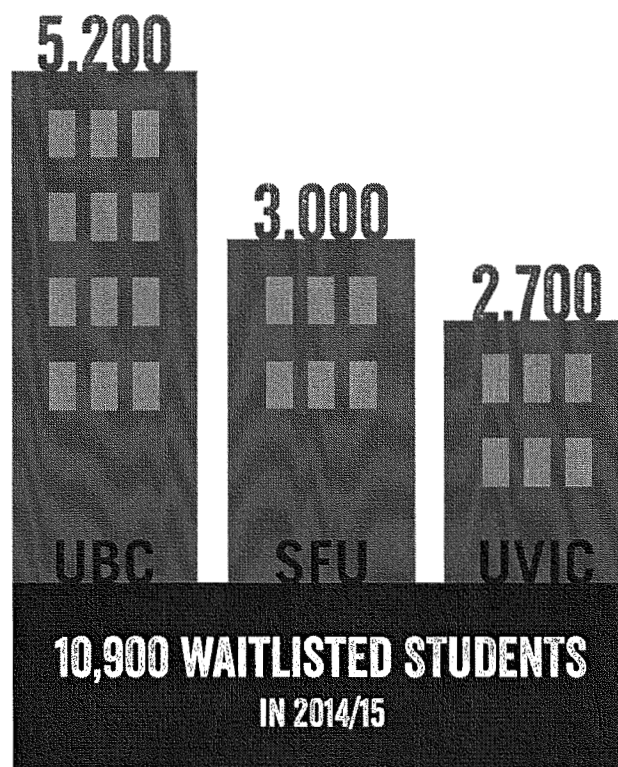
Outside of UBC, post-secondary housing units have been stagnant for the past decade. After housing expansion at TRU and UVFV in the mid 2000's, very little housing has been added, while in that same time, the FTE counts have been rising steadily. Much like with the lack of new rental resulting in difficulties for students finding housing, a lack of new residences while enrolment rises has resulted in substantially longer waitlists for housing each year.

Even those Universities with significant housing face major housing shortages. For the 2014/15 academic year, nearly 11,000 students were on residence waitlists between UBC, SFU and UVic. These waitlists demonstrate clear unmet demand for housing in British Columbia.

PSIs WITH RESIDENT HOUSING

FIGURE 2

PSI	RESIDENCE SPACE	2007/08 FTE	2013/14 FTE
British Columbia Institute of Technology	333	11,439	13,335
Simon Fraser University	1,764	20,505	22,701
University of British Columbia - Vancouver	12,400	40,905	44,610
University of the Fraser Valley	204	5,738	6,755
University of Victoria	2,481	15,572	16,649
Thompson Rivers University	570	6,461	8,474
Okanagan College	142	4,288	5,070
UBC Okanagan	1,951	3,492	6,579



⁵ SFU. "Residence and Housing Master Plan." 2015. pg. 75



GROWING ROLE OF REGIONAL TEACHING UNIVERSITIES AND BENEFITS OF ON-CAMPUS HOUSING

In 2008, the provincial government elevated the University College system to University status, defined as Special Purpose Teaching Universities. This brought British Columbia from three universities to eight, as Vancouver Island University, Kwantlen Polytechnic University, University of the Fraser Valley, Emily Carr University and Capilano University were all elevated, bringing about an expansion in role, number of students and length of study period as each institution expanded its number of four-year degree programs.

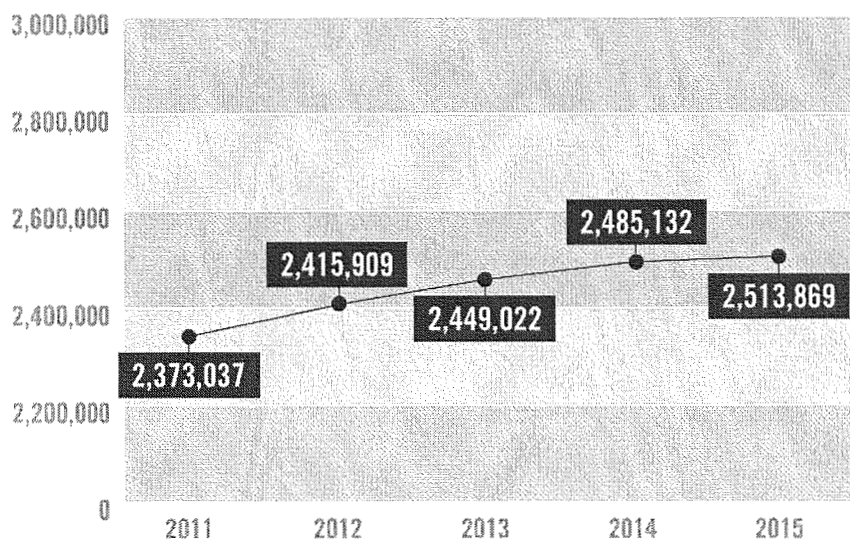
With an expanded role, number of students and term of study, the regional teaching universities are now lacking elements of campus culture that are brought about by on-campus housing.

On-campus housing provides a greater benefit to the University atmosphere than simply a more affordable place to live, close to campus. By concentrating students on campus for longer hours, campus community naturally develops. From that community, clubs and events emerge that contribute to the learning environment, including Model United Nations, debate clubs and intra-mural sports.

The question for the provincial government must be, what is the intent of the regional teaching universities? If it is to ensure that communities have access to university quality education, as is the stated intent, then why do these universities not have the on campus benefits and affordability benefits that on-campus residence entails?

POPULATION ESTIMATES —
GREATER VANCOUVER (2011 – 2015)

FIGURE 3



YEAR	POPULATION CHANGES
2011-2012	+1.8%
2012-2013	+1.4%
2013-2014	+1.5%
2014-2015	+1.2%



THE PROBLEM

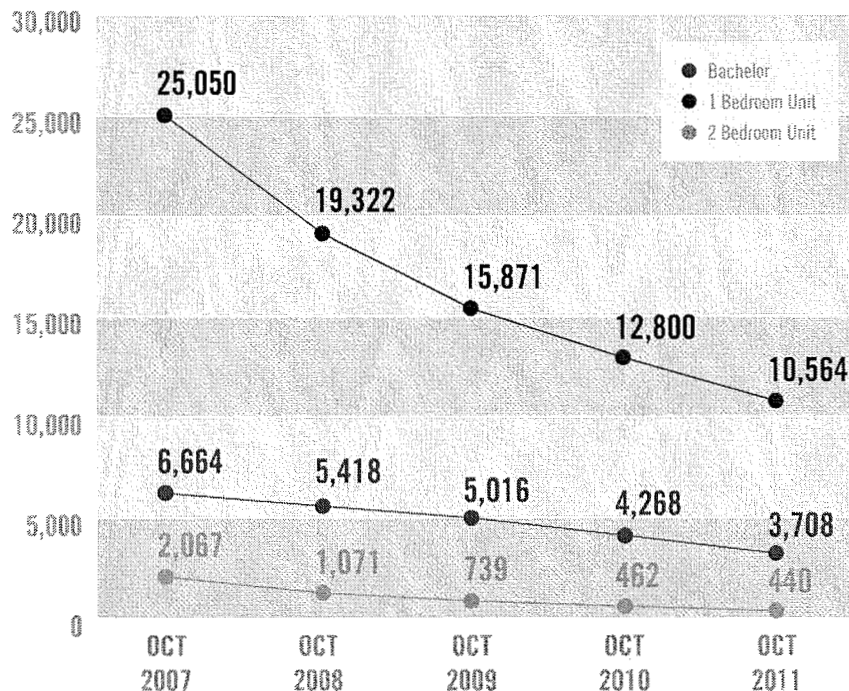
Current British Columbia rules surrounding debt on the part of bodies that contribute to the Provincial debt load form a severely limiting factor for the development of on campus housing. Given the inability to take on the initial debt that comes with capital expansion, Post-Secondary institutions have been unable to develop their land into on-campus housing, despite the clear benefits that housing provides. Only the University of British Columbia has been able to leverage the size of their endowment, as well as development funds from leasing lands on campus to continue building student housing. The result is that approximately one third of students at UBC, at either the Okanagan or Vancouver campuses, are housed on campus, while only one in ten at SFU and one in six at UVic.

Debt from student housing is inherently self-supporting. Post-Secondary Institutions are able to set residency fees at a level that can service the debt, pay for upkeep and maintenance as well as operating costs; while still offering rates that are well below market level.

The provincial government has, in the past, defended the restrictions as a means to ensure the province's high credit rating is maintained. While a laudable goal, the province also has two different classifications for its debt, taxpayer supported and self-supported debt. Self-supported debt is debt that is taken on by crown corporations; this debt is supported from revenue generated within those crown corporations. Given that residence fees account for debt servicing, it is unlikely that that debt will negatively affect the government's credit rating, as it would be classified as self-supported debt and not count as part of the basket of government debt that must be paid for through general revenue.

**APARTMENT UNITS, BY TYPE, RENTING FOR UNDER \$750/MONTH
IN METRO VANCOUVER (2007 – 2011)**

FIGURE 4



YEAR	TOTAL UNITS AVAILABLE
Oct 2007	33,831
Oct 2008	25,836
Oct 2009	21,628
Oct 2010	17,538
Oct 2011	14,733



RESULTS OF ALLOWING EXPANSION TO ON CAMPUS HOUSING

Should the Province relax its debt rules for post-secondary on-campus housing to enable financial arrangements to build considerable on-campus housing, it is likely that a majority of post-secondary institutions in the province would begin developing additional housing options for students. Over time, it is likely that UVic and SFU would achieve comparable rates of residency as UBC, while the regional teaching universities would achieve comparable levels as their comparable institutions in other provinces, resulting in approximately 10% of their student base housed on-campus. Obviously, estimations of housing demand are difficult to make, particularly with a broad brush, but Metro Vancouver has historically had substantially lower vacancy rates than most other Canadian metropolitan areas, and so demand for housing in those institutions can be expected to be higher than in other cities.

With that in mind, if Post-Secondary Institutions moved to a point where 35% of research based university students and 10% of college and teaching university students were housed on campus, that would represent an increase of nearly 21,000 students living on campus province wide. More granularly, that would house an additional 13,600 students in Metro Vancouver; in Greater Victoria, another 4,200; and in Kelowna, 2,500 students would gain access to below market housing during their period of study.

QUICK FACT

IN 2013-2014, METRO VANCOUVER HAD 119,105 FTE STUDENTS – AN INCREASE OF ALMOST 15,000 STUDENTS SINCE 2007-2008

Even more granularly, Capilano University, with a single campus and substantial land available for development, could see 500 students living on campus. This population would contribute to the on campus culture; for the fine arts program, they would act as artists in residence. New and better food options would develop on campus as a resident population would support growth of on-campus vendors. The Students' Union space, currently a social atmosphere strictly during class time for students looking to play a game of pool or sit down, would be a hub of activity throughout the day and night, allowing students to better integrate on campus and create networks of friends and colleagues as they enter their professional careers.

The build out would presumably occur over a span of ten to twenty years, on a campus by campus basis, but this build out would support long term employment building residence spaces in the construction industry, making the industry more recession proof. Each year, nearly a thousand new housing spaces could come online in Metro Vancouver, nearly a 30% increase to the annual rate of rental completions.⁶

NEW HOUSING POTENTIAL BY REGION

REGION	NEW HOUSING POTENTIAL
Metro Vancouver	13,673.75
Fraser Valley	471.5
Greater Victoria	4,292.55
Kamloops	277.4
Kelowna	2,565
North Island	587.3
TOTAL	21,396

⁷ TransLink. "2014 Bus Service Performance Review," 2015. pg. 19



RESIDENCE BUILD COST FOR UBC, 2008 TO PRESENT

Costs will always vary from project to project. For these purposes we have analyzed a number of recent residence housing developments in British Columbia. The average cost of 7 housing developments over the past 8 years in BC was \$82,787 per bed. While the UBC developments on the Vancouver campus were significantly more expensive than that in the Okanagan, the average number is still instructive as UBC's costs on the Vancouver campus are potentially inflated due to the in-fill nature of the buildings and increased difficulty associated with that construction.

In order to better facilitate this expansion, the Province should make available funds for the initial down payment of these developments. Assuming the Province agreed to fund ten percent of the cost of the residence expansions, the overall burden on the Universities would substantially diminish, as would the annual debt servicing, allowing for those savings to take the form of lower costs for students. Assuming an eventual build out of 21,300 residence spaces, at a cost of approximately \$85,000 per bed, the housing dollars that could be unlocked from this policy would be approximately \$1.8 billion. If the Provincial government is injecting 10% of the funds to help accelerate these projects, at a cost of approximately \$180 million, spread over 10 years, the Province could create \$1.8 billion in on campus housing.

RESIDENCE COSTS

FIGURE 5

DEVELOPMENT	REGION	COMPLETION DATE/ OCCUPANCY	\$/BED
Marine Drive Student Residences - Phase 2	Metro Vancouver	May 2009	\$96,462.04
Totem In-Fill Student Residences	Metro Vancouver	September 2011	\$88,398.59
Student Housing Phase 2	Okanagan	August 2008	\$61,118.71
Student Housing Phase 3	Okanagan	September 2009	\$69,525.28
Student Housing Phase 3b	Okanagan	September 2010	\$65,885.71
Student Housing Phase 4	Okanagan	Under construction	\$70,646.23
Tall Wood Building Residence	Metro Vancouver	Under construction	\$127,475.25
TOTAL			\$70,646.23



COMPARISON WITH OTHER PROVINCES

Student residences at Alberta universities far outweigh those at British Columbia universities. Figure 6 shows the difference in percent of students housed in Alberta universities to BC universities. The demand for on campus housing in BC likely far exceeds that of Alberta, where median rents are generally lower and the vacancy rate is far healthier. Even so, British Columbia falls far behind Alberta in on-campus residence spaces.

STUDENT RESIDENCE – ALBERTA vs BRITISH COLUMBIA

FIGURE 6

ALBERTA INSTITUTIONS	METRO AREA	FTE	BEDS	% OF FTE'S HOUSED	MINIMUM POTENTIAL NEW STUDENT HOUSING
Mount Royal	Calgary	9,389	1,000	11%	
Macewan University	Edmonton	11,387	865	8%	
Southern Alberta Institute of Technology	Calgary	11,023	1,100	10%	
University of Calgary	Calgary	13,267	3,677	28%	
University of Alberta	Edmonton			25%*	
University of Lethbridge	Lethbridge	7,632	933	12%	
BRITISH COLUMBIA INSTITUTIONS	METRO AREA	FTE (2013/14)	BEDS	% OF FTE'S HOUSED	MINIMUM POTENTIAL NEW STUDENT HOUSING
British Columbia Institute of Technology	Metro Vancouver	13,335	333	2%	1,000.5
Capilano University	Metro Vancouver	5,209	0	0%	520.9
Douglas College	Metro Vancouver	9,097	0	0%	909.7
Emily Carr University of Art and Design	Metro Vancouver	1,500	0	0%	150
Kwantlen Polytechnic University	Metro Vancouver	9,309	0	0%	930.9
Langara College	Metro Vancouver	7,232	0	0%	723.2
Simon Fraser University	Metro Vancouver	22,701	1,764	8%	6,181.35
University of British Columbia - Vancouver	Metro Vancouver	44,610	12,400	28%	2,646
Vancouver Community College	Metro Vancouver	6,112	0	0%	611.2
METRO VANCOUVER TOTAL		119,105	14,497	12%	13,673.75
University of the Fraser Valley	Fraser Valley	6,755	204	3%	471.5
FRASER VALLEY TOTAL		6,755	204	3%	471.5
Camosun College	Greater Victoria	7,024	0	0%	702.4
University of Victoria	Greater Victoria	16,649	2,481	15%	3,346.15
Royal Roads University	Greater Victoria	2,440	0	0%	244
GREATER VICTORIA TOTAL		26,113	2,481	15%	4,292.55
Thompson Rivers University	Kamloops	8,474	570	7%	277.4
KAMLOOPS TOTAL		8,474	570	7%	277.4
Okanagan College	Kelowna	5,070	142	3%	365
UBC Okanagan	Kelowna	6,579	1,951	30%	2,200
KELOWNA TOTAL		11,649	2,093	16.5%	2,565
Vancouver Island University	North Island	5,873	0	0%	587.3
NORTH ISLAND TOTAL		5,873	0	0%	587.3

*University of Alberta's target housing build out



INTERNATIONALIZED EDUCATION

In addition to a roughly 15% increase in full time domestic enrollment in British Columbia's major metropolitan areas, there has been a considerable growth in international students in British Columbia. From the 2007/08 academic year to 2012/13, international enrolment more than doubled, rising from 16,723 to 34,657. That represents an additional 17,000 students that need to be housed in British Columbia. Of those students, more than two thirds reside in Metro Vancouver. With the trend towards increased international enrolment unlikely to stop, each year, more international students are arriving in British Columbia, requiring housing, placing further strain on already strained housing markets.

INTERNATIONAL FTE

REGION	2011-12	2012-13	2013-14	2014-15
Metro Vancouver	21,897	23,670	26,418	29,832
Fraser Valley	895	1,060	905	1,055
Greater Victoria	2,585	3,102	3,989	1,990
Kamloops	2,640	2,710	2,740	2,835
Kelowna	1,631	1,533	1,813	2,057
North Island	1,625	1,840	1,885	2,130
TOTAL	31,273	33,915	37,750	39,899



QUICK FACT

BETWEEN 2007-2008, AND 2012-2013,
INTERNATIONAL ENROLMENT MORE
THAN DOUBLED.



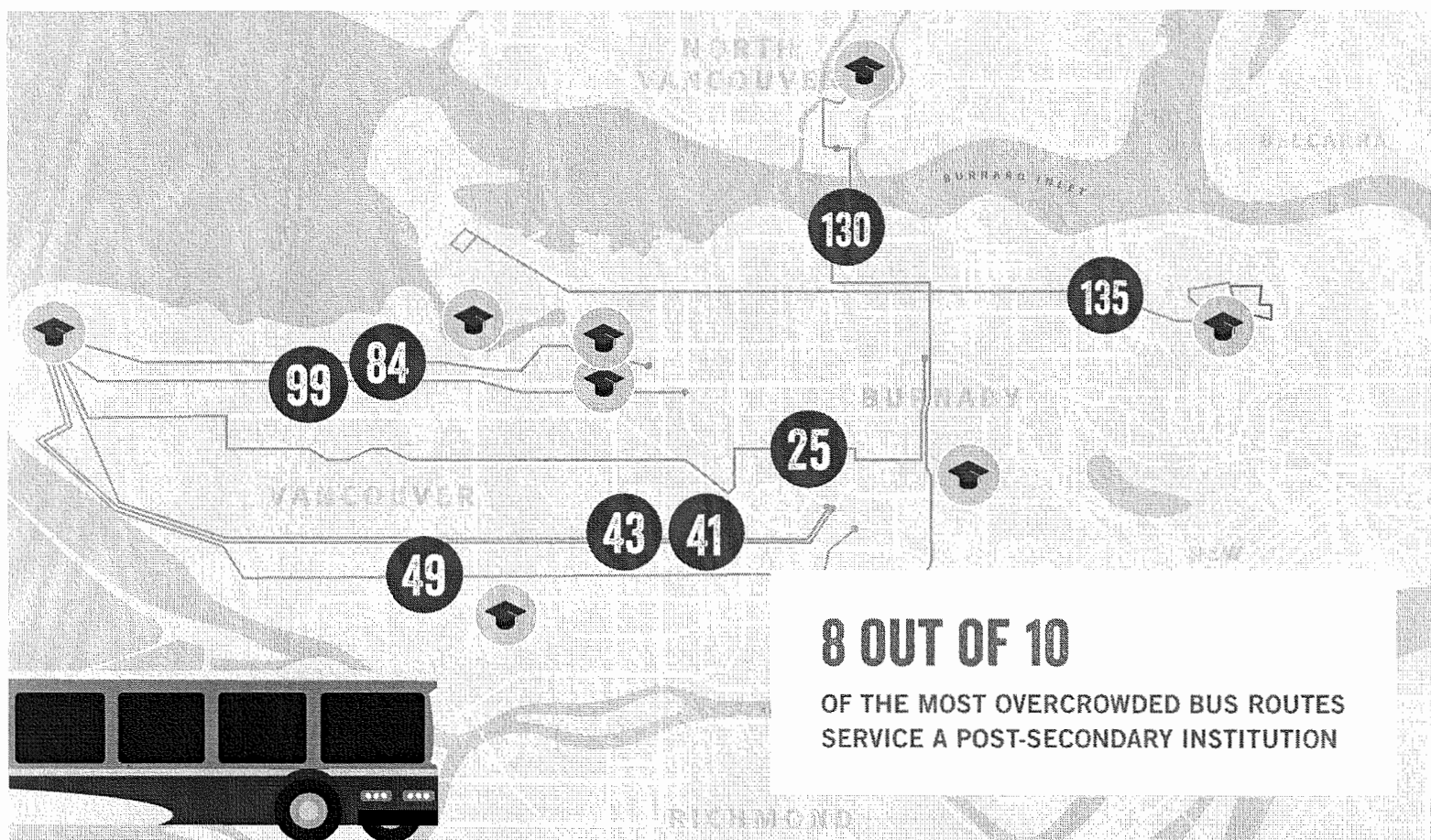
SUSTAINABLE CAMPUS DEVELOPMENT

In addition to affordability, housing a significant portion of the student body of post-secondary institutions on campus assists the Province meet its sustainability goals and takes some strain off of traffic congestion and transit crowding.

In Metro Vancouver, 8 of the 10 most overcrowded bus routes service a post-secondary institution.⁷ Some of those bus routes, like the 84, begin and end at a post-secondary institution. Moving students onto campus would lessen the overcrowding of those routes, allowing high demand transit service to relocate elsewhere in the system and better serve the region.

Not all students take transit; the satellite images of Post-secondary campuses highlight the amount of University land dedicated to parking. By moving students on campus, many will cease driving, helping achieve the province's climate emissions targets and reducing congestion on roads.

It should be a goal of government at all levels to enable people to live closer to where they work. Reducing commute times has social and environmental benefits that apply to post-secondary students as well, as they use the same roads and buses to get to campus that are congested with cars and restricting the flow of goods.



EXAMPLES FOR POTENTIAL HOUSING LOCATIONS



LANGARA COLLEGE



BCIT



CAPILANO UNIVERSITY





KWANTLEN POLYTECHNIC UNIVERSITY – SURREY CAMPUS



KWANTLEN POLYTECHNIC UNIVERSITY – LANGLEY CAMPUS



APPENDICES

Capital Regional District. "Capital Region Housing Data Book & Gap Analysis." 2015

McClanaghan & Associates. "UBC Student Housing Demand Study." UBC Campus & Community Planning. 2009

Metro Vancouver. "Housing Data Book." March 2016.

Redish, Angela. "2015 Annual Report on Enrolment." Planning and Institutional Research Office. 2015

SFU. "Residence and Housing Master Plan." 2015.

TransLink. "2014 Bus Service Performance Review," 2015.





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Monica Bennington, Affordable Housing Planner
 City of Richmond
 6911 No. 3 Road
 Richmond, BC V6Y 2C1

Re: Affordable Housing Strategy Preliminary Policy Recommendations

The Urban Development Institute (UDI) thanks City of Richmond staff for the consultation on the preliminary policy recommendations relating to the Affordable Housing Strategy (AHS). Several policy recommendations were discussed at the June 6th, 2017 Focus Group, which is documented in the staff notes attached.

Our members are supportive of the City's goals to address housing affordability challenges and they look forward to collaborating with the City on successful affordability solutions. As you move forward with the Affordable Housing Strategy we ask that you consider strategies that will allow for new subsidized housing while also addressing general market affordability. A few of the proposed strategies could have a detrimental impact on overall housing affordability in Richmond. Our main concerns are outlined below:

Proposed Policy: Reduction of Low End Market Rental (LEMR) threshold requirement

Current minimum: 80 units
 Proposed minimum: 60 units

UDI Concern: The provision of LEMR units is too heavy a burden on small projects. It is difficult enough for 80+ units projects to meet the LEMR requirement due to economies of scale. As noted below, there will be management issues with the small number of units being produced. A likely negative outcome of a lower threshold would be that some would choose to build below the reduced threshold in order to make their pro-formas viable, resulting in fewer units on the market.

UDI Recommendation: We suggest a more flexible approach to LEMR where cash-in-lieu contributions that are approximately equivalent to the cost of providing LEMR units on site, can be pooled. This would result in a greater number of LEMR units built in projects that can accommodate them. Larger clusters of LEMR units can also be more easily managed by non-profits. If the minimum threshold is reduced to 60 units it should be paired with a cash-in-lieu option. This is similar to what staff outlined in the preliminary recommendations on PLN-27.

Proposed Policy: Dedicate a minimum floor area of 10% to Low End Market Rental

UDI Concern: Purchasers of market units would bear the cost of the LEMR units, an outcome that is counter to the AHS goal of making housing more affordable overall. There are already several policies in

place that contribute to high purchase prices for new housing. Some of these include electric vehicle charging infrastructure, district energy systems, the energy step code, community amenity contributions, and development cost charges. The aggregate effect of these policies results in increasing housing costs for new home buyers.

UDI Recommendation: The City should consider utilizing density incentives. Increase the floor plate for towers and reduce the distance between towers to allow more density where possible. This will help create more space to accommodate rental units as well as the market units that will support the subsidy. Other density increases are challenging in the City of Richmond due to height restrictions and soil conditions.

Proposed Policy: Family Friendly housing policy - Minimum of 15% 2-bedroom units and minimum 5% 3-bedroom units.

UDI Concern: Market demand and preferences change with time and vary by location. To impose a blanket policy could potentially result in a surplus of oversized and unaffordable units. Developers will deliver what the market demands. Family housing is currently being addressed across the housing spectrum in condos, townhomes, du/tri/quadplexes, and detached homes.

UDI Recommendation: Incentives for building family sized units should be considered as an alternative to a requirement. One possibility could be to have FAR and DCC exemptions on second and third bedrooms.

This letter has outlined the AHS recommendations which we would like you to reconsider. There are other recommendations in the package that we support, such as the decrease in minimum unit size for two-bedroom LEMR units. There were a few circumstances where the 2-bedroom LEMR units were larger than the 2-bedroom units being sold to buyers.

As a final note, as discussed, Richmond is already a leader in the region with the delivery of subsidized housing. We are concerned that additional requirements on the new housing market will slow down the supply of market housing which will have a detrimental impact on affordability given the growth pressures in Richmond.

Thank you for considering our concerns and we look forward to continuing to collaborate on affordable housing solutions.

Regards,



Anne McMullin
President & CEO



City of Richmond Affordable Housing Strategy Update

Report and Recommendations from the

Richmond Poverty Response Committee (PRC)

SUBMITTED BY EMAIL APRIL 23, 2017

This report and recommendations are in response to the request from the City of Richmond for input from stakeholders and Richmond residents around the City's Affordable Housing Strategy (AHS). The Richmond Poverty Response Committee (PRC) is one of the stakeholders with regard to the Affordable Housing Strategy.

The Richmond PRC is *"a coalition of Richmond residents and agencies working together to reduce poverty and the effects of poverty with research, projects and public education."*

Research shows the link between poverty alleviation and access to safe, affordable, sustainable housing. Without access to decent housing, it is extremely difficult to pursue education, maintain employment, or raise a family. Safe, affordable housing allows individuals and families to work and thrive, which helps to ensure that they can break the bonds of poverty. (i)

People experiencing poverty are at more risk of living in inadequate housing than the general population. They are: First Nations, recent immigrants, persons with disabilities and chronic illnesses, lone-parent families and single seniors, families on social assistance, and the working poor. (ii) Ensuring people have access to affordable housing has been shown to be considerably cheaper and much more effective than continuing to pump money into emergency supports such as shelters. (iii)

In reviewing the City of Richmond's AHS it is apparent the central view is every household should have the option of living in adequate, affordable and suitable housing. Adequate means no major repairs are needed. Affordable means less than 30% of gross household income. Suitable means enough living and sleeping room to live in dignity.

Stats Canada notes that 41% of one-person households in Canada spend more than 30% of income on shelter. (iv) The City's website notes that 47% of Richmond renters spend more than 30% of gross income on housing, the vacancy rate at 0.9% is far below a 'healthy' rental market rate of 3% and that almost 20% of all Metro households are in core housing need. (v)

Considering these statistics, much more needs to be done to ensure Richmond residents have access to affordable housing. The Richmond PRC has an interest in updating the AHS so more affordable housing is available that meets the needs of a significant portion of Richmond residents that currently spends more than 30% on housing.

Some hopeful news came in the form of the recent Federal Budget delivered on Mar 22, 2017 that gave details to the promised Affordable Housing and the National Housing Strategy. An important part of that commitment is the allocation of \$11.2 billion over the next 11 years toward a variety of initiatives designed to build, renew and repair Canada's stock of affordable housing and help ensure that Canadians have affordable housing that meets their needs. As part of the National Housing Strategy, this funding will include \$3.2 billion for provinces and territories to build new affordable housing units, renovation and repair of existing units, and provisions for rental subsidies. (vi)

In light of the foregoing, the Richmond PRC recommends that the City of Richmond amend their Affordable Housing Strategy as follows:

1. Increase the percentage of affordable housing units that developers must contribute from 5% to 20% of the total development,
2. Decrease the number of units in a development that will trigger the requirement to provide AH units from 80 to 60 units,
3. Define townhouses as 'units' in the AH criteria,
4. Make accommodations to cover 'rent gap' issues, such as a rent-to-income program so more people can access the City's affordable housing units,
5. Promote additional incentives to developers for the construction of purpose-build affordable rentals,
6. Include measurable targets, timelines, public monitoring and regular reporting in the implementation plan, and
7. Prepare projects now, in time to take advantage of opportunities for federal and provincial funding as they arise to augment other funds and build new, renew and repair Richmond's affordable housing stock.

References:

- i. A Made in Canada Housing Strategy, March 2017, Jeff Morrison, Canadian Housing and Renewal Association
- ii. The Dollars and Sense of Solving Poverty, Volume 130, Autumn 2011
- iii. Dignity for All/ Citizens for Public Justice, A National Anti-Poverty Plan for Canada, 2015
- iv. Statistics Canada National Household Survey, 2011
- v. <http://www.richmond.ca/plandev/socialplan/housing/overview.htm>
- vi. <https://cpi.ca/budget-2017>



City of Richmond

Report to Committee

To: Planning Committee **Date:** June 28, 2017
From: Cathryn Volkering Carlile **File:** 07-3070-01/2017-Vol
General Manager, Community Services 01
Re: **2017-2022 Richmond Child Care Needs Assessment and Strategy**

Staff Recommendation

1. That the recommended actions and implementation plan outlined in the staff report titled, "2017-2022 Richmond Child Care Needs Assessment and Strategy", dated June 28, 2017, from the General Manager of Community Services, be adopted; and
2. That staff report back after one year of the "2017-2022 Richmond Child Care Needs Assessment and Strategy" being adopted to provide an update on the implementation plan.

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

Att. 3

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Development Applications	<input checked="" type="checkbox"/>	
Parks Services	<input checked="" type="checkbox"/>	
Recreation Services	<input checked="" type="checkbox"/>	
Facility Services	<input checked="" type="checkbox"/>	
Finance	<input checked="" type="checkbox"/>	
Policy Planning	<input checked="" type="checkbox"/>	
Project Development	<input checked="" type="checkbox"/>	
Real Estate Services	<input checked="" type="checkbox"/>	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 	APPROVED BY CAO (ACTING)

Staff Report

Origin

The purpose of this report is to provide the results of the child care needs assessment and the City's five year child care strategy for 2017-2022, which includes recommendations and an implementation plan outlining short term actions. Both the Child Care Development Policy No. 4017 and the Social Development Strategy require that the City undertake periodic child care needs assessments to update the child care strategy.

This report supports the following Council 2014-2018 Term Goals:

Goal #2 A Vibrant, Active and Connected City:

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

2.1. *Strong neighbourhoods.*

2.2. *Effective social service networks.*

Goal #3 A Well-Planned Community:

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

3.1. *Growth and development that reflects the OCP, and related policies and bylaws.*

Goal #5 Partnerships and Collaboration:

Continue development and utilization of collaborative approaches and partnerships with intergovernmental and other agencies to help meet the needs of the Richmond community.

5.1. *Advancement of City priorities through strong intergovernmental relationships.*

5.2. *Strengthened strategic partnerships that help advance City priorities.*

This report also supports the City's Social Development Strategy Action #10: Support the establishment of high quality, safe child care services in Richmond through:

10.1. *Conducting periodic child care needs assessments*

Findings of Fact

The City has prepared three previous Child Care Needs Assessments, in 1995, 2001 and 2009, that have helped to guide City and stakeholder actions for child care provision in Richmond.

The 2017-2022 Richmond Child Care Needs Assessment and Strategy (Attachment 1) was prepared in consultation with the Child Care Development Advisory Committee (CCDAC) and the Child Care Needs Assessment Steering Committee. The methodology used for completing this report consisted of a literature review, demographic analysis, on-line survey research (parents, guardians and child care operators), on-line forums, and focus groups (parents, child care operators and stakeholders). In the proposed strategy, as with the previous needs assessments, the key recommendations for City actions focus on the City's role in supporting a comprehensive child care system in Richmond.

Analysis

Progress Since the 2009-2016 Richmond Child Care Needs Assessment

The supply of child care spaces in Richmond has improved substantially since 2009, increasing from 3,974 spaces to 5,802 spaces in 2016. The change represents an increase of 46% from 2009 to 2016. Following the endorsement of the 2009-2016 Richmond Child Care Needs Assessment and Strategy, a full time Child Care Coordinator position was employed in 2013 to help implement the City's child care policy and secure the development of five approved child care facilities.

Since 2009, three City-owned child care centres have been constructed, two are in operation and one is scheduled to open in September 2017. Four facilities previously secured in the 1990s were upgraded. Combined these seven existing child care facilities include a total of 233 licensed child care spaces.

A further five City-owned facilities, accommodating an estimated 249 child care spaces, have been approved. One of these negotiated facilities is an early childhood development hub which will include up to four types of child care programs with complementary early childhood development and family strengthening services. In total, existing and secured facilities will provide approximately 482 licensed child care spaces in Richmond. Information showing the location and status of City-owned child care facilities both existing, and secured from 2009 to 2016 is summarized in a table with an accompanying map (Attachment 2).

Developers have also contributed cash-in-lieu community amenity contributions. At present over \$3M has been collected for deposit to the Child Care Statutory Reserves Funds.

2017-2022 Richmond Child Care Needs Assessment and Strategy

In order to understand the current child care situation in Richmond, the City undertook its fourth child care needs assessment. This entailed conducting a community engagement process, analyzing results and developing a child care strategy for the next five years. In August 2016, the City commenced a community engagement process to learn from people living and working in Richmond about their child care experiences. Community outreach included contacting

parents and guardians, the general public and people working in the child care sector. In addition, efforts were made to involve City staff through the City's Intranet page and posters at City Hall and other City worksites. Information on the needs assessment was also shared with employers and the business community by the City's Economic Development Office and the Richmond Chamber of Commerce.

Tools for gathering public feedback and information included: online and hardcopy surveys; key informant interviews; coffee chats; community program visits; Let's Talk Richmond Discussion forum; and focus groups. The public consultation process was assisted by Richmond Child Care Resource and Referral (CCRR) staff. The CCRR staff worked alongside City staff at the Richmond Centre Mall open house and the various focus groups to provide translation assistance in Cantonese and Mandarin.

Common Themes That Emerged During the Community Engagement Process

Over 5,000 members of the community were engaged during the consultation process for the community needs assessment, with a total of 350 Parent Surveys received from families and 110 Operator Surveys received from child care providers. Through the various feedback opportunities the following common themes emerged:

- *Affordability* – The high cost of child care emerged as a key concern of parents, particularly for group care for infants and toddlers (children 0 to 36 months). Some also indicated that they had foregone work to remain at home because the wages they would attain would fail to offset the costs of care.
- *Availability* – The number of licensed child care spaces per child has increased substantially over the years; however, the community engagement process revealed that significant concerns remain about the limited availability of child care in the city. Many parents experienced lengthy waiting periods to secure care for their children. Operators confirmed that waitlists existed for all types of child care, with the longest lists being reported for group care for infants and toddlers.
- *Co-Location and Proximity of Related Services* – Parents reported that they used a variety of other programs and services for their children in addition to child care, such as parent and tot programs and library programs. They also cited a number of services and amenities they would like to see located on or near the site of their child care facility, including recreation services, libraries, parks, and family drop-in programs.
- *Extra Support Needs* – Several parents cited concerns regarding child care for children with extra support needs (e.g. for a child who, for physical, intellectual, emotional, communicative or behavioural reasons, requires support or services that are additional to or distinct from, those provided to other children). Specifically they found it difficult to secure child care spaces in inclusive settings. Operators also expressed challenges in adequately serving children with extra support requirements citing inadequate funding and difficulties in recruiting qualified staff. Families and organizations serving children requiring extra support have launched the Kids Can't Wait Campaign to advocate for Provincial government action to improve and stabilize services for these children.

- *Funding* – Related to affordability concerns, several parents expressed frustration about the fragility and instability of the child care system. Some parents stated that Provincial child care subsidies needed to increase. In addition, many voiced support for the \$10aDay Child Care Plan. Operators expressed strong concerns about the lack of senior government commitment and funding shortfalls.
- *Information* – Parents commented on difficulties accessing information to help them find placements for their children, even though information is available through the Richmond Child Care Resource and Referral Centre. Many parents indicated a preference for online sources of information and information provided in languages other than English.
- *Quality of Care, Programming and Safety* – The quality of care, diversity of programming, and overall program safety were key considerations for parent when selecting child care options. Parents wanted to know that their children were being well looked after and that their developmental needs were being addressed.
- *Stability of Facility Tenure* – The survey of child care operators revealed that several child care facilities are in rented premises with leases set to expire in the near future. Loss of affordable lease space could result in displacement or discontinuation of existing child care programs placing considerable stress on families and operators.
- *Staffing* – The qualifications and commitment of program staff were of paramount concern to parents. Many parents commented that early childhood educators are not fairly compensated. Operators highlighted that low wages in the child care sector along with high housing costs in Richmond were contributing to their difficulties recruiting and retaining qualified staff.

Proposed Strategic Directions and Recommended Actions

To address current child care needs and to plan for a comprehensive child care system, the 2017-2022 Richmond Child Care Needs Assessment and Strategy proposes seven strategic directions and 32 recommended actions for Council's consideration. The seven strategic directions are:

1. Policy and Planning;
2. Creating and Supporting Spaces;
3. Advocacy;
4. Accessibility and Inclusion;
5. Collaboration and Partnership;
6. Research, Promotion and Marketing; and
7. Monitoring and Renewal.

Over the five year timeframe for the plan some of the recommendations have been noted as short term priorities (1-3 years), while others are identified as long term priorities (4-5 years). While there are 32 recommended actions, the following key priorities are proposed to be undertaken to address the current child care needs and future planning requirements for child care in Richmond.

- *Review Richmond's child care space needs using 2016 Long-form Canada Census data for Richmond Planning Areas, available in the spring of 2018. When custom cross-*

tabulations by Planning Area are available in the spring of 2018, City staff will review the information with respect to the 2017-2022 Richmond Child Care Needs Assessment and Strategy and adjust projections as required. This data will also provide information needed to develop child care space targets for the City's planning areas. (Short-term: 1-3 years)

- *Review the current status of child care spaces in Richmond and assess their vulnerability to redevelopment.* City staff will conduct research to determine the number, location and timing of child care spaces that could become vulnerable to redevelopment. The review will provide information for future child care planning efforts in Richmond. (Short-term 1-3 years)
- *Secure early childhood development hubs through community amenity contributions from developers.* Securing early childhood development hubs (ECD Hubs) will allow for the delivery of a variety of services in one facility (e.g. early childhood development services, family strengthening programs and at least two types of child care programs). Based on previous Council-adopted plans such as the City Centre Area Plan, a priority location for ECD Hubs would be the City Centre Area. The plan provides an opportunity for the City to secure civic space in private developments that take advantage of specific density provisions (e.g. the City has secured one ECD Hub in the Pinnacle Capstan Village development). City Centre has the highest number of children under twelve and is experiencing population growth. By seeking these larger amenity spaces the City will gain flexibility to adjust services in the future to best meet the needs of Richmond residents. (Long-term: 4-5 years)
- *Review the Child Care Statutory Reserve Funds.* Explore amending how developer community amenity cash contributions are apportioned between the Child Care Development Reserve Fund and the Child Care Operating Reserve Fund considering the approach used for the Affordable Housing Statutory Reserve (e.g. 70% allocated for capital purposes and 30% for operating purposes). (Short-term: 1-3 years)
- *Secure additional resources to support Richmond's child care planning efforts.* A regular full-time Planner 1 position is required to support the current child care work program and support the implementation of the 2017-2022 Richmond Child Care Needs Assessment and Strategy, if adopted. While a Child Care Coordinator position was created in 2013 to support the child care sector, this position is currently working beyond capacity to address the current child care work program.

Since 2013, the City has significantly expanded the number of City-owned child care spaces, receiving three completed facilities and overseeing the design and construction of five more amenities, one of which is an early childhood development hub. Once these amenities are completed, the City will have twelve purpose-built child care assets, representing a significant increase in child care spaces that the City owns. In addition, the City's child care workload has evolved in the last four years to include tasks such as: maintaining and upgrading existing City-owned child care facilities; conducting research and creating knowledge translation tools; developing child care guidelines for City-owned child care facilities; and supporting project management on the development of new City child care amenities.

A key assumption of the child care strategy was that additional staff resources would be available to support implementation of the 32 recommended actions. The expertise of a Planner 1 position is essential in order to manage the current child care workload and the recommendations outlined in the 2017-2022 Richmond Child Care Needs Assessment and Strategy. Furthermore, as the City acquires additional child care and ECD Hub amenities, increased staff resources outside of Community Social Development may be needed for groups such as Project Development and Facility Services. These departments support the Child Care Coordinator by ensuring building performance standards and maintenance requirements for City assets are met by developers providing child care amenities. Additional staff resources will be highlighted as required by these departments in future budget requests related to these new amenities.

The 2017-2022 Richmond Child Care Needs Assessment and Strategy implementation plan articulates how the City will execute the recommended actions regarding its supporting role in the delivery of child care services in Richmond.

Proposed Stakeholder Actions

Implementing the strategy will involve working with key stakeholders to effect change. Some examples of potential collaborative work include:

- Monitoring, maintaining and increasing child care spaces in Richmond;
- Improving funding for child care operations, early intervention services and wages for early childhood educators; and
- Enhancing information for parents seeking child care and other community resources.

Copies of the 2017-2022 Richmond Child Care Needs Assessment and Strategy will be circulated to the following groups for their information: Child Care Development Advisory Committee, Richmond School District, Vancouver Coastal Health, Richmond Child Care Resource and Referral Centre, Richmond Children First, Community Associations, Richmond Chamber of Commerce, and the Provincial and Federal Governments.

Child Care Development Advisory Committee (CCDAC) Support

On June 14, 2017, the CCDAC reviewed the strategic directions and recommended actions set out in the 2017-2022 Richmond Child Care Needs Assessment and Strategy. The Committee asked that recommendations be added to emphasize the importance of advocating to the provincial government that the City be consulted about the creation and implementation of any future publicly funded child care plan. In addition, recognizing that attracting people to the field of early childhood education is at a crisis, attention must be paid to increasing wages for workers in this sector by increasing the Child Care Operating Funding Program and/or providing wage enhancements.

The CCDAC formalized their support by passing a motion recommending that City Council support the recommendations set out in the 2017-2022 Richmond Child Care Needs Assessment and Strategy.

Implementation

The implementation plan (Attachment 3) included with this staff report focuses on the short term actions identified for the first three years of the strategy's timeframe. Staff will be reporting back after the first year of the strategy's adoption to provide an update on the actions that have been completed or that are underway. A key assumption underlying preparation of the five year Strategy was that adequate resources would be available to support its implementation. Should the City continue to receive new child care and early childhood development amenities additional staff resources may be required to support the build out of these facilities along with carrying out recommended actions noted in the Strategy.

A key assumption underlying preparation of the strategy was that adequate resources would be available to support its implementation.

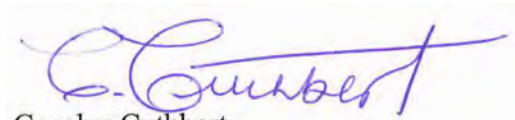
Financial Impact

None.

Conclusion

The 2017-2022 Richmond Child Care Needs Assessment and Strategy provides insight into the status of child care provision in Richmond and proposes actions for the City and other stakeholders to support this essential service to Richmond families. It is recommended that the 2017-2022 Richmond Child Care Needs Assessment and Strategy be adopted, circulated to stakeholders and made available to the general public. Staff also recommend that additional resources be provided to implement the child care strategy and that City Council be provided with an update one year after the Strategy is adopted.

The City has been a municipal leader in fostering the conditions necessary for improving child care choices for its resident and employee populations. As an active partner with other levels of government its strategic actions help children and families thrive in Richmond.



Coralys Cuthbert
Child Care Coordinator
(604-204-8621)

- Att. 1: 2017-2022 Richmond Child Care Needs Assessment and Strategy
2: City-owned Child Care Facilities Existing and Secured from 2009 to 2016
3: 2017-2022 Richmond Child Care Needs Assessment and Strategy - Strategic Directions and Recommended Actions Implementation Plan

2017-2022

Richmond Child Care Needs Assessment and Strategy

DRAFT June 2017

PLN - 184



Reserved for Council's
Approval Date & Council
Resolution Notes

Acknowledgements

The 2017-2022 Richmond Child Care Needs Assessment is a result of the valuable information and contributions made by staff, volunteers, organizations, and members of the public. We would like to thank Richmond parents, representatives from the business community, child care providers and other stakeholders who participated in the consultation process through their participation in focus groups, interviews, and completion of on-line surveys.

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Executive Summary

The *2017-2022 Richmond Child Care Needs Assessment and Strategy* is the fourth child care needs assessment and strategy undertaken by the City of Richmond since 1995. The purpose of this report is to identify key child care needs for Richmond over the next five years, and provide a resource for the City, child care operators, and community partners to address current and future child care needs.

To gain information for the review, an extensive community engagement process was performed and an array of resource materials was gathered. Since 2009, the supply of licensed child care spaces in Richmond has increased from 3,974 spaces to 5,802 spaces in 2016. On a per capita basis, the estimated number of licensed child care spaces rose from 15 per 100 children aged 12 and under in 2009 to 24 per 100 children aged 12 and under in 2016.

Despite the increase in child care spaces, parents are still facing challenges in finding suitable and affordable placements for their children, especially for infant and toddler care, school-age care, and inclusive child care for children requiring extra support. Families acknowledged the many benefits of having child care facilities located in close proximity to complementary child and family services.

Operators of child care facilities and families recognized the critical role played by early childhood educators in the provision of quality care. However, they faced challenges in compensating their employees with higher wages, recruiting staff with the required credentials, finding employees to work non-standard hours and the high staff turnover rates. Operators expressed difficulties serving children who require extra support due in part to limited availability of funding for early intervention services and lack of qualified staff to provide this specialized care. Given that Richmond is experiencing redevelopment, vulnerability of affordable leased child care space was also noted as a concern.

The issues raised during the community engagement process yielded valuable insights into the current state of child care in Richmond, which set the context for seven strategic directions.

Seven strategic directions:

1. Enhancing child care policy and planning
2. Creating and supporting child care spaces
3. Undertaking advocacy
4. Improving accessibility and inclusion
5. Collaborating and partnering
6. Advancing research, promotion and marketing
7. Monitoring and renewing

The City has a long and solid history of planning for, and supporting the development, of child care services in Richmond. The *2017-2022 Richmond Child Care Needs Assessment and Strategy* is intended to assist the City and its partners to build on that history. Through valued feedback from Vancouver Coastal Health, the Richmond School District, Richmond community organizations, and Richmond residents and employees, the City was able to develop strategic directions for the future of child care.

As with other cities in the province, the City of Richmond lacks the mandate or resources from senior levels of government to address child care concerns. Until senior levels of government invest in a universal, publically funded child care system, municipal engagement is crucial to increasing the availability of child care spaces to respond to the increasing needs of Richmond's resident and employee population.





Glossary of Terms

BC Early Childhood Tax Benefit (BCECTB): A tax-free monthly payment made to eligible families to help with the cost of raising young children under the age of 6 years. Benefits from this program are combined with the Federal Canada Child Benefit (CCB) and the BC Family Bonus Program (BCFB) into a single monthly payment.

Canada Child Benefit (CCB): A federally-funded tax-free financial benefit, adjusted according to income, disbursed to families with children under 18 years. It is intended to help families with the cost of raising children.

Child Care: As referenced in this report child care has the meaning of a licensed child care program complying with the BC Community Care & Assisted Living Act and the BC Child Care Licensing Regulation. Programs provide care for three or more children, meeting specific requirements for health and safety, license application, staff qualifications, quality space and equipment, staff to child ratio, and program standards. Child care also means a Registered Licence-Not-Required Care program registered with a Child Care Resource and Referral Centre. A registered child care provider will have completed a registration process including criminal record checks, character and physicians references, a home-setting review, as well as providing proof of first aid, group liability insurance and child care training.

Child Care Operator (or Child Care Provider): A person providing child care on an ongoing basis. The person may be employed directly by the parents to care for the child(ren) either in their own home or in the child care provider's home or (s)he may be an employee in a licensed group child care facility.

Child Care Resource and Referral (CCRR): A provincially funded local support service to enhance the availability and quality of child care options by:

- advertising, recruiting and assessing potential family child care providers when a license is not required;
- supporting family and group child care providers;
- establishing and maintaining a registry of licensed and/or regulated child care options in the community; and

- providing resource and referral information to support parents' ability to select quality child care.

The Richmond Child Care Resource and Referral Centre is located in the Richmond Caring Place and is under the auspices of Richmond Cares Richmond Gives.

Child Care Subsidy: On the basis of income testing, low income families may qualify for provincial government assistance with their child care costs. Successful applicants are supplied with authorization forms to give to their child care provider, who in turn may bill the Ministry of Children and Family Development for services rendered to an established maximum dollar value. The cost of care is often greater than the value of available subsidies, in which case the parents must pay the difference directly to the child care provider or centre. The Provincial government website indicates that families that earn \$40,000 or less should apply, and that families earning up to \$55,000 may also be eligible.

Child Requiring Extra Support: A child who, for physical, intellectual, emotional, communicative or behavioral reasons, requires support or services that are additional to, or distinct from, those provided to other children.

Day Camp: Programs offered by child care operators for various ages of children that promote fun and friendship through out trips, theme days, creative crafts and games. Day camps are offered during the summer, winter and spring and may or may not be licensed child care programs.

Early Childhood Education (ECE): A course of study which is required for those wishing to become Registered Early Childhood Educators. Post-basic training may lead to an Infant/Toddler or Special Needs certificate.

Family Child Care – Licensed: Child care offered in the child care provider's own home for a maximum of seven children.

Group Child Care: The provision of care to children in a non-residential group setting. Group child care providers must have Early Childhood Education training and their facility must be licensed with Community Care Facilities Licensing.

Group Child Care – Under 36 months: Group child care for a maximum of 12 children under 36 months.

Group Child Care – 30 months to school-age: Group child care for a maximum 25 children aged 30 months to school-age (5-6 years), with no more than two children younger than 36 months.

Group Child Care – School-age (5-12 years): Care provided to children before and after school hours. The maximum group size is 30 if all children are in Grade 2 or higher. If any children present in the program are in Kindergarten or Grade 1 then the maximum group size is 24.

Guardian: A parent or other entrusted person responsible for the care and upbringing of, and decision making about, a child.

In-home Multi-age Care: Child care in a provider's own home for a maximum of eight children (birth-8 years). The licensee must be a certified early childhood educator.

Infants: Children between birth and 18 months.

Licensed Child Care Facility: A child care facility that meets the requirements of the Community Care and Assisted Living Act and the Child Care Regulation.

License-Not-Required (LNR) Family Child Care: Family child care homes that offer care for one or two children unrelated to the provider of child care. The operations are not

required to obtain a license through Community Care Facility Licensing authorities; however, they may choose to register with a Child Care Resource and Referral Centre. Registered License-Not-Required Child Care providers must complete a minimum of 20 hours of family child care training (or responsible adult training) prior to, or within one year of registering as a Registered LNR child care provider.

Low Income: Canada does not have an official poverty line; however, several measures of low income exist (e.g. Low Income Cut-Off, Market Basket Measure). For the purpose of this Child Care Needs Assessment, the after tax Low Income Measure (LIM) is used. The LIM is a pure measure of relative low income, defined as half the median family income (adjusted for family size). According to Vibrant Communities Canada, LIMs are the most frequently used measure internationally, particularly when making comparisons between countries.

Multi-age Group Care: Similar to group child care but serves children from birth to 12 years.

Occasional Care: A service for children who are at least 18 months who require part-time or occasional care only. Care is for a maximum of eight hours a day and no more than 40 hours per calendar month.

Preschool: Care provided for a maximum of four hours per day for children aged 30 months to 5 years. Preschools have a maximum group size of 20, and a staff trained in Early Childhood Education.

Preschooler: Children between the ages of 30 months to 5 years.

School-age Child Care: See *Group Child Care – School-age*.

Supported Child Development (SCD): Funded by the Ministry of Children and Family Development and delivered by community agencies, Supported Child Development (SCD) Programs help families of children with developmental delays or disabilities to gain access to inclusive child care. The Richmond SCD program serves families with children from birth to 19 years, partnering with community licensed child care programs to offer a range of options for local families whose children require additional supports to attend child care programs for various age groups.

Toddlers: Children between the ages of 18 and 36 months.







Introduction

Since 1991, the City of Richmond has been supporting its residents' social needs. This is reflected in the City's Official Community Plan, Social Development Strategy and Child Care Policy. As part of helping Richmond's children, youth and families thrive, the City has committed to being an active partner with senior levels of government, parents, private businesses and the not for profit sector to develop and maintain child care opportunities in Richmond.

The benefits to the City of advocating for and partnering in the provision of affordable, accessible and quality child care are multi-fold. First, these efforts support working parents and those who are improving their skills through education and training. It is also beneficial to increasing women's participation in the workforce. From the perspective of gender equality, this helps enhance women's lifetime earnings. By contributing to the availability of licensed child care spaces, the City of Richmond is helping young families, already challenged by high housing costs, with the necessary supports to maintain their employment.

Currently, only 20% of Canada's children (under 12 years) have access to regulated child care. In Richmond, this is slightly higher with licensed child care spaces available for 24% of the children under the age of 12 years. Nevertheless, the limited supply of licensed child care spaces, along with high fees, continues to be a challenge for Richmond's families. Until senior levels of government invest in a universal, publically funded child care system, municipal engagement is crucial to increasing the availability of child care spaces to respond to the increasing needs of Richmond's resident and employee population.

As an economic development generator, child care has been cited in many Canadian studies as an economic multiplier. For every dollar spent on child care there is a \$2 to \$3 return on investment. Overall economic stability and growth in Richmond is enhanced by having licensed child care programs to support the employment population. Local businesses in Richmond generate over 100,000 jobs with 1.4 jobs available for every resident. Around 40,000 residents work in Richmond and over 60,000 workers come from elsewhere. Having child care options for employees makes it easier for Richmond businesses to attract and retain a stable labour force.

“A dollar for enriched child care services saves \$17 in criminal justice costs.”

– *Making Cities Safer: Action Briefs for Municipal Stakeholders*¹

From a social perspective, having accessible, affordable and quality child care can serve as a poverty reduction measure, offering the most vulnerable families with the supports they need to sustain employment and make financial gains for their future. Child care and early childhood education support school readiness and ease a child’s transition into school. It can also allow opportunities for early identification and intervention approaches for children who have developmental delays. Such early prevention services also help strengthen vulnerable children’s resilience and set them on a path to success in adulthood.

These are just some of the reasons why the City of Richmond continues to be a champion for child care. Related to the City’s Child Care Policy, and to better understand current conditions for child care in Richmond, the City undertakes periodic child care needs assessments. These are used to inform five year planning strategies with associated actions. To this end, the City has undertaken a community engagement process to learn about its residents child care experiences and to frame a strategy for the years going forward from 2017 to 2022.

Purpose

The purpose of the Child Care Needs Assessment and Strategy 2017-2022 is to:

1. Identify key child care needs for Richmond over the next five years; and
2. Provide a resource for the City, and others involved with child care, in planning to address current and future child care needs.

Its objectives are to:

1. Identify child care needs (opportunities and priorities for action) for Richmond from 2017 to 2022;
2. Identify key child care usage patterns and concerns of Richmond parents and caregivers;
3. Identify primary concerns of Richmond child care providers; and
4. Provide recommendations for addressing priority child care needs in the city over the next five years.

The document consists of seven sections: background; methodology; assessment of need; discussion and analysis; vision; strategic directions and recommended actions; and conclusion.

¹ Making Cities Safer: Action Briefs for Municipal Stakeholders, Number 3, Institute for the Prevention of Crime, March 2009



Background

Government Roles

Before exploring needs, it is useful to have an understanding of the roles played by respective levels of government regarding child care. The Federal Government provides transfer funding to provinces for social programs, including early childhood development and care. The Federal Government also funds various other child and family-oriented programs and initiatives, such as the Canada Child Benefit (CCB)²

The Federal Government acknowledges that “in Canada, as elsewhere, there has been a growing recognition of the importance of the early childhood period and the need to support young children, whether their parents are at home or in the paid labour force.”³ The Federal Government further acknowledges that Canada “lags behind many of its counterparts in the Organization for Economic Co-operation and Development (OECD) with regard to early childhood development programs, both in terms of the proportion of GDP spent on public funding of early childhood education and care and in terms of enrolment of children in preschool education.”⁴

Over the years, advocates have repeatedly called upon the Federal Government to adopt a National Child Care Plan or Strategy for Canada. On June 12, 2017 the Federal Government announced the Multilateral Early Learning and Child Care Framework. The federal budget committed approximately \$7 billion in new child care funding, starting with \$500 million in this fiscal year and increasing to \$870 million annually by 2026, which includes money for indigenous child care on reserves. Through bilateral agreements with provincial and federal territories to be signed over the next few months, the Liberal government will provide \$1.2 billion over the next three years.

² The Canada Child Benefit is a tax-free financial benefit, adjusted according to income, disbursed to families with children under 18 years old. It is intended to help families with the cost of raising children.

³ Government of Canada website.

⁴ Government of Canada website.

The Provincial Government plays several roles regarding child care including:

- Planning and funding social services, including early learning, child care and related programs (e.g. child care resources and referral centres);
- Developing child care legislation, policy, and regulations;
- Providing Major and Minor Capital Grants to eligible child care providers;
- Licensing and inspecting child care programs (via regional health authorities);
- Providing fee subsidies and program supports for families with low incomes; and
- Providing qualifying families with additional financial supports.

With respect to recent initiatives, in 2013, the Province of BC introduced the *BC Early Years Strategy*. The strategy has four priority areas: access, quality, affordability, and coordination, with a key focus on Aboriginal populations. Another recent provincial initiative is the BC Early Childhood Tax Benefit (BCECTB), introduced in 2015.⁵ The BCECTB is not a child care initiative but rather a financial program that is intended to assist low income families with the cost of raising young children.

The BC Early Learning Strategy and Early Learning Centres

The BC Early Years Strategy was introduced in 2013 and is grounded in four overarching goals:

1. Improving Access – Helping to ensure that early years programs and services, including child care, are available for children who need them.
2. Improving Quality – Ensuring that programs and services are high quality and evidence-based.
3. Improving Affordability – Enabling parent choice through strategic and sustainable financial supports.
4. Improving Coordination – Ensuring that government and community programs and policies are integrated to meet the needs of children and families.

The Provincial Government established the Office for the Early Years (EYO) to work across ministries to oversee the implementation of the Early Years Strategy. The EYO has a mandate to move from strategy to action, implementing the BC Early Years Centre network and formulating a range of other measures/actions/programs to increase the quality, accessibility, affordability of early years services across BC.

BC Early Years Centres help families access the services and information they need to help their children grow and develop. To date, the Province has funded 47 Early Years Centres, including one in Richmond that is operated by Richmond Family Place.

⁵ The BC Early Childhood Tax Benefit (BCECTB) is a tax-free monthly payment made to eligible families to help with the cost of raising young children under age 6. Benefits from this program are combined with the federal Canada Child Benefit (CCB) and the BC Family Bonus Program (BCFB) into a single monthly payment.

The BCECTB provides a benefit of up to \$55 per month per child under age 6. Benefits are based on the number of children in the family and the family's net income. The BCECTB is reduced if the family's net income exceeds \$100,000 and is zero once the family's net income exceeds \$150,000.

The Canada Revenue Agency administers the BCECTB program for British Columbia.

Municipal governments, whose powers derive from provincial legislation, do not have a direct responsibility for child care or other social services. Nonetheless, as the level of government closest to the people, municipalities have deep concerns about child care as well as other social needs of the community. Examples of roles played by BC municipalities in addressing child care needs include:

- Adopting municipal child care policies;
- Convening child care planning tables;
- Advocating to senior governments on local child care needs;
- Undertaking child care needs assessments;
- Providing grants to child care providers;
- Amending zoning bylaws to facilitate development of child care spaces;
- Making space available in municipal facilities, at nominal or below market rates, for the provision of child care;
- Securing built child care spaces or cash in lieu from developers through the development approval process (e.g. by providing bonus density in exchange for child care contributions);
- Seeking funding and facilitating the creation of early childhood development hubs (e.g. child care centres in conjunction with other child and family oriented services);
- Supporting a child care website or link with information targeted both to child care operators and interested parents;
- Providing planning tools and resources for existing and prospective child care operators; and
- Establishing family-friendly policies for municipal employees (e.g. compressed work weeks, and flexible scheduling to accommodate employees' child care needs).

Some of the key roles played by the City of Richmond include:

- Identifying child care needs of residents, students, employers and employees based on demographic information and insights from the community;
- Ensuring that the City's plans, policies, and regulations facilitate the establishment of child care facilities;
- Facilitating development of City-owned child care facilities (e.g. by working with developers) to be operated by non-profit child care operators;
- Facilitating the direct delivery of child care services by Community Associations at City facilities (e.g. City Centre Community Centre, South Arm Community Centre, and Terra Nova Park);
- Sharing community need information with private and non-profit child care operators to assist with child care planning efforts;
- Liaising and maintaining connections with local child and family service organizations to strengthen networks and facilitate joint planning opportunities; and
- Encouraging the Provincial and Federal governments to adopt policies and provide stable funding to enhance resources for local child care providers.

Contribution of Richmond Community Associations

- Child care programs are offered at eight community centres in Richmond.
- The eight community centres accommodate 21 programs, which collectively have a licensed capacity of 954 spaces.
- The largest number of programs are at South Arm, West Richmond, and Steveston Community Centres (four programs each).
- The largest number of spaces are at South Arm (221 spaces), West Richmond (189 spaces), and Steveston (162 spaces) Community Centres.
- The eight community centres accommodate 13 preschool programs (494 spaces), 7 school-age child care programs (444 spaces), and one group care program for 30 months to school-age (16 spaces).
- Community Centre programs constitute 60% of Richmond's licensed capacity of preschool programs, 27% of the licensed capacity of school-age care programs, and 1% of the licensed capacity of group care for 30 months to school-age programs.

Approximately **40%**
 of all child
care spaces in
Richmond are
delivered on City of
Richmond or Richmond
School District sites.

Previous Child Care Needs Assessments

As noted, this is the fourth Child Care Needs Assessment and Strategy undertaken by the City, with the other assessments being completed in 1995, 2001, and 2009. All have been similar in presenting objectives to identify Richmond's child care needs and challenges, and providing the City with recommendations for the future.

Key characteristics of the previous assessments are as follows:

- *Richmond Child Care Needs Assessment (1995)*: The Assessment focused on three components: consideration of child care in Richmond compared with other Lower Mainland municipalities and the province as a whole; an analysis of child care services in Richmond and; an assessment of parents' child care needs (as identified through a survey and other outreach activities). The 1995 Assessment provided recommendations, but did not identify targets for future child care space needs.
- *2001-2006 Child Care Needs Assessment (2002)*: The Assessment identified child care changes and trends from 1995 to 2001, projected child care needs from 2001 to 2006, and provided recommendations to help the City continue to play a leadership role in supporting child care in Richmond.
- *2009-2016 Richmond Child Care Needs Assessment and Strategy (2009)*: The Assessment provided estimates and projections of the child populations and child care space requirements for each of Richmond's Planning Areas. It also included an extensive list of recommendations for the City and a variety of stakeholders in the child care field (e.g. Richmond School Board, Community Associations, the Child Care Development Advisory Committee, Richmond Child Care Resource and Referral, and the Provincial Government).

The 2017-2022 *Richmond Child Care Needs Assessment and Strategy* updates and builds on the previous child care needs assessments, identifying child care needs and providing a contemporary set of recommendations for addressing the identified needs. Due to the lack of 2016 Census figures, this document does not provide specific child care space targets. However, it offers an analysis of trends, priorities, and challenges for Richmond. It also establishes a foundation for estimating future child care need by Planning Area, to be pursued when detailed results of the 2016 Canada Census are available for Richmond (May 2018).

Other City Plans, Policies, and Structures

In addition to previous Needs Assessments, the City's child care initiatives are supported by a variety of other plans, strategies and policies. Key examples include the following:

Plans

Richmond 2041 Official Community Plan (OCP): The OCP cites the City's commitment to "promote the establishment and maintenance of a comprehensive child care system to provide accessible and affordable quality programs" through the following actions:

- Continue to work with the community to establish quality, affordable child care services;
- Update the Child Care Implementation Strategy on a regular basis;
- Continue to negotiate for the provision of City-owned child care space within private developments as appropriate;
- Continue to encourage donations and contributions to the Child Care Development Reserve Fund and to review the process for allocation of these funds; and
- Encourage provision of space for family child care in all assisted-rental housing projects developed under senior government programs.

Area Plans (Schedules to the OCP): The City's Area Plans acknowledge the importance of child care programs and include provisions to accommodate their development in a range of areas and zoning districts throughout Richmond. The City Centre Area Plan and the West Cambie Area Plan, for example, specifically include implementation strategies that outline expected developer contributions to child care.

Strategies

Richmond Social Development Strategy (Building Our Social Future): Action 10 of the Social Development Strategy commits the City to "support the establishment of high quality, safe child care services in Richmond" through such means as:

- Conducting periodic Child Care Needs Assessments, with interim monitoring, to identify existing and future child care requirements, by type of care and geographic area of need;
- Exploring creative financing options to supplement developer contributions to augment the City's Child Care Development Reserves;
- Securing City-owned child care facilities from private developers through the rezoning process for lease at nominal rates to non-profit providers;
- Encouraging the establishment of child care facilities near schools, parks and community centres;

- Encouraging private developers to contribute to the City's Child Care Development Reserve Fund, as appropriate;
- Consulting and collaborating with child care providers and other community partners on child care issues;
- Administering the City's Child Care Grant Program to support the provision of quality, affordable, accessible child care in Richmond; and
- Advocating for senior governments to contribute funding and improve policies to address local child care needs.

Policies

Richmond Child Care Development Policy 4017: The Child Care Development Policy acknowledges that quality and affordable child care is an essential service in the community for residents, employers and employees. It also commits the City to being an active partner with senior governments, parents, the private sector and co-operative sectors, and the community, to develop and maintain a comprehensive child care system in Richmond.

Child Care Development Advisory Committee (CCDAC): Established in 1993 as an outcome of the *Child Care Development Policy 4017*, the CCDAC is an advisory committee to City Council. Its mandate is to advise Council on the development of quality, affordable and accessible child care, and to assist with the planning and support of quality child care in Richmond. The CCDAC advises Council on child care funding, policy and infrastructure, including making recommendations on child care grant allocations. It also provides advice regarding necessary advocacy to senior levels of government and other stakeholders. In addition, it works with the community to monitor child care services and needs, support the development of child care spaces in Richmond, and increase public awareness of child care issues.

Child Care Statutory Reserve Fund: The Child Care Development Reserve Fund (Bylaw No. 6367) was established in 1994 for capital expenses including providing grants to non-profit societies for capital purchases and improvements, such as equipment, furnishings, renovations and playground development. The Child Care Operating Reserve Fund (Bylaw No. 8877) was established in May 2012 to assist with non-capital expenses including grants to non-profit societies to support child care professional and program development within Richmond. Contributions to the Reserve Funds are secured through developers, in accordance with provisions from the OCP and Zoning Bylaw, with 90% of the contributions going to capital and 10% going to operating.

Best Practice Review

In planning for child care, much can be learned from looking at promising practices from other jurisdictions. A review of promising child care practices of other jurisdictions was conducted as part of the *2017-2022 Richmond Child Care Needs Assessment and Strategy*. The intent was to identify opportunities for enhancing Richmond's child care efforts while recognizing that any practice must be appropriate to, and feasible for the local context. As with the *2009-2016 Richmond Child Care Needs Assessment and Strategy*, research for this review primarily focused on promising practices from four BC municipalities (Vancouver, North Vancouver, New Westminster, and Burnaby) and the City of Toronto⁶.

⁶ The Toronto examples are included because they demonstrate a strong municipal leadership role with respect to child care. Richmond would not be able to pursue all of the examples cited for Toronto, because unlike their Ontario counterparts, BC municipalities do not have the legislated authority and resources to directly provide child care services. On a modified basis,

This section begins with two context pieces: conclusions from the 2009-2016 *Richmond Child Care Needs Assessment and Strategy's* promising practices research and an overview of the 2015 *Metro Vancouver Survey of Municipal Child Care Practices*. These pieces are followed by promising practices research that examines how selected municipalities address four child care priority areas: creating spaces; improving access; planning and policy development; and building partnerships.

Information for the promising practices review was obtained from the websites of the municipalities being examined, as well as interviews with staff from selected municipalities (Vancouver, New Westminster and Burnaby). Given that this Child Care Needs Assessment is being conducted to assist the City of Richmond with its future child care pursuits, it was not considered useful to cite examples of child care initiatives of non-municipal jurisdictions (e.g. provincial authorities, the federal government, other countries) or initiatives that the City of Richmond would have no way of pursuing.

2009-2016 Richmond Child Care Needs Assessment and Strategy

The 2009-2016 Richmond Child Care Needs Assessment and Strategy provided information on promising child care practices from other Lower Mainland municipalities and the City of Toronto. The document noted that, unlike their Ontario counterparts, municipalities in BC do not have clear mandates with respect to child care planning and service delivery. It also noted that, regardless of mandate, many municipalities are actively involved in supporting the child care sector. The 2009-2016 Child Care Needs Assessment and Strategy provided examples of how selected municipalities pursued the foregoing initiatives. It also observed that many of the initiatives were being pursued by the City of Richmond.



however, BC municipalities could pursue select initiatives that fit within their mandates.

A Municipal Survey of Child Care Spaces and Policies in Metro Vancouver

In December 2015, Metro Vancouver published a report entitled *A Municipal Survey of Child Care Spaces and Policies in Metro Vancouver*. The report had a two-fold purpose:

1. Present an inventory of child care spaces in the region; and
2. Summarize the findings of a region-wide survey of municipal policies and regulations relating to the provision of child care spaces.

Noteworthy findings from the report were that:

- 7 Metro Vancouver municipalities have a stand-alone child care strategy;
- 9 municipalities identify child care facilities as a community amenity in the development approvals process;
- 12 municipalities support child care through the provision of municipal building space (rent-free, reduced lease, or market lease); the space may be made available on a single property or on multiple sites;
- 5 municipalities offer grants for child care capital projects; four municipalities offer grants for child care operating costs;
- 3 municipalities provide space for child care in municipal facilities; and
- Child care facility use agreements with local school boards are in place in Vancouver and under development in Burnaby.

In looking at the information presented in the Metro Vancouver document, it is clear that several Lower Mainland jurisdictions play an active role regarding child care. It is also clear that Richmond is one of the more progressive municipalities in the region with respect to its child care planning, policies and practices.



Creating Spaces

An adequate supply of affordable, appropriate, quality child care spaces is necessary to provide parents with choice and to address ongoing child care needs of the community.

Examples of Promising Practices:

Facilitation of Child Care Space Development – City of Vancouver: Since the 1970s, the City of Vancouver has facilitated the development of 3,925 non-profit child care spaces. Roughly half (1,954 spaces, accommodated in 65 facilities) were facilitated over the past 10 years (2007-2016). Financial contributions to the post-2007 spaces amounted to roughly \$114M, with the funds being provided through developers (Community Amenity Contributions and Development Cost Levies), City Capital Grants, Provincial Grants, and other. A breakdown is provided in Table 1.

Table 1: City of Vancouver – City Facilitated Childcare Spaces 2007-2016

	Number of Facilities	Number of Spaces	\$ Contributed	% of Total \$ Contributed
Developer	21	1,008	\$90,350,000	79%
City Capital	44	946	\$8,840,000	8%
Province			\$4,850,000	4%
Other			\$9,950,000	9%
Total	65	1,954	\$113,990,000	100%

It should also be noted that, in addition to the City's \$8.8M capital contribution to child care over the past 10 years, Vancouver committed a further \$30M for child care in the City of Vancouver's 2015-2018 Capital Plan. Major initiatives to be funded through the Capital Plan include three 69 space child care facilities to be constructed in conjunction with the rebuilding of elementary schools in the city (at a cost of approximately \$7.5M each).

New Westminster Child Care Grant Program: The City of New Westminster established a Child Care Grant Program designed to assist non-profit child care operators in expanding, renovating or repairing their facilities, or purchasing appliances, equipment and furnishings to better serve children in their care. The innovative feature of this grant program is the funding source for the program: revenues obtained from Sunday parking metre collections. Pay parking for on street parking on Sundays was only recently introduced in New Westminster. By devoting the revenues from the Sunday parking to child care grants, the City was able to support non-profit child care providers without using taxpayer dollars or taking funds away from other important City initiatives.

Improving Access

Improving access, through enhanced information and other means, would assist parents in securing quality, affordable child care for their children.

Examples of Promising Practices:

Connect for Kids: The City of North Vancouver website contains a link to Connect for Kids, a one-stop online source of information about child and family services on the North Shore that is hosted by North Shore Community Resources Society. Connect for Kids is a resource targeted to parents, caregivers and professionals working with children and families. Examples of information available on the site include places that offer child care, out-of-school activities for children, parent programs, multicultural support, and family resources.

Toronto Early Learning & Child Care Services (TELCCS):⁷ TELCCS is a service delivery arm of the City of Toronto, offering quality early learning and child care services throughout the city for children, birth to 12 years. Two key components of TELCCS's service provision are:

- **Early Learning Centres:** TELCCS operates over 50 early learning & child care centres throughout Toronto. The centres primarily provide full day early learning and child care services, but also offer some before and after school care. The centres use a play based learning approach, supporting the individual learning and development of their children in care.
- **Toronto Home Child Care:** Toronto Home Child Care is a licensed agency, founded on the recognition that a home environment, with smaller groups and flexible hours of care, may be the preferred child care option for some families. The agency holds contracts with independent providers offering high quality early learning and child care in their private homes. As with the TELCCS early learning centres, the home child care services are available for children from birth to 12 years.

Planning and Policy Development

Policy development and planning are key tools at a municipality's disposal with respect to child care; and given the limited resources, and mandates of municipalities concerning child care, it is important that any actions taken be well planned, focused, and strategic.

Examples of Promising Practices:

City of Toronto Children's Services Service Plan 2015-2019: This plan is a key document that guides the Children's Services Division in Toronto for its planning and delivery of services for children and families. New Service Plans are developed every five years, assessing the division's accomplishments and challenges, conducting an environmental scan, and setting new directions for the next five years. The Service Plan sets a vision for the child and family service system, including early learning and child care. Toronto's 2015-2019 Service Plan has four parts:

1. **A Toronto for All Children & Families:** examines Children's Services' role in building a city that works for all of Toronto's children and families.
2. **The Changing Landscape:** an environmental scan of the many influences that are impacting the child and family system in Toronto.

⁷ As noted, Ontario municipalities have the legislated authority and resources to directly provide child care services. BC municipalities lack such authority or resources.

3. **The Service Sector:** provides a snapshot of Children's Services' existing programs and services, with a focus on programs and services that are planned, funded, and managed by the Division.
4. **The Service Plan:** identifies actions for expanding and enhancing early learning and child care through careful planning and long-term investment in order to meet demand in Toronto.

City of New Westminster Child Care Needs Assessment (Fall 2015) and Child Care Strategy (Fall 2016): Similar to the City of Richmond, the City of New Westminster has undertaken needs assessments and adopted strategies for child care. The most recent New Westminster Child Care Needs Assessment was released in 2015 and the most recent Child Care Strategy was adopted in 2016. The 2016 Child Care Strategy is the City's third such strategy, and its second in seven years. The strategy provides an overall vision, policy framework and three-year action plan in support of a comprehensive child care system in New Westminster. The strategy contains several actions relating to the themes of policy and planning, direct support for child care, information dissemination, collaboration, partnership, and advocacy.

Building Partnerships

Municipalities can make the most of their resources to address child care issues by collaborating with other partners.

Examples of Promising Practices:

Joint Child Care Council (JCC): The JCC, established in 2004, is a formal arrangement involving the City of Vancouver, the Vancouver Parks Board, and the Vancouver Board of Education with a mandate to provide leadership in child care and child development in Vancouver. It consists of elected and administrative officials from the City, Parks Board and School Board, as well as representatives from Vancouver Coastal Health, non-profit child care providers, and the academic community. A key role of the JCC is to set targets for the creation of new child care spaces. These targets have regularly been exceeded since the JCC's inception. Indicative of the positive collaboration engendered by the JCC, the City of Vancouver recently partnered with the Vancouver Board of Education to co-locate a new 69-space child care centre, as part of the seismic replacement project at Sir Sandford Fleming Elementary. Through a unique partnership with the Ministry of Education and Vancouver School Board, the City is providing \$6.3M, while the Province is contributing \$500,000 (in addition to its other contributions to the seismic replacement project).

Child Care Facilities Memorandum of Agreement (MOA) between the City of Burnaby and Burnaby School District #41: In 2014, the City of Burnaby and Burnaby School District entered into an agreement for the placement of up to twelve child care facilities in modular buildings on School District lands. The agreement specified the various roles of the respective parties, with the key ones involving:

- Provision of school lands by the School District for the siting of the facilities;
- Management of the development and construction of the facilities by the City with School District approvals;
- City funding of all capital construction, capital maintenance and future site restoration costs;

- School District management of the operating relationship between the District and non-profit child care providers for the provision of child care services in each facility; and
- Provision for day-to-day maintenance and repair, and other operating costs by the child care provider through an operating agreement between the School District and the child care provider.

Key Child Care Achievements in Richmond Since 2009

The 2009-2016 Richmond Child Care Needs Assessment and Strategy contained a detailed list of recommendations targeted to the City, senior levels of government and other groups involved with the planning and delivery of child care in Richmond. Progress made in addressing the Council adopted Child Care Needs Assessment and Strategy recommendations are summarized in Table 2.

Table 2: Progress in Addressing Council-Adopted Recommendations from 2009-2016 Richmond Child Care Needs Assessment and Strategy

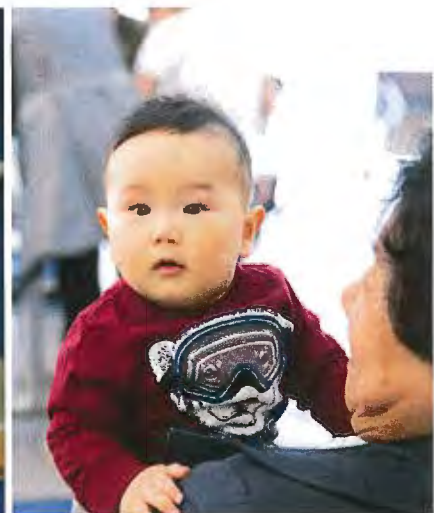
Recommendation	Status
<p>1. The following recommendations, based on the 2009-2016 Richmond Child Care Needs Assessment and Strategy, be endorsed:</p> <p>a) Work to meet implementation targets based on the 2009-2016 Richmond Child Care Needs Assessment and Strategy, to maximize the community benefit of City-owned facilities, by:</p> <ul style="list-style-type: none"> i) prioritizing the development of child care spaces for school-age children & infant and toddlers ii) continuing to identify priority child care needs and establish short term targets to address service needs iii) monitoring provision of child care spaces and changes in community child care needs. 	<ul style="list-style-type: none"> • Since 2009, three City-owned child care centres were completed or constructed: West Cambie Children's Centre (62 child care spaces) in West Cambie, Cranberry Children's Centre (34 child care spaces) in Hamilton, and Willow Early Care and Learning Centre (37 child care spaces) in City Centre. • A further five City-owned child care facilities, accommodating an estimated 249 child care spaces, have been negotiated in the Bridgeport (61 child care spaces), Shellmont/ East Richmond (37 child care spaces), Blundell (37 child care spaces), and City Centre (114 child care spaces) Planning Areas. • Priority has been placed on securing infant/ toddler and school-age spaces. However, a large share of spaces for 3-5 years have also been secured, recognizing that 3-5 years spaces are generally required to offset the costs of care for the younger age groups, ensuring that those programs can be economically viable. • Through the Child Care Development Advisory Committee (CCDAC) and other mechanisms, the City monitored and responded to ongoing child care needs and confirmed short term child care targets and priorities (e.g. City staff consulted with the CCDAC as new opportunities arose to secure child care spaces through the development approval process).
b) Continue to make City-owned facilities available to child care operators at a nominal rent.	<ul style="list-style-type: none"> • All City-owned child care facilities are leased to non-profit operators at nominal rates.
c) Where space in City-owned facilities is sufficient, encourage a hub model of care whereby at least two types of child care are offered and co-located with other services to families.	<ul style="list-style-type: none"> • The forthcoming City-owned child care facility, negotiated as part of the Capstan Village (Phase 2) Development in City Centre North, will function as an early childhood development (ECD) hub offering licensed group child care of up to 77 spaces with complementary family support services. The City will pursue additional ECD hub amenities in other City Centre Village areas, in accordance with the City Centre Area Plan, as development opportunities arise.

Recommendation	Status
d) Consider developing a City-owned child care facility for City employees and the community in the vicinity of City Hall.	<ul style="list-style-type: none"> No firm plans are in place for establishing a child care facility for City employees. Establishment of such a facility will depend on two factors: 1) confirmation that there is sufficient demand by City employees for child care spaces, and 2) appropriate development opportunities to secure the spaces, either as a negotiated amenity or other means, at a convenient location near City Hall that can serve both City employees and the broader community.
e) Request that the Provincial Government undertake actions proposed in the 2009-2016 Richmond Child Care Needs Assessment and Strategy, with the addition of providing child care coordination at the local level.	<ul style="list-style-type: none"> In 2009, the City formally requested the Province to pursue the actions identified for Provincial Government attention in the <i>2009-2016 Richmond Child Care Needs Assessment and Strategy</i>: <ul style="list-style-type: none"> Development of a Provincial Child Care Policy Framework; Increase government funding to support child care, including i) development of a plan to facilitate greater stability and enhance flexibility in child care services, and ii) protecting and enhancing funding for supported child care; Providing public education to increase awareness around the importance of child development and child care centres; and Developing strategies to better support families where cultural barriers exist. In 2013, the Province introduced the <i>BC Early Years Strategy</i>, which intended to address four priority child care areas: access, quality, affordability, and coordination. Concerns remain, however, regarding the affordability and stability of the child care system in Richmond and the province.
f) Request that the Federal Government undertake actions proposed in the 2009-2016 Richmond Child Care Needs Assessment and Strategy.	<ul style="list-style-type: none"> In 2009, the City formally requested that the Federal Government pursue the actions identified for that Government's attention in the Needs Assessment: <ul style="list-style-type: none"> Development of a national child care framework; Provision of Federal transfer payments to provinces that adopt tangible plans for establishment of a quality child care system in their jurisdiction; Increase Canada's investment in early learning and child care; and As a condition of transfer funding, require provinces to provide direct operating funding to regulated child care programs that are accountable for delivery of quality care services. The Federal government has initiated discussions with provinces, territories, and Indigenous communities regarding a new National Early Learning and Child Care Framework for Canada. The parties are currently negotiating the basis of Federal funding agreements, and \$500 million in Federal funding has been allocated for child care in 2017.
2. A Child Care Project Leader be retained for 2011, through allocation of \$50,000 from the Child Care Development Statutory Reserve Fund, to oversee the planning, design, construction and lease of negotiated City-owned child care facilities.	<ul style="list-style-type: none"> A consultant was retained in 2011 to assist work with the Child Care Development Advisory Committee and assist with various City child care initiatives.

Recommendation	Status
3. In preparation of the Social Planning Strategy, consideration be given to permanently incorporating expertise in child care facility development and early and middle childhood services into City social planning staff capacity.	<ul style="list-style-type: none"> In 2012, Council approved the creation of a full-time Child Care Coordinator position for the City. The position was filled, with the Coordinator assuming duties in early 2013.
4. The 2009-2016 Richmond Child Care Needs Assessment and Strategy be submitted to the Richmond School District, for their information.	<ul style="list-style-type: none"> The Assessment was forwarded to the School District, as per the recommendation involving the School Districts collaboration with the City regarding child care planning (e.g. sharing of population data, identifying opportunities for including child care programs in schools). The City and School District have a positive, collaborative working relationship with respect to child care matters.

In addition, some other key child care initiatives in Richmond since 2009 include:

1. Development of City child care resource materials:
 - a) An online map of licensed child care programs in Richmond to assist parents in finding child care;
 - b) *Child Care Design Guidelines* intended to provide clarity for developers, architects and child care operators regarding the City's expectations for the design and finish of City-owned child care facilities that will become municipal assets; and
 - c) A brochure, *Creating Child Care Space in Richmond*, aimed at helping child care operators understand municipal approval processes for the establishment of child care in Richmond.
2. Council adoption of the Social Development Strategy and the 2041 Official Community Plan, both of which contain strategies concerning child care.
3. Council endorsement of the Richmond Children's Charter, a document developed by Richmond Children First that recognizes that the protection of children's rights is the responsibility of everyone in Richmond.
4. Provincial introduction of full-day kindergarten in 2011.



A Note on Early Childhood Development Hubs

Early childhood development (ECD) hubs have been identified as a priority for the City of Richmond through the Official Community Plan, Social Development Strategy, City Centre Area Plan and previous Child Care Needs Assessments. This section provides a brief background on hubs.

City Council adopted a staff recommendation from the *2009-2016 Richmond Child Care Needs Assessment and Strategy* to “encourage a hub model of care whereby at least two types of child care are offered and co-located with other services to families.”⁸ The New Westminster organization, Kids New West, offers some helpful distinctions concerning hubs:⁹

1. Hubs include the direct provision of at least two early child development or parent support services under the same roof, one of which will be a child care program (e.g. infant and toddler, preschool, etc.). Most existing hubs directly provide more than two services.
2. Hubs have relationships or connections with most other ECD, child care and parent support services in the community. The hub building acts as the centre of a broader web of services. Parents and children accessing services in the hub building will be able to gain information and seamless access to a continuum of services.
3. Hubs include a community development component. This involves outreach and developing services for children and families, as well as maintaining relationship building with service providers and community stakeholders.
4. Hubs make use of available space(s) in the community. Hubs can be located in community centres, schools, neighbourhood houses, libraries, public housing complexes, or occasionally private space (e.g. shopping malls). Communities will assess the existence of available and accessible spaces as a first step in developing hub programs.

Looking to our neighbours, as a member of the *Early Childhood Development Public Partners' Committee #40*, the City of New Westminster participated in the development of two ECD hubs and is pursuing the development of two more. Each of the existing and forthcoming hubs is or will be unique (e.g. different funding source, operating philosophy, and service components). Nonetheless, they all do or will include a licensed child care program and at least one other early childhood development and/or family strengthening service. The hubs are intended to act as focal points for their neighbourhoods, enabling families to easily obtain information and seamlessly access a continuum of services related to their needs.

ECD hubs offer a number of benefits to facility operators, such as cost savings and opportunities for collaboration, and the community, including a one-stop visit for programs and enhanced social opportunities. There will be further references to ECD hubs in the body and recommendations of this document. ECD hubs also offer benefits for families, as they provide one-stop shop services that allow parents with several children to reduce travel to the various services they need. They also offer a continuum of services that allows children to transition to different programs as they age.

⁸ See City of New Westminster website.

Demographic Highlights

To provide background context and assist with assessing child care needs in Richmond, it is important to understand key characteristics of the population. However, at the time of writing, the results of the 2016 Census are not yet available. The results will be disseminated in various releases throughout 2017, with cross-tabulations and other custom release data taking longer to obtain. The City of Richmond will request this data for its area-specific geographies in 2018, and further assessment of child care needs in Richmond while be required.

It is still pertinent to examine the most recently available statistics from the 2011 Census and National Household Survey⁹, and other pertinent data sources.¹⁰ Highlights are presented below:

- **Substantial overall population growth:** Between 1991 and 2011, Richmond's overall **population grew** by 33%, increasing from 126,624 to 190,473 people during that period.
- **Large immigrant population:** In 2011, over half (60%) of Richmond's population consisted of people born outside of Canada, with 33% having arrived since 2001. On an area-specific basis, roughly 72% of the City Centre area population consisted of immigrants.
- **High percentage of people having mother tongues and home languages other than English:** In 2011, 62% of Richmond residents had a mother tongue (language first spoken and still understood) other than English. Richmond School District data showed that in the 2014/15 school year, 60% of students had home languages (languages most frequently spoken at home) other than English.
- **Relatively low median family incomes:** In 2010, the median family income in Richmond was \$69,553, well below the Metro Vancouver average of \$80,006.¹¹ Further, there was considerable variation in median family incomes throughout the city, with Gilmore having the highest median family incomes (\$115,844) and the City Centre having the lowest (\$50,983).
- **Relatively high percentage of people with low incomes:** In 2010, 42,365 Richmond residents (22.4% of all residents) had incomes below the low-income measure after-tax (LIM-AT),¹² well above the Metro Vancouver average of 17.4%. Further, compared with other municipalities in the region, Richmond also had the highest prevalence of children under 18 (25.4%) and children under six (22.6%) in low-income households.

⁹ Prior to 2011, the Federal government eliminated the mandatory Long Form Census, replacing it with the voluntary National Household Survey (NHS). The Long Form Census had questions on language, ethnicity, housing and array of other information of interest to local governments and others. While the NHS asked many similar questions to the Long Form Census, the results are less reliable due to the voluntary nature of the survey. The Statistics Canada website cautions: "The (2011) NHS estimates are derived from a voluntary survey and are therefore subject to potentially higher non-response error than those derived from the 2006 census long form."

¹⁰ The United Way document: *The United Way of the Lower Mainland Community Profile Series: Richmond*, December, 2015 provides a more detailed overview of demographic characteristics of Richmond. The document served as a secondary source for several of the statistics cited in this Demographics Highlights section.

¹¹ Various academics, policy officials and others have noted that official income figures may not provide an accurate picture of the financial viability of all members of the local population. For example, some households may report low incomes while having substantial assets (e.g. houses) and receiving support from family members living abroad with higher incomes. However, the extent of this discrepancy is not known and this note is not intended to reinforce assumptions about community members.

¹² The low-income measure after-tax (LIM-AT) reflects "a consistent and well-defined methodology that identifies those who are substantially worse off than average." Furthermore, "the after-tax low income measures will take into account the reduced spending power of households because of income taxes paid." The measure must be treated cautiously, however, as Statistics Canada "has clearly and consistently emphasized that low income lines are not measures of poverty." Further information can be found in the article "Low-income measure after tax," available on the Statistics Canada website.

- **Slightly lower percentage of population in labour force:** In 2011, Richmond had the lowest labour force participation rate for the total population in the region (61.7% for the city compared with 66.1% for Metro Vancouver). Richmond also had the lowest labour force participation rates for males (66.6 per cent) and females (57.2 per cent) in the region.
- **Slightly higher percentage of lone parent families:** The number of lone parent families in Richmond (16.1% of all families) exceeded the Metro Vancouver average (15.5% of all families). Further, 83% of Richmond's lone parent families were headed by women, with the remaining 17% being headed by men.
- **Several areas with high percentages of vulnerable children:** The Wave 6 *Early Development Instrument (EDI)*¹³ data (collected in 2013-2016) revealed that 35% of Richmond children were vulnerable on one or more domain. This is higher than the provincial average of 32.2%. The data also indicated that Richmond's children have high overall vulnerability rates, with over 20% of children being vulnerable on one or more domains in 10 of 11 Richmond neighborhoods. Vulnerability rates were 40% or higher for City Centre (North and South) and Blundell.



¹³ The Early Development Instrument (EDI) is a 104-item questionnaire developed by the Human Early Learning Partnership (HELP). The EDI is completed for individual kindergarten students by their teachers once the children enter the public school system. The EDI data provide communities and policy makers with valuable information for monitoring children's development, and for developing effective program and policy responses to help BC's children and families thrive. The EDI measures five domains: physical health and well-being, social competence, emotional maturity, language and cognitive development, communication skills and general knowledge. Further information can be found at the Human Early Learning Partnership website.





Methodology

A number of methods were used to collect information for the *2017-2022 Richmond Child Care Needs Assessment and Strategy*. Public feedback was sought from parents, guardians, and family members of children through a Parent Survey, program visits, coffee chats, and focus groups. Operators of child care facilities were also included in the engagement process, and feedback was collected through an Operator Survey and focus groups. The information collected through the public engagement process was used to assess the current and future needs of child care in Richmond.

Parent Survey

Parent Surveys were distributed to parents through community centres, community partners and elementary schools. 311 eligible surveys (of 350 surveys) were used in the analysis of the assessment of need. (Appendix A)

The Parent Survey sought information on the community's views, needs, aspirations and circumstances regarding child care. The Parent Survey, which was available both in online and hard copy versions, was developed by City staff, in consultation with the Child Care Needs Assessment Steering Committee. To assist with the effort, staff reviewed a variety of survey instruments used in other jurisdictions conducting similar assessments. An initial draft was piloted and subsequently refined. The online surveys were administered through the Interceptum survey tool. A link to the survey was available from August 18 to October 16, 2016 on Let's Talk Richmond, the City of Richmond's community engagement website.

The Parent Survey was primarily targeted to Richmond parents or guardians of children up to 12 years of age, but was also available for completion by any interested community member. It was widely promoted in the community, along with other opportunities for engagement in the *2017-2022 Richmond Child Care Needs Assessment and Strategy* project.

Operator Survey

As with the Parent Survey, the Operator Survey was developed by City staff, with support and advice from the project steering committee. The Operator Survey was pilot tested and refined before its launch. (Appendix B)

The survey questions focused on child care facilities, programming, fees, organizational structure, funding, and staffing. The survey also provided an opportunity for additional comments.

In September 2016, the City wrote to all licensed child care providers in Richmond, inviting them to complete the survey and to participate in the Operator Focus Group session. The letter included a link to the survey, which utilized the Interceptum online survey platform. As well, Richmond Child Care Resource and Referral and Vancouver Coastal Health Child Care Licensing contacted all Richmond licensed and license-not-required (LNR) child care operators, reiterating the City's request for completion of the survey.

The Operator Survey yielded 110 responses; 81 responses were used in the analysis below, with 29 being excluded because they were duplicate submissions or were incomplete (e.g. only provided contact information and overlooked the substantive survey questions).

Other Sources

Other sources of public engagement and information were received through:

- Key Informant Interviews;
- Coffee Chats;
- Community Program Visits;
- Let's Talk Richmond Discussion Forum;
- Focus Groups; and
- Richmond Committees: City of Richmond Child Care Development Advisory Committee, City of Richmond Intercultural Advisory Committee, the Child Care Needs Assessment Steering Committee, Richmond Children First.





Assessment of Need

The assessment of child care needs for this study consists of two main components:

1. **What the Numbers Say:** a review of supply and demand for child care in Richmond. Data is based on changes in the variety and distribution of child care spaces in Richmond over time.
2. **What the Community Says:** a summary of information received from the community engagement process through key informants, surveys, and other outreach methods.

The results are presented below.

What the Numbers Say

Changes in Richmond's Child Care Situation: 1995-2016

The supply of child care spaces in Richmond has increased substantially over the past 21 years. In 1995, there were 2,436 licensed child care spaces in the city. By 2001 the number had increased to 3,216; by 2009 it had increased to 3,974; and by 2016 it had increased to 5,802. The change represents an increase of 138.2% from 1995 to 2016, and an increase of 46.0% from 2009 to 2016.

Reviewing changes since 2009, the number of spaces has increased for all types of child care, with the exception of family child care and occasional care. The greatest increases have been for group child care for infants and toddlers (rising from 166 to 664 spaces, or 300%), group child care for 30 months to school-age (rising from 1,333 to 2,103, or 58%), and school-age care (rising from 1,228 to 1,666 spaces, or 36%).

The per capita share of licensed child care spaces also increased substantially over time: rising from 10 spaces per 100 children aged 12 and under in 1995, to 15 spaces per 100 children aged 12 and under in 2009, to 24 spaces per 100 children aged 12 and under in 2016. (Table 3)

The supply of child care spaces in Richmond has **INCREASED 46%** from 2009 to 2016 

In 2016 there
were an
estimated



**9 CHILD CARE SPACES
PER 100 CHILDREN**
for infants & toddlers
(0-36 months of age)

Table 3: Trends in Licensed Child Care Spaces in Richmond: 1995-2016*

Type of Care	# of Spaces 1995	# of Spaces 2001	# of Spaces 2009	# of Spaces 2016	Change: 1995- 2016	% Change 1995- 2016
Group Care – under 36 months	66	92	166	664	598	906.1%
Group Care – 30 months to school-age	408	576	1,333	2,103	1,695	415.4%
Licensed Family Day Care	377	537	434	341	-36	-9.6%
In-home, Multi-age	0	0	64	81	81	
Multi-age	0	0	24	88	88	
School-age Care	775	1,062	1,228	1,666	891	115.0%
Preschool	600	820	689	819	219	36.5%
Occasional	155	104	36	40	-115	-74.2%
Special Needs**	45	25	0	0	-45	-100.0%
Total Licensed Spaces	2,426	3,216	3,974	5,802	3,376	139.2%
# Children 12 years and younger***	23,994	24,822	26,322	23,910	-84	-0.35%
# of Spaces/100 children 12 years and younger	10	13	15	24	14	140.0%

* Source of information for child care spaces for 1995, 2001, and 2009: 2009 Child Care Needs Assessment. Source of data for 2016 child care spaces: Vancouver Coastal Health (November 2016).

** Special Needs Child Care was eliminated in 2001, being replaced by the integrated model: Supported Child Care.

*** Source of data for 1995, 2001 and 2009 population figures was Richmond School District population projections (cited in 2009–2016 Child Care Needs Assessment). Source for 2016 figures was BC Stats P.E.O.P.L.E. projections.

Regional Comparison

The Metro Vancouver study, *A Municipal Survey of Child Care Spaces and Policies in Metro Vancouver (2015)*¹⁴ contained information on child care spaces per population in municipalities throughout the region. It revealed that, at the time of the survey, the number of spaces per 100 children 12 years and under in Richmond was 22.4, compared with the Metro Vancouver average of 18.5. In comparison to other studied municipalities, Richmond was in the upper half of municipalities offering the highest number of child care spaces per 100 children 12 years and younger. (Table 4)

¹⁴ As indicated in the Regional Context section of this document, Metro Vancouver has released two Surveys of Child Care Spaces and Policies in Metro Vancouver: one in 2011 and one in 2015. The purpose of the surveys was to:

1. Present an inventory of child care spaces in the region, and
2. Summarize the findings of a region-wide survey of municipal policies and regulations relating to the provision of child care spaces.

The Metro Vancouver study also revealed that the regional Metro Vancouver average of 18.5 spaces per 100 children 12 years and under is below the national figure of 20.5 regulated child care spaces per 100 children 12 years and under. In addition, the study noted that the ratio of regulated spaces to 100 children 12 years and under varies significantly from province to province. The highest rates are found in Quebec (37.4 spaces per 100 children) and the lowest are found in Saskatchewan (7.6 spaces per 100 children). At the time of the study, British Columbia had an average of 18 spaces per 100 children 12 years and under.

Table 4: Estimated Number of Children (0-12) and Child Care Spaces in Metro Vancouver, 2015

Municipality	Estimated # of Children 12 Years and Younger ¹		Estimated # of Child Care Spaces ²		Child Care Spaces per 100 Children 12 Years and Younger
	No.	%	No.	%	
Burnaby	27,100	9%	4,820	8%	17.8
Coquitlam	18,800	6%	3,719	6%	19.8
Delta	14,200	5%	2,260	4%	15.9
Langley City	3,500	1%	598	1%	17.1
Langley Township	17,600	6%	2,886	5%	16.4
Maple Ridge	11,900	4%	2,053	4%	17.3
New Westminster	7,600	2%	1,671	3%	22.0
North Vancouver City	5,900	2%	1,418	2%	24.0
North Vancouver District	12,000	4%	3,248	6%	27.1
Pitt Meadows	2,800	1%	648	1%	23.1
Port Coquitlam	8,400	3%	1,998	3%	23.8
Port Moody	5,300	2%	797	1%	15.0
Richmond	24,400	8%	5,462	10%	22.4
Surrey	79,600	26%	9,675	17%	12.2
Vancouver	62,400	20%	14,539	25%	23.3
West Vancouver	4,800	2%	1,227	2%	25.6
White Rock	1,500	0%	348	1%	23.2
Vancouver CMA	310,680	100%	57,367	100%	18.5

Distribution by Planning Area

In 2016, child care spaces were available¹⁵ in 13 of the 15 City Planning Areas. The two planning areas that had no child care spaces were the Fraser Lands and the South Arm Islands. No children between the ages of birth to 12 years old reside in the South Arm Islands, and thus this Planning Area is not included in the following analysis. The number of child care spaces increased in 12 Planning Areas between 2009 and 2016. The largest increases occurred in the City Centre (additional 529 spaces), Steveston (additional 335

¹⁵ Use of the term "available" means that spaces were present in a given area. It does not mean that those spaces were vacant.

spaces), and East Cambie (additional 238 spaces) planning areas. Three Planning Areas saw a decreased number of spaces: Shellmont (loss of 77 spaces), Sea Island (loss of 19 spaces) and Blundell (loss of 13 spaces). (Table 5 and 6)

The Steveston Planning Area saw the highest number of school-age child care spaces in 2016 (367 spaces) and the Hamilton Planning Area had the highest school-age child care spaces per 100 children ratio (25 per 100 children). Thompson (5 per 100 children), East Richmond (7 per 100 children) and West Cambie (8 per 100 children) Planning Areas offered the lowest school-age child care spaces per population, not including Sea Island and the Fraser Lands that do not have any school-age child care offered within their Planning Area. (Table 7)

Table 5: Child Care by Planning Area by Type of Care: November 2016

Type of Care	Sea Island	Thompson	Seafair	Steveston	Blundell	Broadmoor	Gilmore	Shellmont
Group Care – under 36 months	24	10	15	52	30	140	24	16
Group Care – 30 months to school-age	15	147	71	220	118	278	94	57
Licensed Family Day Care	7	14	28	49	35	66	0	71
In-home, Multi-age	0	14		8	0	0	0	35
Multi-age	0	8	8	8	8	32	0	8
School-age Care		65	164	367	90	303	20	81
Preschool	20	90	116	153	37	115	22	14
Occasional	0	0	8	16	0	0	0	0
Total Licensed Spaces	66	348	410	873	318	934	160	282
2009 Total	85	324	378	530	331	799	N/A	359
Changes since 2009	-19	24	32	343	-13	135	160	-77

Table 6: Child Care by Planning Area by Type of Care: November 2016 (Cont'd)

Type of Care	City Centre	West Cambie	East Cambie	Bridgeport	East Richmond	Fraser Lands	Hamilton	Total
Group Care – under 36 months	162	50	88	12	12	0	29	664
Group Care – 30 months to school-age	619	64	176	25	159	0	60	2,103
Licensed Family Day Care	4	21	19	0	7	0	20	341
In-home, Multi-age	0	0	8	0	8	0	8	81
Multi-age	8	8	0	0	0	0	0	88
School-age Care	280	52	120	0	12	0	112	1,666

Type of Care	City Centre	West Cambie	East Cambie	Bridgeport	East Richmond	Fraser Lands	Hamilton	Total
Preschool	120	38	44	0	20	0	30	819
Occasional	16	0	0	0	0	0	0	40
Total Licensed Spaces	1,209	233	455	37	218	0	259	5,802
2009 Total	680	99	217	4	0	0	131	3937
Changes since 2009	529	134	238	33	218	0	128	1,865

Source: Vancouver Coastal Health, Community Care Facility Licensing, November 2016.

Table 7: Number of Group School-age Care Spaces per 100 Children within Richmond's Planning Areas

Planning Area	Number of Group School-age Care Spaces	2016/17 School Year Estimated Population K-7 ¹⁷	Child Care Spaces per 100 children
Blundell	90	889	10.1
Broadmoor	303	1,363	22.2
City Centre	280	2,504	11.2
East Cambie	120	656	18.3
East Richmond	12	151	7.9
Gilmore	20	102	19.6
Hamilton	112	440	25.5
Sea Island	0	57	0.0
Seafair	164	907	18.1
Shellmont	81	652	12.4
Steveston	367	1,831	20.0
Thompson	65	1,131	5.7
West Cambie	34	409	8.3
Total	1,648	11,092	14.9

In 2016 there were an estimated  **14.9** GROUP SCHOOL-AGE CHILD CARE SPACES PER 100 CHILDREN in Kindergarten-Grade 7

Difference Between Estimated Needs from the 2009-2016 Richmond Child Care Needs Assessment and Strategy

The 2009-2016 *Richmond Child Care Needs Assessment and Strategy* estimated child care space needs for Richmond for 2016 by type of care and Planning Area. The methodology involved the following:

- 1. Developing population projections:** The 2009 Needs Assessment used population projections prepared for the Richmond School District by Baragar Systems¹⁷, which were available on an elementary school catchment area basis. With assistance from

¹⁶ Baragar Systems estimated population (Richmond School District)

¹⁷ Baragar Systems is a demographic consulting firm that provides population projections and related data to school districts and other clients in BC and Canada. The Richmond School District uses the information for school planning purposes.

City and School District staff, the projections were reconfigured to coincide, to the extent possible, with Richmond's Planning Area geographies.

2. **Identifying child care space needs estimates:** Estimates were identified for different age groups, by type of care, based on the assumption that Richmond's utilization of spaces would be similar to the utilization patterns in similar municipalities in the region.¹⁸ The *2009-2016 Richmond Child Care Needs Assessment and Strategy* acknowledged that this approach would yield conservative estimates of need.

Using the above mentioned methodology, the *2009-2016 Richmond Child Care Needs Assessment and Strategy* estimated that a total of 5,586 licensed child care spaces would be required to meet the Richmond's child care needs by 2016. Based on Community Care Licensing records for November 2016, the actual number of licensed spaces in Richmond (excluding occasional care) was 5,802, which exceeded the *2009-2016 Richmond Child Care Needs Assessment and Strategy's* overall estimate of need by 216 spaces.

In comparing the projected need for child care spaces from the previous strategy and the current available licensed child care spaces for each planning area, some program types exceeded the estimated need while other types of care fell below the estimated space needs. Group child care accounted for all the surplus spaces available: 419 more spaces than estimated for group care for 30 months to school-age care and 195 more spaces than estimated for group care for children under 3 years. The number of available spaces for other types of care fell below estimated need identified in the *2009-2016 Richmond Child Care Needs Assessment and Strategy*: 268 fewer spaces than estimated for school-age care, 125 fewer spaces than estimated for family and multi-age child care, and 45 fewer spaces than estimated for preschool.

Looking at geographical distribution, the number of child care spaces available in 7 Planning Areas exceeded the *2009-2016 Richmond Child Care Needs Assessment and Strategy* estimated need, while the number of spaces in five planning areas fell below the estimated need. The major surpluses occurred in East Richmond, Gilmore, and East Cambie which respectively had 218, 160, and 142 more spaces than estimated to be needed in the *2009-2016 Richmond Child Care Needs Assessment and Strategy*.¹⁹ The major shortfalls occurred in City Centre, Thompson, and Bridgeport, which respectively had 299, 85, and 69 fewer spaces than cited in the estimates. (Table 8, 9, 10, 11)

It is important to note that the *2009-2016 Richmond Child-Care Needs Assessment and Strategy* based its estimates of child care space needs on a projected 0-12 years population of 29,300, resulting in an estimated child care space per population ratio of 19 spaces for every 100 children aged from 0-12 years. However, BC Stats²⁰ P.E.O.P.L.E.²¹ estimates for Richmond put the City's 0-12 years population figure for 2016 at 23,910, and Richmond School District estimates for 2017 (prepared by Baragar Systems) place the figure at 23,021. As such, the current child care space ratio for Richmond is approximately 24 spaces for every 100 children aged from 0-12 years, substantially higher than the 19 spaces for every 100 children ratio put forward in the *2009-2016 Richmond Child Care Needs Assessment and Strategy*.

¹⁸ Baragar Systems is a demographic consulting firm that provides population projections and related data to school districts and other clients in BC and Canada. The Richmond School District uses the information for school planning purposes.

¹⁹ The 2009 Child Care Needs Assessment excluded Gilmore, East Richmond, and Fraser Lands from the analysis. Instead, it assigned populations and presumably child care spaces to adjacent planning areas. This Assessment has included Gilmore, East Richmond, and Fraser Lands in the analysis; therefore, caution must be taken in comparing the area-specific information in the two Assessments.

²⁰ Age-specific 2016 Census data is not available at the time of this writing.

²¹ The P.E.O.P.L.E. acronym refers to Population Extrapolation for Organizational Planning with less Error.

Table 8: 2009-2016 Child Care Needs Assessment Projected Needs and 2016 Actual Supply

Type of Care	Sea Island		Thompson		Seafair		Steveston		Blundell	
	Est. 2016 Need	Actual 2016 Supply	Est. 2016 Need	Actual 2016 Supply	Est. 2016 Need	Actual 2016 Supply	Est. 2016 Need	Actual 2016 Supply	Est. 2016 Need	Actual 2016 Supply
Group Care – under 36 months	37	24	32	10	27	15	56	52	21	30
Group Care – 30 months to school-age	41	15	128	147	116	71	243	220	80	118
Family Child Care and Multi-age Care	2	7	51	36	46	36	94	65	32	43
Preschool	8	20	69	90	62	116	129	153	43	37
School-age Care	25	0	153	65	132	164	284	367	100	90
Total	113	66	433	348	383	402	806	857	276	318

Table 9: 2009-2016 Child Care Needs Assessment Projected Needs and 2016 Actual Supply (Cont'd)

Type of Care	Broadmoor		Gilmore		Shellmont		City Centre		West Cambie	
	Est. 2016 Need	Actual 2016 Supply	Est. 2016 Need	Actual 2016 Supply	Est. 2016 Need	Actual 2016 Supply	Est. 2016 Need	Actual 2016 Supply	Est. 2016 Need	Actual 2016 Supply
Group Care – under 36 months	68	140	0	24	22	16	144	162	20	50
Group Care – 30 months to school-age	276	278	0	94	81	57	455	619	79	64
Family Child Care and Multi-age Care	111	98	0	0	34	114	161	12	32	29
Preschool	149	115	0	22	44	14	218	120	43	38
School-age Care	339	303	0	20	84	81	514	280	94	52
Total	943	934	0	160	265	282	1,492	1,193	268	233

Table 10: 2009-2016 Child Care Needs Assessment Projected Needs and 2016 Actual Supply (Cont'd)

Type of Care	East Cambie		Bridgeport		East Richmond		Fraser Lands		Hamilton	
	Est. 2016 Need	Actual 2016 Supply	Est. 2016 Need	Actual 2016 Supply	Est. 2016 Need	Actual 2016 Supply	Est. 2016 Need	Actual 2016 Supply	Est. 2016 Need	Actual 2016 Supply
Group Care – under 36 months	22	88	8	12	0	12	0	0	12	29
Group Care – 30 months to school-age	95	176	33	25	0	159	0	0	57	60
Family Child Care and Multi-age Care	37	27	13	0	0	15	0	0	22	28
Preschool	51	44	18	0	0	20	0	0	30	30
School-age Care	108	120	34	0	0	12	0	0	67	112
Total	313	455	106	37	0	218	0	0	188	259

Table 11: 2009-2016 Child Care Needs Assessment Projected Needs and 2016 Actual Supply (Total)

Type of Care	Total		Difference Between Est. Need and Actual Supply
	Est. 2016 Need	Actual 2016 Supply	
Group Care – under 36 months	469	664	195
Group Care – 30 months to school-age	1,684	2,103	419
Family Child Care and Multi-age Care	635	510	-125
Preschool	864	819	-45
School-age Care	1,934	1,666	-268
Total	5,586	5,762	176

Planning for the Future

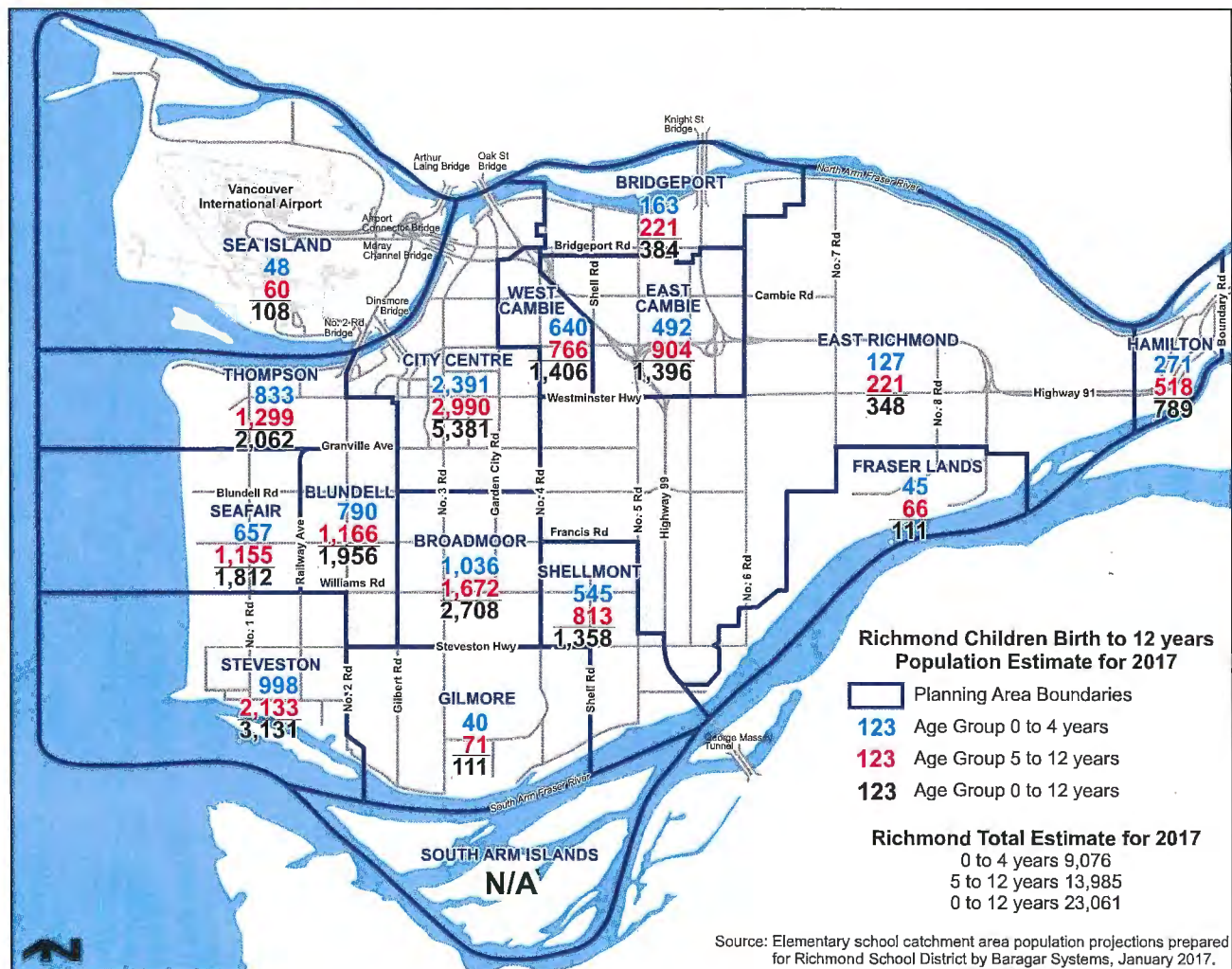
Rather than estimating child care space requirements for Richmond by planning area and type of care required over the next five years, as done with the *2009-2016 Richmond Child Care Needs Assessment and Strategy*, this document primarily focuses on demographics (e.g. examining the child population projections for the 0-4 years and 5-12 years population age groups for the City planning areas to 2022). In conjunction with other data gathered for the document, the demographic information should assist in identifying needs and challenges for the delivery of child care in Richmond. The 2017 and 2022 estimated population figures were provided to the Richmond School District by Baragar Systems. With assistance from the City's Planning Department, the project consultant reassigned the school catchment area data to Planning Area geographies.

Population estimates were based on recent growth trends and do not incorporate information on development activity or related factors. In addition, when school catchment areas were located along boundaries of planning areas, portions of the population numbers were distributed approximately to the planning areas.

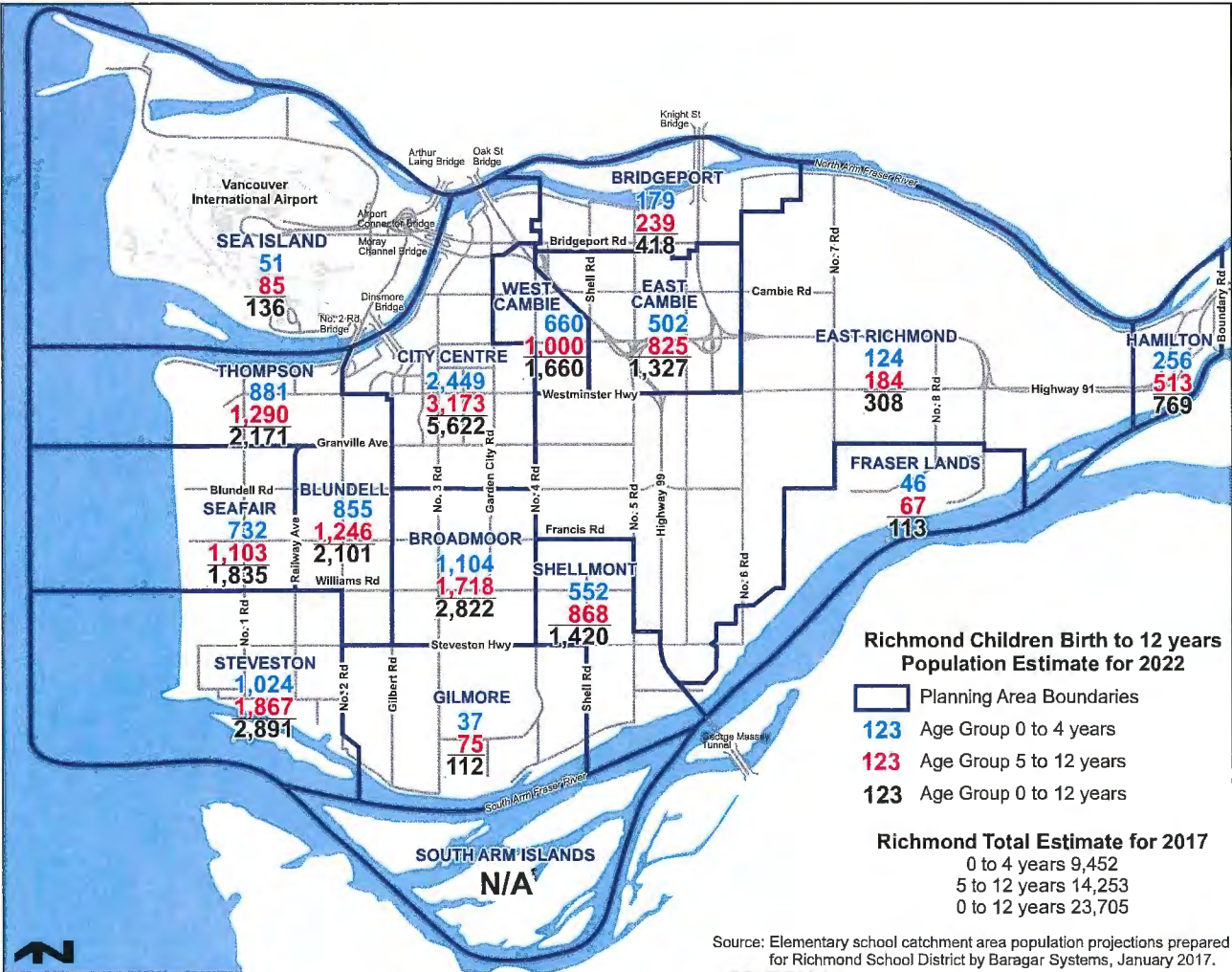
Projected estimates of Richmond's 0-12 years population:

- Richmond's 0-12 years population is expected to increase only marginally over the next five years, growing from 23,061 in 2017 to 23,705 in 2022. In comparison, BC Stats projects Richmond's 0-12 years population to grow more substantially, rising to 25,955 by 2022.
- Most Planning Areas are expected to see at least modest growth in the 0-12 year populations by 2022. City Centre and West Cambie are projected to see the greatest increases, with an additional 241 and 254 children 0-12 years respectively.
- Three planning areas are projected to have decreases in their 0-12 years populations: Steveston, East Cambie, and Hamilton (losing 240, 69, and 20 children aged 0-12 years respectively). Again, it should be noted that the figures are based on trends and do not reflect knowledge of local conditions, such as planned development in Hamilton. (Maps 1 and 2)

Map 1: Richmond Children Birth to 12 years Population Estimate for 2017



Map 2: Richmond Children Birth to 12 years Population Estimate for 2022



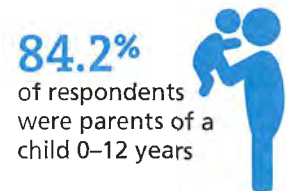
Community Response

In addition to the analysis of child care supply and demand trends, research for this Needs Assessment relied on extensive engagement with the community. The primary forms of public feedback were solicited through a Parent Survey and an Operator Survey, supplemented by many other opportunities for information-sharing from families and operators. This section outlines the results of the community engagement process, with an emphasis on the results obtained through the Parent Survey and the Operator Survey. Further detail on the methodology and results of the community engagement process are provided in Appendices A, B, C, and D.

Profile of Respondents (Parent Survey)

A total of 350 Parent Surveys were received from families during the community engagement process. Of these, 311 surveys were included in the final analysis. The following statistics provide an overview of the demographic characteristics of the survey respondents.

- 96.1% of respondents were Richmond residents
- 84.2% of respondents were a parent to a child 0-12 years
- 76.8% of respondents were married or in a common-law relationship
- 72.3% of respondents self-identified as female
- 55.0% of respondents were employed full-time and 14.1% of respondents were employed part-time
- 51% of respondents had lived in Richmond for over 10 years
- 35.0% of respondents were employed in Richmond



Profile of Respondents (Operator Survey)

A total of 110 Operator Surveys were received from operators of child care facilities during the community engagement process. Of these, 81 surveys were included in the final analysis. The following statistics provide an overview of the program and facility characteristics of the survey respondents.

- 87.7% of respondents indicated their child care centre was non-unionized
- 60.5% of respondents operated privately owned child care programs
- 50.6% of respondents leased or rented their facility space
- 43.2% of respondents operated a group child care program for children 30 months to school-age (Table 12)
- 40.7% of respondents indicated that they operated a child care program from a residential building

Table 12: Overview of Operators' Child Care Programs

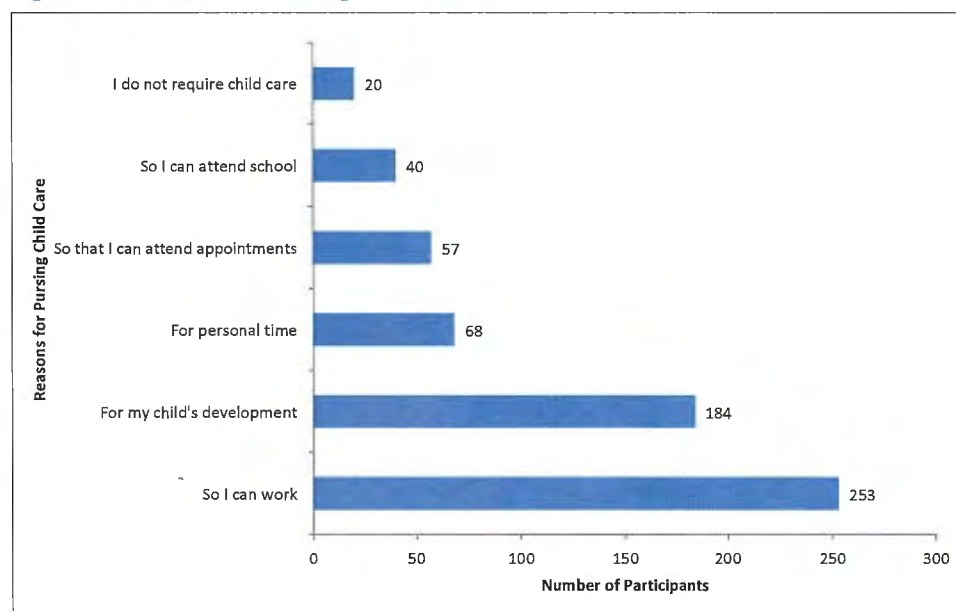
Program Type	Number of Programs	Percentage of Programs	Percent of Respondents
Group Care – under 36 months	20	18.2%	24.7%
Group Care – 30 months to school-age	35	31.8%	43.2%
Preschool	17	15.5%	21.0%

Program Type	Number of Programs	Percentage of Programs	Percent of Respondents
School-age Care	17	15.5%	21.0%
Family Child Care	8	7.3%	9.9%
In-home Multi-age Care	4	3.6%	4.9%
Multi-age Care	3	2.7%	3.7%
Occasional Care	1	0.9%	1.2%
Registered License-not-required (LNR)	5	4.5%	6.2%
Total	110	100%	

Reasons for Seeking Child Care Services

Respondents identified work as the most common reason for seeking child care services (81.4% of respondents), followed by the child's development (59.2%), personal time (21.9%), and attending school (12.9%). (Figure 1)

Figure 1: Reasons for Seeking Child Care

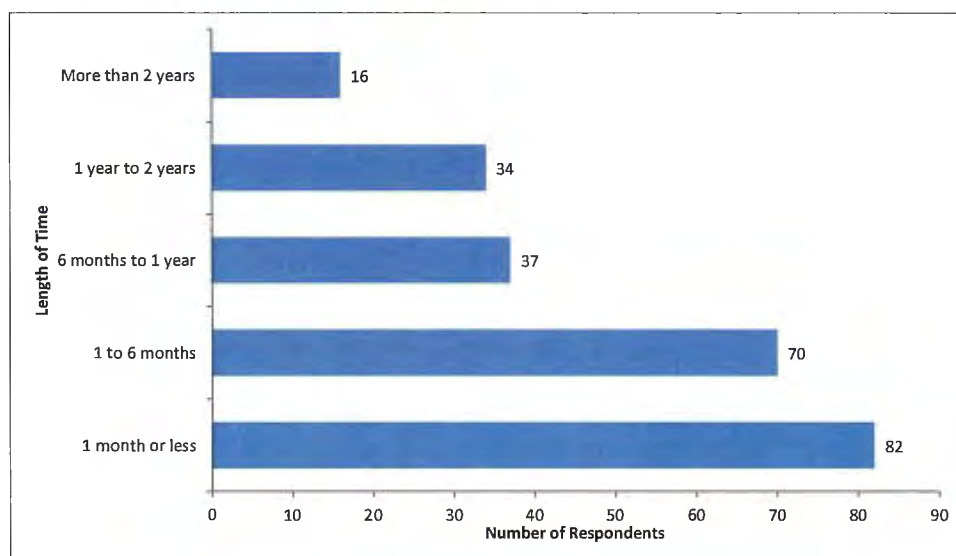


"The first search for child care resources started before my child was born and did not end until he was 16 months old. Both my husband and I had to work part time. By the end of that time we directly contacted over 40 facilities, and visited 12 daycares. [When our child reached] 3.5 years, we started the process again for our search for a preschool."

—Parent

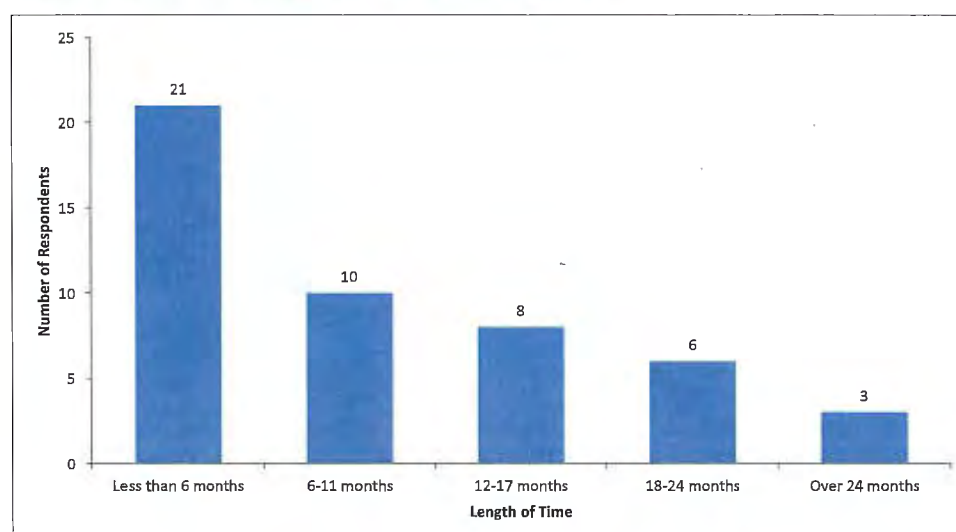
Availability

The number of licensed child care spaces per child has increased substantially over the years, rising from 15 spaces per 100 children 12 years and younger in 2009 to 24 spaces per 100 children 12 years and younger in 2016. Even with these advances, the community engagement process revealed that significant concerns remain about the limited availability of child care in the city. 62.4% of respondents believed the supply of child care spaces in the city was inadequate. Many parents experienced lengthy waiting periods to secure care for their children, and indicated that they had to sacrifice program quality or make other compromises to secure a child care space. 36.4% of respondents acknowledged that it took 6 months or longer to secure a child care placement for their child. (Figure 2)

Figure 2: Length of Time to Secure Child Care

62.4% 
believed the supply of
child care spaces in the
city was **INADEQUATE**

Respondents identified long waitlists as the primary reasons for reduced availability of child care spots, particularly among infant and toddler child care spaces. When surveying the community, 14.9% of respondents identified their child as being on one or more waitlists. 54% of these children had been on a waitlist for at least 6 months. 10% of children had been on a waitlist for over 18 months. (Figure 3) The majority of children who were on a waitlist were on one waitlist (42.0%) or two waitlists (30%).

Figure 3: Length of Time Child has been on a Waitlist

"My child was on an infant/toddler wait list 6 months before she was born and she just got offered a spot 3.5 years later. She is turning 3 years old and can no longer go to infant/toddler daycare."

—Parent

Operators confirmed that waitlists existed for all types of child care, with the longest lists being reported for group care for infants and toddlers. (Table 13)

Table 13: Waitlist Information

Program Type	Total # of Programs	Programs with Waitlist ²³	Total # of Children on Waitlist	# of Children on Waitlist (Range)	Average # of Waitlisted Children per Program
Group Care – under 36 months	20	13	628	0-350	17.5
Group Care – 30 months to school-age	35	20	699	0-200	19.9
Preschool	17	10	135	0-45	7.9
School-age Care	17	6	121	0-43	7.1
Family Child Care	8	4	15	0-10	1.8
In-home Multi-age Care	4	1	10	0-10	2.5
Multi-age Care	3	1	5	0-5	1.6
Occasional Care	1	Unknown	Unknown	Unknown	Unknown
Registered Licence-not-required	5	2	4	0-2	0.8
Total	110	57	1617	0-350	14.7

In the last year, **36.3%** of respondents have been **UNABLE TO ATTEND WORK OR FIND WORK** due to inadequate child care options 

When asked about the impacts of not having suitable child care arrangements over the past year, the most frequently cited factors included respondents' abilities to go to work (26.0% of respondents), attend appointments or run errands (24%), and participate in community events or recreational activities (18.3%). (Table 14) Parents reported that challenges in securing child care caused them considerable stress, affecting their prospects in securing and retaining employment, making it difficult for them to effectively plan for themselves and their families.

Table 14: Impact of not Having Suitable Child Care Arrangements in the Past Year

Impacts	# of Responses	% of Respondents (N=262)
Find work	27	10.3%
Attend work	68	26.0%
Attend school or training	28	10.7%
Attend appointments, run errands or perform daily tasks	63	24.0%
Participate in community events or recreational activities	48	18.3%
Not Applicable	80	30.5%
Other	10	3.8%
Total	324	

²² For a program to be included in the summary table, respondents needed to provide details on the number of children on their waitlists. If they only reported having a waitlist, but did not specify numbers, their program was excluded from the summary.

Throughout the course of the community engagement process, child care operators within Richmond expressed concern about a growing trend where families hold spaces for their child in a child care program. This often occurs when a family is out of the province or country for an extended period of time. Rather than removing the child from their child care program, the family continues to pay monthly registration fees in order to secure the ongoing space for their child. This ensures that the child will have a child care space upon return to the Richmond community; however it also prevents another child from taking that space in the child's absence. This trend is further restricting the availability of child care spaces, as noted by the many child care operators in Richmond. 28.4% of child care operators responded that, in the past year, a family had paid for a child care space even if their child was unable to attend their program.

Affordability

The high cost of child care emerged as a key concern of parents, particularly for group care for infants and toddlers. Many parents noted that they had made compromises on the quality of care they were pursuing because of cost (e.g. choosing the lower cost option because the preferred option was too expensive). Some families also indicated that they had foregone work to remain at home because the wages they would attain would fail to offset the costs of care.

Families indicated that the average monthly cost of child care was \$500 or less for 46% of surveyed children, \$500-\$1,000 for 31.6% of children, \$1,000-\$1,500 for 18.6% of children, and more than \$1,500 for 3.2% of children. (Figure 4) Respondents to the Parent Survey reported before tax household incomes in 2015 that averaged higher than the 2011 Census results. (Table 15) While the average reported household income of respondents was higher than the average household income in Richmond for 2010, respondents still reported that affordability of child care was a major concern facing their family. In addition, many families expressed their concern with the increasing cost of living in Richmond and the impact that the high cost of child care has had on their lives. For many families, child care constitutes a major source of expenditure in their daily cost of living and is a contributing factor to stretched financial situations. The public consultation process revealed that for many families with one or more children, child care costs were more than the income of a parent, resulting in a parent staying at home to care for the child.

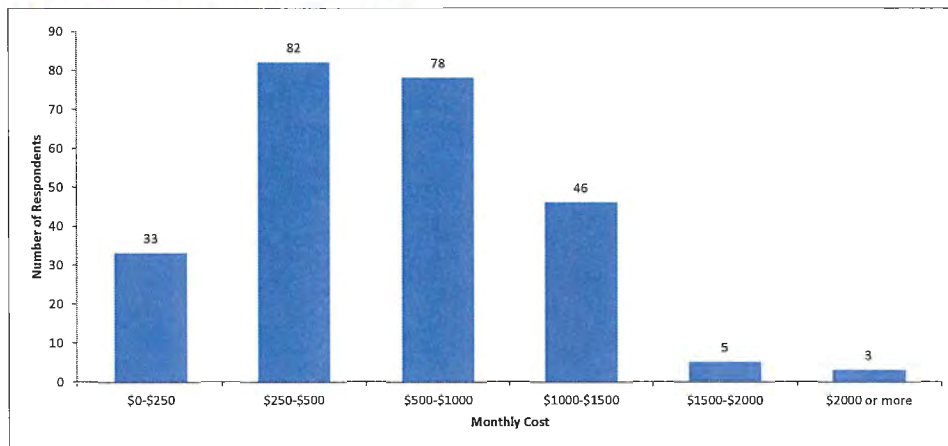
"Many grandparents find themselves taking care of their grandchildren because their children can't find good child care. Child care is a community issue, not just parents but grandparents who could otherwise be involved in volunteer activities, civic engagement, etc."

—Grandparent

"Affordability is a huge issue; child care is like another mortgage payment for our family and has been a primary contributing factor in accumulation of debt for our household."

—Parent

Figure 4: Monthly Cost of Child Care



“The cost of child care is really expensive. At \$1,350 per month, not including meals, what is left of my salary after car payments, school tuition and food?”

—Parent

Table 15: Reported Before Tax Household Income Range of Parent Survey Respondents and 2011 Census Data

Before Tax Household Income Range	2016 Child Care Needs Assessment Parent Survey Reported Income of Respondents ²⁴ (2015 Before Tax Household Income)	2011 Census (2010 Before Tax Household Income)
< \$20,000	8.5%	15.1%
\$20,000-\$60,000	24.9%	34.4%
\$60,000-\$80,000	8.0%	13.9%
\$80,000-\$100,000	16.9%	10.7%
\$100,000-\$150,000	26.8%	15.1%
\$150,000 <	15.0%	10.7%

All forms of child care were reported by parents as affordability concerns. In particular, many parents expressed concern regarding the high cost of infant and toddler care and school-age care. Table 17 outlines the reported range and average monthly cost of child care, by program and program subcategory, as responded by child care operators. In comparison, it also provides an overview of available data from the Canadian Centre for Policy Alternatives Fee Survey. The reported monthly fees from Richmond operators for infant care ranged from \$1,000 to \$1,625 per month and the reported monthly fees for toddler care ranged from \$900 to \$1,650 per month. The Canadian Centre for Policy Alternatives also found that infant and toddler care was the most expensive form of child care, averaging \$1,235 and \$1,294 per month. Richmond operators reported that school-aged care offering before and after care ranged from \$365 to \$660 per month, averaging \$467 per month. (Table 16)

Table 16: Child Care Fees

Program Type	Program Subcategory (Ages or Frequency)	Average (Mean) Monthly Fees	Canadian Centre for Policy Alternatives Median Fees (Richmond, 2016)
Group Care	Infants (0-18 months)	\$1,271	\$1,235
	Toddlers (19 months-3 years)	\$1,220	\$1,294
	3-5 years (30 months to school-age)	\$950	
	School-age (6-12 years)	\$450	
Preschool	2 days/week	\$227	
	3 days/week	\$323	
	5 days/week	\$602	\$875
School-age Care	Before and after school	\$467	

²³ 2016 Child Care Needs Assessment Parent Survey Reported Income of Respondents does not take into account those who chose not to report their income.

Program Type	Program Subcategory (Ages or Frequency)	Average (Mean) Monthly Fees	Canadian Centre for Policy Alternatives Median Fees (Richmond, 2016)
Family Child Care	Infants (0-18 months)	\$885	\$900
	Toddlers (19 months-3 years)	\$842	\$859
	3-5 years (30 months to school-age)	\$537	\$800
Multi-age Care (including in-home multi-age care)	Infants (0-18 months)	\$914	
	Toddlers (19 months-3 years)	\$854	
	3-5 years (30 months to school-age)	\$804	
Registered License-Not-Required	Infants, toddlers, and 3-5 year olds	\$812	



“Subsidy threshold is too difficult for low to moderate income families who make a little too much to qualify for a subsidy, but who cannot afford child care.”

—Operator

Child Care Affordability Scenario

Median family income (2010): \$69,553

Benchmark housing prices in Richmond (Real Estate Board of Greater Vancouver, March 2016):

- Single detached: \$1,717,100
- Townhouse: \$724,100
- Apartment: \$432,200

Annual income required for mortgage (@32% Gross Debt Service ratio):

- Single detached:
 - 20% down payment: \$250,708
- Townhouse: \$724,100
 - 20% down payment: \$111,495
 - 10% down payment: \$124,612
 - 5% down payment: \$130,626
- Apartment: \$432,200
 - 20% down payment: \$69,195
 - 10% down payment: \$77,024
 - 5% down payment: 80,938

Scenario:

- Family buys townhouse @ benchmark price of \$724,100
- Family has annual household income of \$111,495 (much higher than Richmond median family income of \$69,553)
- Family makes 20% down payment on home (\$144,820)
- Family gets 25 year mortgage for principal of \$579,280 @ 3 year fixed rate @ 2.59%
- Family makes monthly mortgage payment of \$2,771
- Family has one child in group infant care @ \$1,271/month (average from Operator Survey)
- Family also has one child in group 3-5 year care @ \$950/month
- Family's gross monthly housing (mortgage) and child care costs are \$4,992 or 54% of gross monthly family income.

Funding

Throughout the community engagement process, several parents expressed frustration about the limited senior government funding provided for the child care system. They noted that the system is fragile and lacks the funding and stability of the public education system, thereby creating challenges for parents, children, operators, and child care workers. Some parents also stated that Provincial child care subsidies need to increase. In addition, many families voiced support for the \$10aDay Child Care Plan.²⁴

Operators expressed strong concerns about perceived funding shortfalls and lack of senior government commitment, echoing the parents' comments about the overall fragility and instability of the child care system. In addition some operators voiced their desire for a publically funded child care plan and that they would support the \$10aDay Child Care Plan.

71.6% of operators reported that, in the past 12 months, they had accommodated a child in receipt of Ministry of Children and Family Development (MCFD) Child Care Subsidies. (Appendix E) In total, 58 operators who responded to the Operator Survey collectively accommodated a total of 294 families in receipt of MCFD Child Care Subsidies. Many operators expressed their concern over the low income thresholds for approval of child care subsidies by the Ministry of Children and Family Development. Richmond operators of all forms of child care programs stated that it was difficult for families to receive MCFD subsidies due to the fact that the income threshold has not changed for many years, even with the higher cost of living.

70.3% of operators reported that they received financial assistance through the Provincial Child Care Operating Fund²⁵. While the majority of Richmond child care operators reported accessing the Provincial Child Care Operating Fund, some operators expressed concern over the lack of available funding for private child care operators and desired an increase in funding from the Child Care Operating Fund.

Forms of Child Care Used

The most prevalent primary forms of child care were provided through an immediate family member (27.1%), school-age care (22.9%), group care for 30 months to school-age (10.5%), and group care for infants and toddlers (8.9%). The most prevalent forms of secondary care²⁶ for respondent families were delivered by an immediate family member residing in the home (32.7%), an unpaid, extended family member or friend (28.7%), and a hired babysitter or nanny (7.7%). (Figure 5)

Among the Parent Survey respondents who used child care services, families reported that many of their children used some form of paid child care (88%); were enrolled in licensed care (85.0%); attended child care 5 days per week (62.7%); and most commonly attended child care between the hours of 7:00-9:00 a.m. (54.6%), 9:00 a.m.-12:00 p.m. (57.0%), 12:00-3:00 p.m. (54.6%), and 3:00-6:00 p.m. (80.9%).

48.6%
of respondents
reported having
a family member who
could provide care for
their child when needed

"[I would like to see] more short term care options—like at the community centres—available for a couple of hours on set days for drop-in so I can attend appointments and run errands and give my child some time to socialize with other kids."

—Parent

²⁴ The \$10aDay Child Care Plan is a campaign, coordinated by the Coalition of Child Care Advocates of BC, urging the Provincial Government to introduce a comprehensive set of improvements to the child care system in the province. With respect to fees, the Plan calls on the Province to provide sufficient funding to bring parent costs down to:

- \$10 a day for full time care;
- \$7 a day for part time care;
- No parent fee for families with annual incomes under \$40,000.

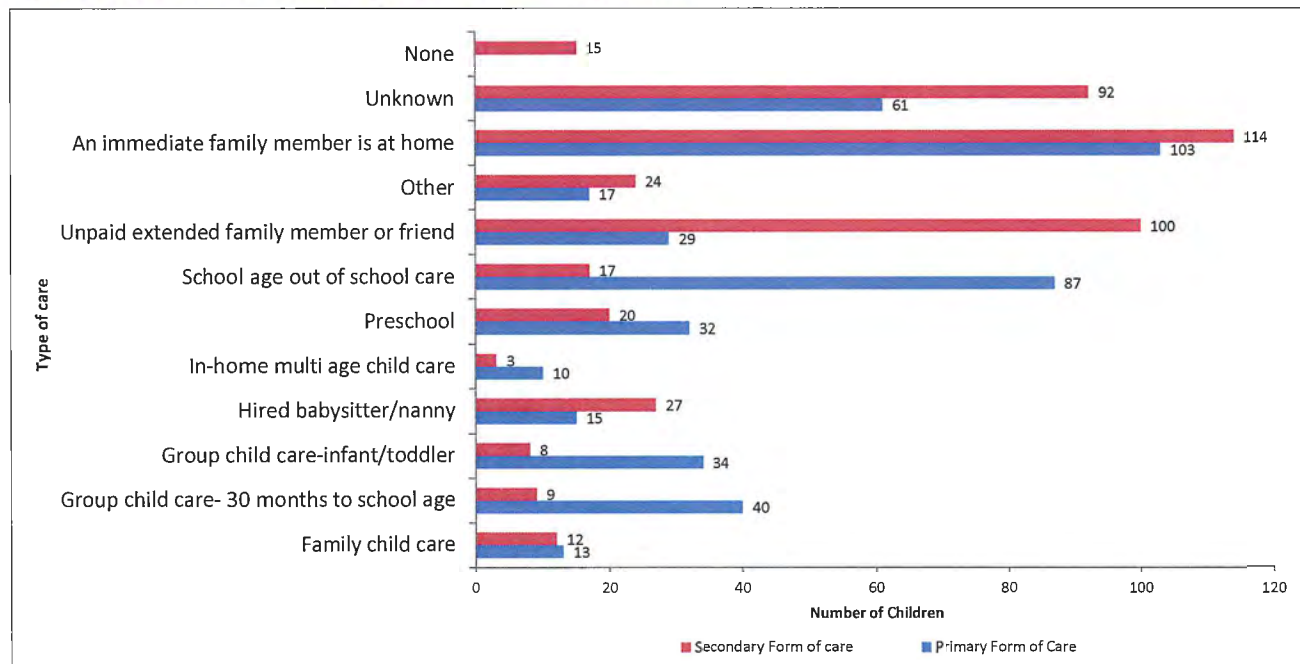
²⁵ The Child Care Operating Funding (CCOF) assists with the day-to-day costs of running a licensed child care facility. The program is optional—child care providers can choose to not participate. Additional information on the CCOF can be found in Appendix E.

This helps child care providers to:

- Keep parent fees affordable
- Provide fair salaries to child care staff
- Maintain quality child care for the community

²⁶ Secondary care: child care used frequently when a child is not in their primary form of care

Figure 5: Primary and Secondary Forms of Child Care Used



Alternate Arrangements

When canvassing the Richmond community, operators and families all indicated that the majority of child care options are available Monday to Friday, between the hours of 8:00 a.m.-5:00 p.m. For preschool programs, hours of operation are shorter in duration, and school-age care operators differ in their ability to offer programming during holidays and school breaks. An important aspect of the community engagement process was to determine if the current child care situation in Richmond is adequate in serving the needs of Richmond's diverse community.

15.9% of applicable respondents in the Parent Survey indicated they needed child care for their children during different hours or days than their current arrangement. Highly sought after child care times, that parents found they could not access, were in the early mornings (6:30-7:30 a.m.), evenings (6:30-9:00 p.m.), and during weekends and holidays. Many families indicated that they were not able to access school-age care during the holiday school year breaks such as winter break, spring break, summer break and professional development days. The primary reasons cited for not securing care in these desired times related to cost or lack of availability. 29.1% of respondents who currently have a child in a child care arrangement indicated that they would change their current arrangement if a suitable alternative was available.

49.2%
of respondent
families have to
TAKE TIME OFF WORK
at some point in order
to provide alternate
care for their child

Families indicated that they sought alternate child care arrangements due to a variety of reasons. A common theme among parents and operators during the community engagement process revealed that child care options offer low flexibility for families should a situation arise such as illness, work commitments, or unexpected operator changes to scheduling. The primary reasons that respondent families had to pursue alternate child care arrangements was due to a child falling ill (28.3%) and to cover days that a child care operator was closed (25.6%). (Table 17) For these situations, families used a range of alternate child care arrangements, most commonly using friends and family to look after their child (54.7%) or taking time off work (49.2%). (Table 18) During the school-year calendar breaks, families reported using day camps (30.6%), or family and friends (36.4%) to provide care for their child when their regular child care arrangement was not open. (Table 19)

Table 17: Respondents Reasons for Alternate Child Care Arrangements

Reasons	# of Responses	% of Respondents (N=258)
To cover days that child's child care service was not open	66	25.6%
Child care provider quit or cancelled	9	3.5%
Work hours changed	26	10.1%
Child care provider was sick	14	5.4%
Child was sick	60	23.3%
Not Applicable	73	28.3%
Other	22	8.5%
Total	270	

"We need [child care] places that cater to longer hours and different hours than the 9-5 [work week]. Many parents are working a variety of shifts and finding child care is difficult for these parents."

—Parent

Table 18: Forms of Alternate Child Care Arrangements Used

Forms of Alternate Child Care Arrangements Used (General)	# of Responses	% of Respondents (N=258)
Asked family or friends for help	141	54.7%
Took time off work to care for my child	127	49.2%
Put my child into another child care facility	12	4.7%
Put child into a day camp	34	13.2%
Used an occasional child care drop-in facility for a full day	6	2.3%
Hired a babysitter or nanny	26	10.1%
Worked from home	56	21.7%
Not Applicable	33	12.8%
Other	5	1.9%
Total	440	

Table 19: Forms of Alternate Child Care Arrangements Used in Summer Months and Holidays

Forms of Alternate Child Care Arrangements Used in Summer Months and Holidays	# of Responses	% of Respondents (N=258)
Summer camps/day camps	79	30.6%
Another child care that is different from the school year	15	5.8%
Family or friends take care of child	94	36.4%
Does not need alternate arrangements; child attends regular program	32	12.4%
Does not require child care during those times of the year	43	16.7%
Other	17	6.6%
Total	280	

“It has been especially difficult to secure part time spots that match with my part time 3 day/week work schedule. The expectation is that I will pay for full time care because the days I need are not offered together at almost any child care option. I have only been able to make our situation work by supplementing available child care with support of extended family regularly caring for our kids.”

—Parent

81.4%

of respondents identified their work as the most common reason for seeking child care services



Throughout the community engagement process, many families reported using family members as a key resource for their children's care. Immediate and extended family members were the leading child care arrangements used by families responding to the Parent Survey. In addition, family members were a primary resource used when securing alternate child care arrangements for a child. In the Parent Survey, 48.6% of respondents reported having a family member who could provide care for their child. With respect to specific family caregiver support, the most commonly cited providers were the child's other parent or guardian (75.5%) and grandparents (46.4%).

Reasons for Not Using Child Care

While many families reported using family members to help to secure alternate child care arrangements, it was also a leading factor as to why many families do not obtain child care for their children. 57.6% of respondents identified a family member being able to look after their child as the reason for not obtaining child care. (Table 20) Other challenges that families faced with securing child care included affordability (41.7%), availability (31.0%), information and resources available (5.3%), and parents own choice (9.8%).

Table 20: Reasons for Not Obtaining Child Care

Reason for not Obtaining Child Care	# of Responses	% of Respondents (N=132)
Respondent or another family member is able to look after child	76	57.6%
Child care is too expensive	55	41.7%
No child care is available in the hours needed	18	13.6%
Could not find child care space	16	12.1%
Respondent is nervous or uncomfortable about putting child into child care program	13	9.8%
No child care programs available close to home or workplace	7	5.3%
Could not find information on child care services	7	5.3%
Other	12	9.1%
Total	204	

Quality, Programming and Safety

Parents indicated that quality of care, diversity of programming, and overall program safety were key considerations in the selection of child care options. Parents wanted to know their children were being well looked after and that their children's developmental needs were being addressed. The stated concerns regarding quality, programming, and safety often overlapped or coincided with comments on staffing and funding for the child care system. (Table 21)

Several respondents indicated that they offered specialized programming, with the most common being play-based (70.3%), educational (35.8%), and Montessori (33.3%). Other specialized programs that were offered included fine arts, Reggio Emilia, emergent curriculum and nature schools.

Table 21: Satisfaction of Current Child Care Characteristics

Rating Factor	# of Responses	# Satisfied and Extremely Satisfied (3 and 4 Ratings)	# Dissatisfied and Extremely Dissatisfied (0 and 1 Ratings)	Average Rating
Quality of Care and Activities	232	207	3	3.4
Education and Experience Levels of Staff	226	197	5	3.3
Location of Care	230	194	14	3.3
Cost	230	122	64	2.4
Quality of the Facility	227	196	7	3.2
Ease of Transportation	232	188	16	3.2
Hours of Care	232	195	24	3.2
Accommodation of Siblings	167	128	9	3.1
Flexibility of Hours/ Days of Care	225	164	35	2.9
Multicultural Programming	184	114	19	2.7
Inclusion of Children Requiring Extra Support	156	101	6	2.9

Rating scale:

4 = extremely satisfied

1 = dissatisfied

3 = satisfied

0 = extremely dissatisfied

2 = neutral

Staffing

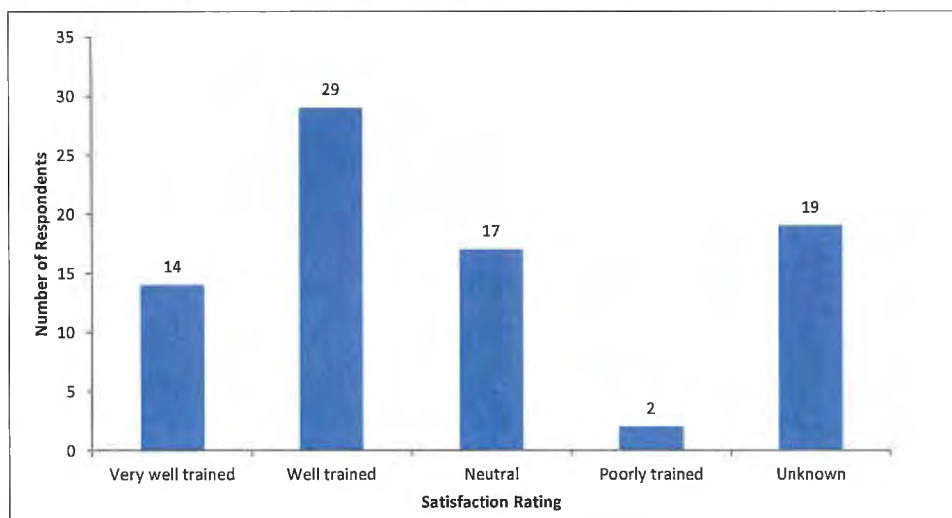
In addition to the quality and safety of the child care program, the qualifications, characteristics and commitment of program staff were of paramount concern to parents. Some parents commented on how much they appreciated the staff at their child care centre. Many also noted their awareness of the low wages and challenging working conditions facing child care staff. Consideration of the high level of responsibility and heavy work demands within the Early Child Educator role were expressed by many parents and operators. The issue of low wages and difficulty in securing and retaining qualified staff were also cited as key issues by child care operators. Operators noted that the issue is exacerbated by the high housing and living costs in Richmond and expressed that it is not feasible to live in the city on a child care worker's salary. Operators also noted that some child care workers have been attracted to pursuing higher paid positions in the public school system, reducing the available of quality staff that are remaining in early childhood education.

40.7% of responding operators reported that they were finding enough qualified candidates applying for positions within their organization, while only 33.3% reported that there were enough qualified substitutes to draw from when they needed to fill short-term staff vacancies. When responding to the quality of training of staff hired within the past five years, 53.1% of child care providers believed their staff were well trained. (Figure 6)

“Raise wages for those who are passionate and dedicated in the field of early childhood education. Educators leave not because of loss of interest or passion or desire to stay in the field, but for lower-than-average salaries that make living in the city not feasible or realistic. Struggling to make our own ends meet, sometimes the only choice left is to leave this field to pursue a different work path that will provide an adequate living wage. It is not from lack of passion or love for quality care for children.”

–Parent

Figure 6: Quality of Training of Staff Hired in the Past Five Years



“If we truly value children and families there needs to be standardized monitoring of ECE training in educational institutions.”

—Operator

Of the 81 respondents to the Operator Survey, 65.4% indicated that they required their staff to have an Early Childhood Educator certificate, 25.9% required their staff to have an Infant/Toddler certificate, 24.7% required their staff to have a Responsible Adult certificate, 7.4% required their staff to have a Special Needs certificate, and 21.0% required their staff to have other forms of certification (e.g. Montessori, First Aid).

Operators frequently mentioned the difficulties in securing qualified staff for working with infants and toddlers, and children who require extra support. This speaks to the low percentage of staff that has their Early Childhood Educator certificate with Infant/Toddler certification or Special Needs certification. These positions supervise children where, as expressed in the Parent Survey, there are concerns regarding the availability of child care spaces in Richmond (infant and toddler care, and children who require extra support) and exhibit long wait lists. As seen in Table 22, the salary compensation for staff that attain their Infant/Toddler or Special Needs certification is equal, or minimally enhanced, to those who do not. As noted by many operators, this discourages many Early Childhood Educator qualified staff from obtaining further education to receive an additional certification. Consequently, it is difficult for many operators to secure qualified infant and toddler and special-needs certified staff to fill vacant positions as they arise. This impacts the availability of infant and toddler spaces, as well as securing placements for children who require extra support.

33.3%
of surveyed operators reported they were able to find qualified substitutes when they needed to fill short-term staff vacancies

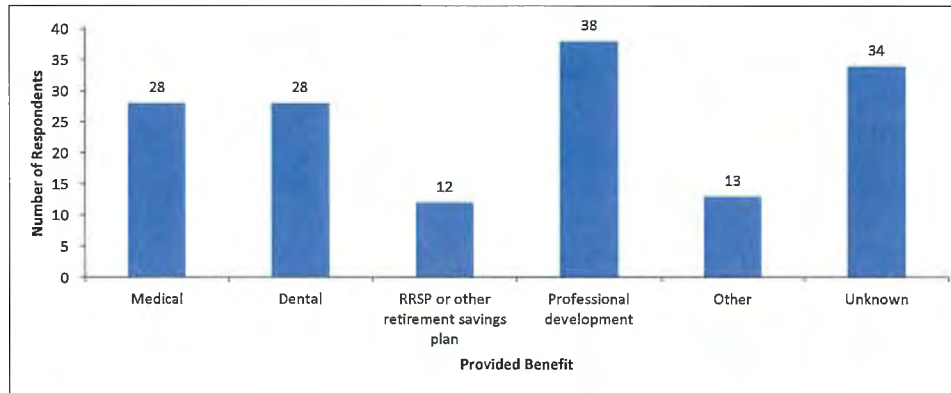


Table 22: Salary of Child Care Staff

Position	Salary Range (per hour)	Average Minimum Salary (per hour)	Average Maximum Salary (per hour)	# of Employees in Position
Supervisor/ Manager	\$14.00-\$30.00	\$20.70	\$24.40	61
Early Childhood Educator	\$13.50-\$22.50	\$16.72	\$20.03	119
Early Childhood Educator with Infant/Toddler Certificate	\$15.00-\$21.00	\$17.46	\$19.66	49
Early Childhood Educator with Special Needs Certificate	\$15.00-\$21.00	\$16.88	\$19.92	7
Early Childhood Assistant	\$11.00-\$18.65	\$14.46	\$17.52	21


The majority of child care operators offered forms of benefits to their employees. 34.6% of respondents offered medical benefits, 34.6% offered dental benefits, and 46.9% offered paid professional development opportunities. (Figure 7)

Figure 7: Types of Benefits Provided to Employees



"We need to pay early childhood educators more because it is such an important job, and it's not easy. We need to retain these wonderful staff and we need consistency for the children with less turnover. They are caring for our children, our future!"

—Parent

60.1% 
of respondents used **FRIENDS OR WORD-OF-MOUTH** to obtain child care services in Richmond

Information

Some parents indicated that they faced challenges in obtaining information on the child care system, the options that may be available and the services and resources for parents. In particular, many indicated that they experienced challenges in gaining information to help them in finding placement for their children. For most families, the preference for obtaining information is by an online information source. (Table 23) The challenge regarding information is exacerbated by the limited availability of information in languages other than English.

“It is difficult for new parents to know how to find a child care centre they can trust, especially infant care centres. It is a bit overwhelming to begin with and I relied on Google to search for reviews of centres.”

—Parent

Table 23: Resources Used to Find Child Care

Resources Used	Number of Responses	% of Respondents (N=311)
Child Care Resource and Referral Centre	106	34.1%
City of Richmond website	91	29.3%
Staff at community centres	77	24.8%
Vancouver Coastal Health	41	13.2%
General Internet search	106	34.1%
Friends/word-of-mouth	187	60.1%
Newspaper advertisement	15	4.8%
Employer	60	19.3%
Elementary school system	16	5.1%
Other	28	9.0%
Total	727	



Co-Location and Proximity of Related Services

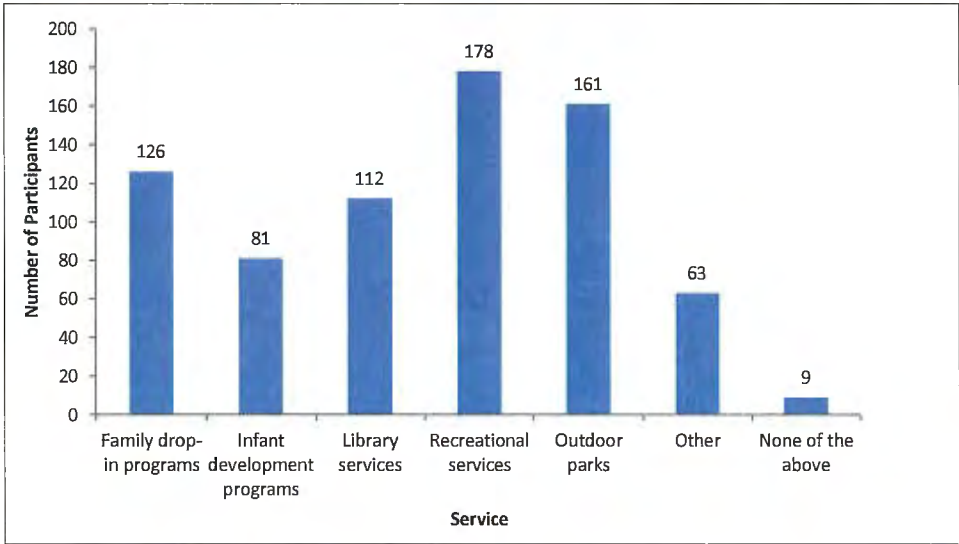
Parents reported that they used a variety of other programs and services for their children in addition to child care, such as parent and tot programs and library programs. Respondent families were asked what services they would ideally like to see located on the site of their child care program. The most commonly cited options were recreation services (57.2% of respondents), outdoor parks (51.8% of respondents), family drop-in programs (40.5% of respondents), and library services (36.0% of respondents). (Figure 8) These comments further validate the City's policy priority, as stated in the OCP and Social Development Strategy, of pursuing the establishment of child care facilities near schools, parks and community centres or early childhood development hubs in the City Centre area.

"I would like to see more multi-generational programming in Richmond. Our children's grandparents all live out of province and it would be great to have programming dedicated to multi-generational engagement."

—Parent



Figure 8: Programs that Respondents would like Co-located with Child Care Programs and Services



“There never seems to be enough supported spaces for children with special needs. Children often have to wait or will not be able to attend certain programs as they are not able to participate without help. Early intervention and support is critical, especially when these supports can sometimes help reduce the need for greater assistance later on which ultimately will save resources.”

—Parent

69.1% of respondents indicated that they would like to find child care services close to their home, followed by their child’s elementary school (29.3%) and their place of employment (24.4%). (Figure 9) 72.0% of respondent families indicated that they used their own vehicle to travel to child care services. The next highest travel mode was by foot (15.0%), with carpooling, bicycle, and other modes of travel being less prevalent (10.1% collectively). (Figure 10)

Figure 9: Travel Time to Child Care Location

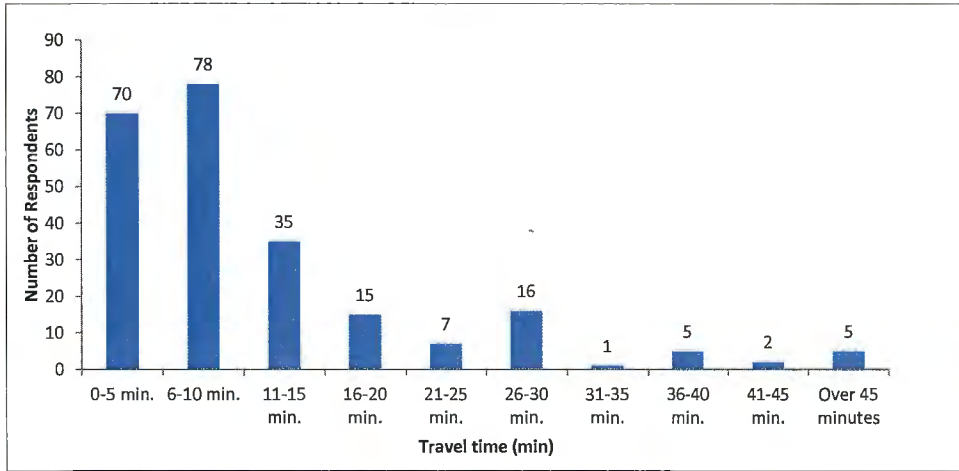
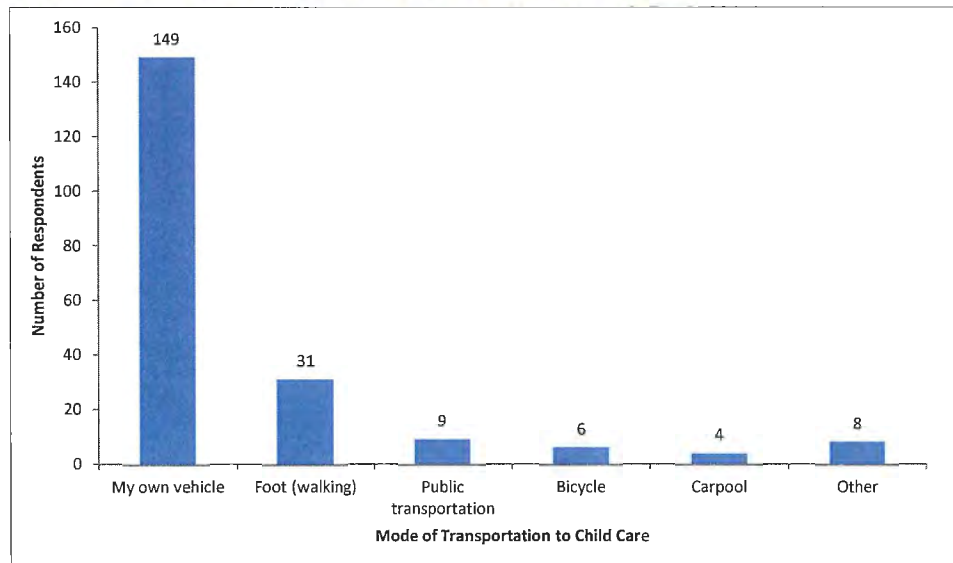


Figure 10: Mode of Transportation To and From Child Care



72% of families **USE THEIR OWN VEHICLE** to travel to and from child care services



Stability of Facilities

Through the focus groups and surveys, child care operators revealed that several child care facilities are in privately-owned commercial premises with leases set to expire in the near future. In addition, the recent Supreme Court decision to return class sizes to teacher student ratios set in pre-2002 has required the Richmond School District to utilize classroom space previously rented to child care providers. In many cases, displaced programs have been accommodated in new locations at other school sites but not all programs are guaranteed future rental space. The Richmond School District is also going through seismic upgrading which may further impact the amount of space available for child care since rebuilding may not be to the previous economic capacity. There are currently over 1,200 licensed child care spaces offered on Richmond School District sites.

More research is required to gain a better understanding of the situation and its implications. It is also important to determine the number of facilities that are secure over the short and medium term, as well as the number of facilities at risk of redevelopment. Information gleaned from the research would help to formulate potential options for addressing the situation in the future. Loss of facilities could place considerable stress on families and operators. The issue is particularly challenging given the high real estate costs in the city, meaning affordable alternative spaces could be at a premium.

In the Operator Survey, 50.6% of operators reported that their facilities were leased or rented. Of these respondents, 43.9% identified their leases as already expired, month-to-month, or expiring within the next year. However, only 9.9% of operators indicated that they expect their programs to need to relocate within the next two years.

Extra Support Needs²⁷

Several parents cited concerns regarding care for children with extra support needs. Specifically, parents discussed challenges in securing spaces in inclusive settings which have capacity to welcome and serve children with extra support needs in conjunction with other children in care. Operators also cited challenges in adequately serving children with

"I do understand that child care is such a struggle for all parents, so imagine the added struggle if you have a child with disability. Finding the right program as well as someone who is willing to work with him [is challenging]. It is really difficult to find adequate childcare so if parents are not properly supported to be able to work, how will we be able to provide a better life especially when it is this expensive."

—Parent

²⁷ Child Requiring Extra Support: A child who, for physical, intellectual, emotional, communicative or behavioral reasons, requires support or services that are additional to, or distinct from, those provided to other children.

extra support requirements, relating to inadequate funding and challenges in finding qualified staff. Throughout the public consultation process, operators discussed the Kids Can't Wait Campaign as an important campaign currently underway to advocate for Provincial government action to improve and stabilize services for children with extra support needs.²⁸

53.1% of respondents in the Operator Survey reported that they accommodated children with extra support needs. Of these respondents, 65.1% accommodated one or two children, 4.7% accommodated three children, 9.3% accommodated four children, and 20.9% accommodated five or more children with such requirements.

17.3% of operators indicated that in the past 12 months they had received funding to provide extra support to children in their programs. (Table 24) The most frequently cited funding source was Richmond Society for Community Living, the agency contracted by the province to administer Supported Child Development funding in Richmond.

Table 24: Reported Use of a Supported Child Development Consultant

Supported Child Development Consultant Use	Number of Responses	% of Respondents (N=24)
Supported child consultant being used	13	54%
Supported child consultant not being used	5	21%
On a waitlist for a Supported Child Development Consultant	2	8%
Unknown	4	17%
Total	24	100%

Supportive Child Development Program Challenges

The experience of the Richmond Society for Community Living (RSCL), the agency currently holding a contract to deliver the Supported Child Development Program in Richmond, illustrates the funding shortfall for children with extra support needs. When it assumed the contract in 2005, RSCL was supporting 150 children. By 2016, the agency was supporting 386 children, with a further 104 children on a waitlist for service. Despite the dramatic increase in demand for service, RSCL's actual funding has remained unchanged since 2005. In order to support as many children as possible, the agency has had to be creative with how it allocates its funding, while also having to reduce some services.

²⁸ The Kids Can't Wait Campaign was coordinated by Inclusion BC in advance of the 2017 Provincial election. The background for the campaign notes that in BC, an estimated 5,000 preschoolers that require extra support are on waitlists for urgently-needed therapies and services that support early development. It called on the Provincial government to 1) provide an immediate \$15M investment into Early Childhood Intervention (ECI) services (e.g. provincially-funded services and supports for children with developmental challenges offered via community-based providers), with further investments over the next two years, and 2) commit to resolving systemic challenges regarding ECI services. (<http://inclusionbc.org/node/2915>).



Discussion and Analysis

A review of available data and a thorough community engagement process was intended to provide a broad picture of existing and projected child care needs in Richmond. In addition, to determine an appropriate approach for moving forward, it is important to consider the foundation for Richmond's future child care planning efforts (e.g. strengths, weaknesses, opportunities, threats). Key considerations are as follows:

Success in Child Care Delivery in Richmond

- City policy and planning foundation for child care (e.g. OCP, City Centre Area Plan, Social Development Strategy, Richmond Child Care Policy, previous Child Care Needs Assessments, planning provisions for early childhood development hubs).
- City administrative structure and dedicated staff resources for pursuing child care objectives (e.g. corporate reorganization in 2009 to include child care portfolio in Community Social Development Department of Community Services Division, establishment of Child Care Coordinator position in 2012).
- City internal inter-departmental child care team (e.g. involving staff from Community Services, Planning, Project Development, Facility Services, Law, Real Estate and other departments).
- Partnerships with non-profit societies for the planning, maintenance and operation of child care programs in City-owned facilities. The City owns seven child care facilities containing a total of 233 spaces, which are currently in operation. A further five child care facilities, accommodating an estimated 249 spaces, are in the planning phases.
- Partnerships with eight Community Associations which offer 954 child care spaces for preschool and school-age care, in addition to other child and youth programs delivered in City parks and recreation facilities.
- Continued dialogue with the Richmond School District on maintaining and expanding space on school sites. Currently, the Richmond School District provides rental space at cost-recovery rates to private and non-profit operators who deliver over 1,200 child care spaces.

- Collaborative planning structures and strong partnerships (e.g. Child Care Development Advisory Committee, Richmond School District, Richmond Children's First, Vancouver Coastal Health, Richmond Child Care Resource and Referral).
- Track record of securing spaces through development and facilitated by research and technical resources, such as design guidelines and specifications.

Challenges Facing Child Care in Richmond

- Persistent unmet child care need in the City, especially for infant-toddler care (as evidenced by wait lists and personal stories of frustrated parents).
- High costs of child care and related affordability challenges, most notably for infant-toddler care.
- Limited flexibility for child care for families, particularly relating to the need and desire for child care options outside traditional week-day work hours.
- Financial and life-balance pressure on families and extended families (e.g. grandparents deferring retirement plans to assist with child care needs).
- Limited awareness of sources of information for child care. For example, some families do not know where to look for information on child care and related family support services, a particular challenge given the limited availability of information available in languages other than English.
- Challenges for Supported Child Development programs and families with children having extra support needs, including a shortage of funding and resources, difficulty in securing placement, and integration and acceptance issues.
- Lack of resources, knowledge or acceptance of how to respond to needs of recent immigrant families while also ensuring that an inclusive system of services is available.
- Limited progress in securing early childhood development hubs (e.g. while one hub is being established as part of the Capstan Village development, no firm provisions have been made for additional hubs in the city).
- Limited staff resources in the City's Community Social Development Department, creating challenges for supporting acquisition of new community amenities for child care and ECD hubs and for addressing other child care priorities of the City.

Opportunities for Advancing Child Care in Richmond

- Continued population growth and development in the City, especially in City Centre, creates opportunities to secure more City-owned child care amenities or ECD hubs through negotiations with developers.
- Ability to pursue leveraged advances for child care, building on and enhancing the foundation of goodwill and culture of collaboration amongst partners (e.g. community associations, Vancouver Coastal Health Authority, Richmond School District, non-profit agencies, child care providers, and others).
- Potential opportunities to co-locate child care centres or ECD hubs in future City and community facilities.

- Increasing public awareness of the overall societal benefits of early childhood development and a high quality, stable child care system. This includes recognition that child care is more than a babysitting service for working parents, and provides a foundation for the positive growth and development of young people in the community. Signals that the Federal Government may provide greater funding and policy commitment to early childhood development in the years ahead, such as advancement of National Early Learning and Child Care Framework for Canada.

Potential Challenges that Child Care may face in the Future

- Relatively stagnant projected growth in the 0-12 years population, creating uncertainties regarding future demand for child care services.
- Potential loss of child care spaces due to the seismic upgrading and redevelopment of school sites, resulting in smaller school facilities that do not have the capacity to host child care and other community programs.
- High costs for housing and overall cost of living in the city makes it challenging for families with children and child care workers to move to or remain living in Richmond.
- Potential vulnerability of the loss of child care facilities due to redevelopment and difficulty in securing alternate premises in an escalating real estate market. This creates possibility for a net loss of spaces despite the City's efforts to secure new child care amenities through the development approval process.
- Aging City-owned child care facilities in older stratified buildings. The earliest City-owned child care amenities were secured in the 1990s. Premises are showing signs of age, with associated maintenance issues and costs.

The City of Richmond cannot address the range of child care issues facing the community on its own. A partnership approach is required which involves the City, senior levels of government, other public agencies (e.g. Vancouver Coastal Health, Richmond School District), child care providers, community associations, non-profit family service organizations, and the broader community. That said, in conjunction with its partners, the City can play an important leadership role with respect to child care. It is also important to note that the continued acquisition of new community amenities for child care and ECD hubs, and addressing other child care priorities outlined in the City's Child Care Strategy will require additional staff resources (e.g. regular full-time Planner 1) to support the work of the current regular full-time Child Care Coordinator in the Community Social Development Department.







Vision

The City of Richmond's vision for the next five years is to continue to be a municipal leader in fostering conditions for a comprehensive child care system in Richmond. In its role, the City will strive to maintain and increase child care space in Richmond by encouraging the development of centres that provide a continuum of care for children from birth to twelve years, with a particular focus on increasing infant and toddler, and school age care spaces.

Achieving the vision for child care in Richmond requires:

- Strong civic commitment
- Collaboration
- Partnership
- Education
- Development of high-quality facilities

Moving forward, the City's role will also focus on partnerships, advocacy and supporting the creation of new child care spaces. Securing community amenity contributions through development processes will remain a priority. This is a key time in British Columbia and Canada where funding for creating additional child care spaces has been announced by both the Provincial and Federal levels of government. It is important for the City to be proactive with senior levels of government to ensure that Richmond benefits from these new funding announcements.

Role of the City

The City role is to provide leadership in creating and nurturing a comprehensive child care system in Richmond, which is important to the liveability of the city. The Child Care Strategy calls upon the City to play a number of roles to facilitate a community-wide approach to developing a comprehensive child care system in Richmond. These roles include:

- **Planner:** The City gathers information, research and feedback on community needs in order to create policy and implement actions that support child care in Richmond.
- **Supporter:** The City helps build the capacity of the child care sector by supporting infrastructure upgrades and professional development through its child care grants program, and providing nominal leases to non-profit organizations delivering services in City-owned facilities.
- **Advocate:** The City works with community organizations to advocate to senior levels of government for policies and financial investments that support a comprehensive child care system in Richmond.
- **Partner:** The City collaborates and partners with the private and non-profit sectors, community agencies, and senior levels of government to create and maintain child care spaces in Richmond.
- **Communicator:** The City uses best practice research to educate, promote and market child care information to the public.
- **Analyst:** The City monitors child care research, and policy work conducted by other levels of government to inform and update its policies and plans to reflect current and emerging trends.





Strategic Directions and Recommended Actions

To address the child care needs and concerns identified in this report, seven strategic directions with thirty-two recommended actions are being presented for Council's consideration. The seven strategic directions are:

- Policy and Planning;
- Creating and Supporting Spaces;
- Advocacy;
- Accessibility and Inclusion;
- Collaboration and Partnership;
- Research, Promotion and Marketing; and
- Monitoring and Renewal.

Over the five year timeframe for the plan some of the recommendations have been noted as short term priorities (1-3 years), while others are identified as long term priorities (4-5 years) to be completed by end of the time period. Of the 32 actions, five are identified as key priorities.

Strategic Directions

Seven strategic directions and thirty-two recommended actions are presented below to address the needs and concerns identified through consultation with the community and child care operators.



Policy and Planning

The City's role in child care policy and planning is to support the development of an adequate supply of local child care spaces to support resident and employment populations. This entails conducting periodic Child Care Needs Assessments and monitoring data sources to analyze trends and child care space needs within the Richmond community. The City's role also involves the administration of the Child Care Grant Program and the facilitation of the Child Care Development Advisory Committee.

1. Review Richmond's child care space needs and update child care space targets by Planning Area, utilizing the 2016 Long-form Canada Census data for the City and its planning areas once the information becomes available in spring 2018. If required, the approach used for the Surrey Child Care Gap Assessment would serve as a useful model.²⁹ (Short term: 1-3 years) **KEY PRIORITY**
2. Review the current status of existing child care spaces in Richmond. The potential loss of child care spaces on school properties and displacement of child care programs in areas of the City experiencing redevelopment is a concern. This could offset potential advances made by the City in securing spaces from developers as amenity contributions through the rezoning process. Working with assistance from the City's Planning staff:
 - a) Undertake a review of areas in the city with the capacity for more intense redevelopment or that may be subject to land use changes (e.g. industrial "let go" areas) to understand if there are any potential impacts to maintaining existing child care spaces.
 - b) Consult with the School District about school enrolment changes and facility redevelopment that may affect use of school properties for licensed child care spaces and other child and family development programs. (Short term: 1-3 years) **KEY PRIORITY**

²⁹ Children's Partnership of Surrey – White Rock. Surrey Child Care Gap Assessment. October 2011. The process used a formula for determining child care gaps that was developed by Lynell Anderson, child care consultant.

3. Review and seek direction on amendments to the City's Official Community Plan to determine if any amendments are required to sections discussing child care (e.g. sizes for child care facilities serving a range of age groups, calculations for cash contributions). *(Long term: 4-5 years)*
4. Conduct a review to ensure that the Child Care Grant Program is meeting the non-profit child care operator's needs (e.g. timing, number of grant cycles per year, budget). Seek direction on proposed changes to the Child Care Grant Program's Guidelines (e.g. eligibility criteria for organizations and types of projects). *(Short term: 1-3 years)*
5. Review internal City mechanisms for maintaining and coordinating City-owned child care facility improvements (e.g. ongoing maintenance of facilities, operating budget impact estimators, minor and major capital improvements). *(Short term: 1-3 years)*
6. Review and update the Terms of Reference for the Child Care Development Advisory Committee (CCDAC) to ensure the committee is fulfilling its role and mandate. *(Short term: 1-3 years)*



Creating and Supporting Spaces

The City supports the creation of child care spaces by accepting voluntary contributions from developers in the form of built child care facilities or cash in lieu contributions to the Child Care Statutory Reserves. The City manages and maintains seven existing City-owned child care facilities and is in the process of developing four City-owned child care facilities and one Early Childhood Development Hub. Dedicated City staff resources help to develop, maintain and support the child care system in Richmond.

7. Continue to secure community amenity contributions through rezoning processes, focusing on the creation of early childhood development hubs. *(Long term: 4-5 years)*

KEY PRIORITY

8. Work with other City of Richmond departments to plan, secure and build child care spaces co-located with other community facilities. *(Long term: 4-5 years)*
9. Review the Child Care Statutory Reserve Fund policy to consider how fund

contributions could be apportioned to the Child Care Development Reserve Fund and the Child Care Operating Reserve Fund using a similar approach to the Affordable Housing Reserve Fund (e.g. 70% for Capital and 30% for Operating as opposed to the current split of 90% for Capital and 10% for Operating). *(Short term: 1-3 years)*

KEY PRIORITY

10. Continue to manage and maintain existing and future City-owned child care facilities to ensure both the City and non-profit operators are fulfilling their lease obligations, leases are up to date, and facilities are well maintained. In the case where City-owned child care facilities are located in strata units and air space parcels, facilitate a respectful working relationship with property managers, strata councils and air space parcel owners to ensure shared obligations around maintenance are fulfilled, bills are paid and child care programs occupying these spaces have healthy environments where they experience minimal service disruption. *(Long term: 4-5 years)* **KEY PRIORITY**
11. Explore mechanisms to increase City staff resources to advance the City's child care priorities.
 - a) Provide additional staff resources (e.g. Planner 1 – Child Care in Community Social Development) to support continued implementation of the Child Care Policy and fulfill the recommendations presented in this report. Community Social Development (Child Care) staff are currently working beyond capacity to address the existing work program and managing new child care amenities coming on board; and
 - b) Support the development of facilities secured as community amenity contributions by ensuring there is an integrated City department approach applied to working with developers providing these amenities. To accomplish this, sufficient resources are required in Community Social Development and other departments that support this work (e.g. Project Development and Facility Services). *(Short term: 1-3 years)*
12. Pursue partnerships and funding opportunities with senior levels of government for capital investment to assist with the creation of City-owned child care spaces in Richmond. *(Long term: 4-5 years)*
13. Work with Community Associations to learn about child care needs in the neighbourhoods they serve and how they can build capacity to meet these needs (e.g. adjust hours of operation, create and deliver additional child care spaces and programs in City-owned community centres). *(Long term: 4-5 years)*





Advocacy

The City advocates on behalf of its residents to address the needs of Richmond's resident and employment population. The responsibility to provide quality, accessible, and affordable child care is within the mandate of senior levels of government, and the actions below address advocacy items that the City can undertake.

14. Send a letter to the Federal Government to indicate the City of Richmond's support for the development and implementation of a meaningful, appropriately funded Multilateral Early Learning and Child Care Framework for Canada. *(Short term: 1-3 years)*
15. Send letters to the Provincial Government:
 - a) Expressing City Council's endorsement of the \$10aDay Child Care Plan;
 - b) Requesting that the City of Richmond be consulted about the creation and implementation of a future Provincial child care plan; and
 - c) Recommending wage enhancements for Early Childhood Educators to attract qualified staff and to support both existing and new child care spaces (e.g. increases to the Child Care Operating Fund Program). *(Short term: 1-3 years)*
16. Send a letter to the Provincial Government requesting that the benefit rates and eligibility provisions for the Child Care Subsidy be reviewed and increased (e.g. expanded coverage for median or moderate income families). *(Short term: 1-3 years)*
17. Send a letter to the Provincial Government requesting that they review and increase funding for Early Childhood Intervention Services in accordance with the [#KidsCantWait Campaign](#). *(Short term: 1-3 years)*
18. Continue to monitor funding and grant opportunities along with future actions planned by senior levels of government regarding child care initiatives to maximize opportunities to enhance affordable, accessible and quality care in Richmond. *(Short term: 1-3 years)*



Accessibility and Inclusion

The City ensures that its services are open, accessible and appropriate for all; regardless of income, ability, sexual orientation or length of time living in Canada. In addition, the City works to create an inclusive environment for all residents, in partnership with community organizations. Three actions are recommended to address improving access to information about child care, and enhancements to services for children with diverse needs.

19. Collaborate with Vancouver Coastal Health, the Richmond School District, other schools in Richmond (e.g. private, francophone), Richmond Child Care Resource and Referral, Richmond Children First, the City of Richmond Child Care Development Advisory Committee, the Intercultural Advisory Committee, Community Associations, child care providers, and other appropriate parties to improve availability of information to Richmond families on child care and family-related resources. *(Short term: 1-3 years)*
20. Consult with the City of Richmond's Accessibility and Inclusion section, the Intercultural Advisory Committee, and multicultural and immigrant serving organizations to determine ways to:
 - a) Improve the dissemination of information on child care to newcomers; and
 - b) Establish ongoing communication channels to enable the City to keep abreast of the needs of and challenges facing recent immigrants regarding child care. *(Short term: 1-3 years)*
21. Work with the City departments and sections (e.g. Accessibility and Inclusion, Planning, Project Development, as well as external organizations who focus on accessibility issues to:
 - a) Incorporate barrier-free design into new City-owned early childhood development hubs and child care facilities; and
 - b) Explore innovations in child care facility design for both indoor and outdoor areas that would enhance the inclusion of children who require extra supports. *(Long term: 4-5 years)*



Collaboration and Partnership

The City of Richmond facilitates partnerships and collaborates with others to advance its child care strategy. The following actions identify potential opportunities for the City to work with others to remain well informed and prepared to respond to funding opportunities and policy changes.

22. Continue to support the work of the City's Child Care Development Advisory Committee with the view of building the capacity of the child care sector and parents understanding of child care options (e.g. host events to celebrate child care month, hold information sessions for parents on finding child care, organize networking events for child care providers and support professional development opportunities for early childhood educators). *(Short term: 1-3 years)*
23. Facilitate and promote the delivery of professional development training for those employed in the delivery of licensed child care programs with the goal of maintaining and enhancing the quality of programs offered in Richmond (e.g. through funding provided by the City's Professional and Program Development Grants, working with the Child Care Development Advisory Committee, Richmond Child Care Resource and Referral and other organizations who provide training to the child care sector in Richmond). *(Long term: 4-5 years)*
24. Continue to consult with representatives from senior levels of government, other municipalities, Vancouver Coastal Health, Richmond Children First, United Way of the Lower Mainland, the UBC Human Early Learning Partnership and the First Call – BC Child and Youth Advocacy Coalition to ensure that the City is well informed about latest trends, research and advocacy efforts concerning child care matters. Participate in forums, focus groups, and other info-gathering methods to increase collaboration between the City and other levels of government and community agencies and organizations. *(Short term: 1-3 years)*
25. Build and foster relationships with senior levels of government to ensure the City is consulted on federal and provincial policy changes. *(Short term: 1-3 years)*

- 26. Seek new partnerships around the delivery of child care services (e.g. professional development, explore interest by non-profit child care providers who may wish to expand their services in Richmond). *(Long term: 4-5 years)*
- 27. Host one inter-municipal roundtable workshop to share information and best practises in child care policy, facility development, grants administration, and successful advocacy approaches to senior levels of government. *(Short term: 1-3 years)*



Research, Promotion and Marketing

The City has a role to conduct research on child care trends, create tools to assist the public with finding child care resources, prepare publications to help potential child-care operators create child care space, and promote access to resources within the community. The following actions propose how the City might improve its communication approaches using the internet and social media.

- 28. Regularly update the City's child care website to provide information on current civic initiatives related to child care and links to useful resources that build awareness and educate the community. *(Short term: 1-3 years)*
- 29. Monitor and share the latest trends in child care research and best practices in the delivery of quality child care programs with the City's Child Care Development Advisory Committee, Community Associations, Richmond Children First, Richmond Child Care Resource and Referral Centre, Vancouver Coastal Health, child care providers, and other community agencies and organizations. *(Long term: 4-5 years)*
- 30. Continue to develop child care educational resources and further expand the complement of promotional vehicles such as social media to share information about child care with parents and child care providers. *(Short term: 1-3 years)*



Monitoring and Renewal

With changing demographics and the child care landscape in Richmond, the City must continue to monitor and renew its policies and strategies with updated data and research. The following actions discuss approaches for planning the next *Child Care Needs Assessment and Strategy* as well as research work that would be of benefit to advancing the City's child care work.

31. Update City policies, plans and publications:

- a) Continue to work with the City's Planning Department and other related Departments (e.g. Recreation and Sport Services) to update City policies that reference child care; and
- b) Continue to work with City staff and consultants to undertake research and update City publications and working documents (e.g. Terms of Reference for rezoning reports, *City of Richmond Child Care Design Guidelines* for City-owned buildings, and checklists related to development processes). (*Short term: 1-3 years*)

32. In planning for the next Child Care Needs Assessment and Strategy:

- a) Commence the next child care needs assessment and strategy work in late 2022. Begin the survey work and community engagement process, prior to the release of the 2021 Canada Census, and incorporate demographic information for Richmond geographies when it becomes available in 2023.
- b) Seek information and assistance from Richmond Multicultural Concerns Society, S.U.C.C.E.S.S., and other newcomer-serving organizations regarding approaches for increasing the interest and involvement of the recent immigrant community in the next child care needs assessment community engagement process. (*Long term: 4-5 years*)





Conclusion

Given the high cost of housing and child care in Metro Vancouver, it is important that local governments utilize municipal tools at their disposal to help families. The City of Richmond has been a leader in this regard since 1991 as one of the first municipalities in Metro Vancouver to make a commitment to child care. This has resulted in an increase in child care spaces and more choices for families in the community.

The *Richmond Child Care Needs Assessment and Strategy* provides a foundation for work that can be implemented over the next five years. It also provides information and recommendations that could assist the City, working with partners, to collaborate in advancing the child care agenda in Richmond. In order to implement a cohesive vision for Richmond's child care situation over the next five years, the City will need to continue to pursue partnerships and build relationships with senior levels of government and other interested parties to realize the broader goal of a comprehensive child care system.

Child care is an important asset to a community, offering social and economic benefits. It supports early childhood development, promotes work force participation, and assists settlement of new immigrants and refugees. With continued leadership and support from the City, and a commitment from senior levels of government, child care will continue to contribute to the city's quality of life.





Appendix A: Community Engagement Process

Overview

The City undertook an extensive community engagement process to publicize and seek input for the Richmond Child Care Needs Assessment and Strategy. The community engagement process took place between August 20 and November 9, 2016.

Promotion

Vehicles for promoting the *2017-2022 Richmond Child Care Needs Assessment and Strategy*, and soliciting interest from the community included:

- City News Release;
- Let's Talk Richmond website;
- Targeted emails and electronic promotion via City and external organizations [e.g. Child Care Resource and Referral, Vancouver Coastal Health (VCH), non-profit agencies];
- Bus shelter ads;
- Posters circulated to Richmond community facilities and posted in high-traffic areas in the community (e.g. Richmond Centre Mall, coffee shops);
- Promotional card distribution through external organizations (e.g. Richmond School District, Vancouver Coastal Health, Child Care Resource and Referral, non-profit agencies, child care providers);
- Social media promotion via the City (Facebook, Twitter), community partners, and local parent blogs;
- TV displays in community facilities (Minoru Aquatic Centre, Hamilton, Steveston, West Richmond, City Centre, Thompson, South Arm);

- Read-O-Graphs at South Arm and Steveston Community Centres;
- Direct outreach (e.g. engagement of parents and caregivers at an open house, coffee chat sessions and community program visits);
- Community outreach table at the Richmond Public Library-Brighthouse Branch.

In addition, the *2017-2022 Richmond Child Care Needs Assessment and Strategy* was promoted to City staff through the City's Intranet page and posters at City Hall and other City worksites. It was also promoted to employers and the business community by the City's Economic Development Office and the Richmond Chamber of Commerce.

Information-Gathering Methods

Table A-1 provides a summary of the information-gathering methods for the project, along with their purpose and timeline:

Table A-1: Information-Gathering Methods for 2017-2022 Richmond Child Care Needs Assessment and Strategy

Method	Purpose	Timeline
Open house	<ul style="list-style-type: none"> • Provide information on the <i>2017-2022 Richmond Child Care Needs Assessment and Strategy</i> • Provide an opportunity for parents and caregivers to provide input through the use of hard copy and online surveys (a laptop computer was available on site, along with translation assistance in Mandarin and Cantonese) 	<ul style="list-style-type: none"> • August 20, 2016 at Richmond Centre Mall
Coffee chats	<ul style="list-style-type: none"> • Provide information about the Child Care Needs Assessment to parents and caregivers attending children's programs at community facilities • Encourage parents and caregivers to complete the Parent Survey—either online, at home or via hard copy or online versions at the coffee chats • Encourage participants to provide their thoughts and comments on display boards via Post-it Notes 	<ul style="list-style-type: none"> • Thursday, August 25, 2016 at Steveston Community Centre • Wednesday, August 31, 2016 at Minoru Aquatic Centre • Monday, September 12, 2016 at Cambie Community Centre • Wednesday, September 14, 2016 at Hamilton Community Centre • Saturday, September 17, 2016 at Minoru Aquatic Centre • Monday, September 19, 2016 at South Arm Community Centre • September 22, 2016 at City Centre Community

Method	Purpose	Timeline
Community program visits	<ul style="list-style-type: none"> Engage targeted, often hard to reach segments of the population through visits to community programs (e.g. pre-natal programs, programs for refugee parents, Food Bank programs, Chinese-language library programs) Provide information about the <i>2017-2022 Richmond Child Care Needs Assessment and Strategy</i> to parents and caregivers attending parenting and children's programs delivered at community facilities, schools, libraries, health facilities, and non-profit agency buildings Encourage program participants to complete the Parent Survey (hard copy and online versions were available for completion at the program sites) 	<ul style="list-style-type: none"> August and September, 2016
Parent Survey	<ul style="list-style-type: none"> Obtain information from Richmond parents and caregivers regarding their child care needs, situation, challenges and recommendations 	<ul style="list-style-type: none"> August 18 to October 16, 2016
Let's Talk Richmond discussion forum	<ul style="list-style-type: none"> Provide an opportunity for Richmond residents to express their views on child care matters, in addition to, or instead of, completing the survey or participating in focus groups 	<ul style="list-style-type: none"> August 18 to October 16, 2016
Parent focus groups ³⁰	<ul style="list-style-type: none"> Provide a forum for discussion of various topics regarding child care in Richmond Promote completion of the online Parent Survey 	<ul style="list-style-type: none"> August 27, 2016 at Richmond Caring Place September 21, 2016 at Steveston Community Centre September 23, 2016 at Family Services of Greater Vancouver Richmond Office September 28, 2016 at City Centre Community Centre November 9, 2016 at Richmond City Hall with Canadian Federation of University Women (grandparents' perspective)
Key informant meetings	<ul style="list-style-type: none"> Obtain information from community service providers (e.g. Vancouver Coastal Health, Community Associations, non-profit agencies) concerning child care delivery needs, policy directions, and proposed City roles 	<ul style="list-style-type: none"> July to October, 2016
Operator Survey	<ul style="list-style-type: none"> Obtain information from Richmond child care providers on their operations, challenges, and suggestions for system improvements 	<ul style="list-style-type: none"> September 28 to October 13, 2016
Operator focus group	<ul style="list-style-type: none"> Obtain in-depth information about the current state of child care in Richmond from local child care providers 	

³⁰ The City had initially planned to hold five parent focus groups and actively promoted all sessions. The focus group scheduled for the Steveston Community Centre was offered but there were no registrants. Therefore, only four parent focus groups were held. The one with the Canadian Federation of University Women was specifically arranged to receive a grandparents' perspective on Richmond's child care situation.

Multilingual Outreach

A concerted effort was made to ensure that Richmond residents who had difficulty communicating in English were able to participate in the *2017-2022 Richmond Child Care Needs Assessment and Strategy* process. Staff from the Richmond Child Care Resource and Referral were available to translate the survey tools at numerous promotion events. The Child Care Resource and Referral staff were also available to assist parents with Chinese language translation support over the phone to complete the survey, and this service was publicized in promotional materials.

In addition, multilingual City volunteers and staff from the Child Care Resource and Referral and other community agencies (e.g. Richmond Family Place) were present at various community engagement events to assist residents with limited English skills in sharing their views and completing the survey. The multilingual volunteers and agency staff offered support at programs and events attended by Chinese, Arabic, and Spanish speaking participants as follows:

- Mandarin and Cantonese speakers—eight events (e.g. open house, parent focus group, coffee chats, library table, community program visits);
- Arabic speakers—visit to Refugee Bridging Program;
- Spanish speakers—visit to Refugee Bridging Program.

Comments on Methodology and Interpretation of Findings

The information-gathering process for the *2017-2022 Richmond Child Care Needs Assessment and Strategy* involved a variety of methods, yielding a mixture of qualitative and quantitative data.

In interpreting the data, the following points should be noted:

- Convenience Sampling for Parent Survey—The Parent Survey was available to any interested parent or guardian who either lived in or used child care services in Richmond. Random sampling was not used as the goal was to receive responses from families who were either using or wanting to use child care programs. The responses captured the views of parents and caregivers with an invested interest in the quality of child care in the community. They also yielded valuable insights into key child care issues and concerns being faced by Richmond families.
- Community Interest—With 311 eligible responses to the Parent Survey, 27 participants in the Parent Focus Groups, and 28 respondents signed on to the Let's Talk Richmond Discussion Forum, the *2017-2022 Richmond Child Care Needs Assessment and Strategy* surveyed the Richmond population through an extensive promotion process. Participation rates reflected the nature of the sample population; parents of young children are often stretched for time and face challenges in participating in processes such as the *2017-2022 Richmond Child Care Needs Assessment and Strategy* research, irrespective of the City's efforts to offer several less time-intensive options for soliciting their input. The quality of the responses was high and yielded information from people with direct experience and opinions on Richmond's child care situation.

- Quantitative and Qualitative Data—The Parent and Operator Surveys yielded several common themes, both from their quantitative and qualitative data. Quantitative data was derived from closed-ended survey questions from the surveys. Qualitative data came from the open-ended survey questions, as well as submissions from the focus groups, Let's Talk Richmond discussion forum and Post-it Note comments. The qualitative responses were organized into categories or topic areas (e.g. funding and affordability, programming, staffing) in order to discern broader patterns or themes in the information. The specific detailed comments were all considered in the analysis of results and formulation of recommendations.

Presentation of Results

The results of the community engagement efforts are presented in the following three Appendices:

- Appendix B: Parent Survey Results
- Appendix C: Operator Survey Results
- Appendix D: Other Outreach Results







Appendix B: Parent Survey Results

Findings

Characteristics of Respondents and Their Families

Respondents were asked a range of background questions on their family characteristics and situations to gain an understanding of who completed the survey and how representative they were of the broader Richmond population.

Highlights:

- *Most respondents were Richmond residents, women, and parents of children 12 years and under;*
- *Almost half of all respondents were from Central Richmond and Southwest Richmond. The majority had lived in Richmond for 10 or more years;*
- *The majority of respondents were employed full-time;*
- *Roughly one-third of the survey respondents had children in elementary schools;*
- *Roughly two-thirds of respondents primarily spoke English at home;*
- *Roughly half the respondents had access to some additional family caregiver support with most receiving support from another parent, guardian, or a grandparent;*
- *58% of those providing information had annual household incomes of \$100,000 or less, while the remaining 42% had incomes above \$100,000. 16% had annual household incomes of \$34,000 or less.*

Area and Length of Residence:

- Of the 311 respondents, 299 (96.1%) were Richmond residents;
- Among the 299 respondents who self-identified as Richmond residents, the majority resided in South West Richmond (70 or 23.4%), Central Richmond (65 or 21.7%), and North West Richmond (45 or 15.1%);³¹
- 160 (53.5%) of the 299 Richmond residents lived in the city for 10 or more years and 84 (28.1%) lived in Richmond for 5 or fewer years. Of the 84 residents who moved to Richmond in the last 5 years, 15 (17.9%) had moved to Richmond within the last year.

Figure B-1: Area of Residence by Canada Post Delivery Areas (Postal Code)

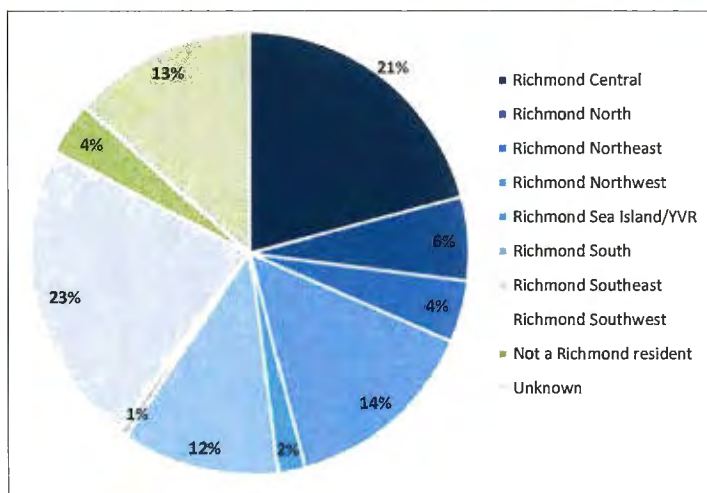
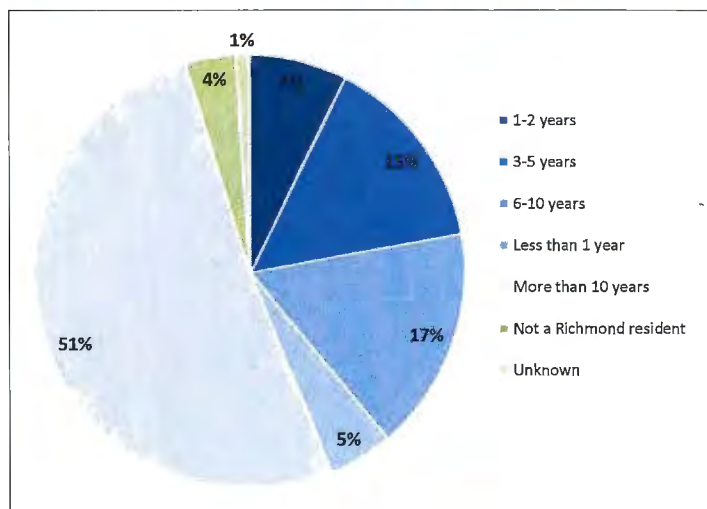
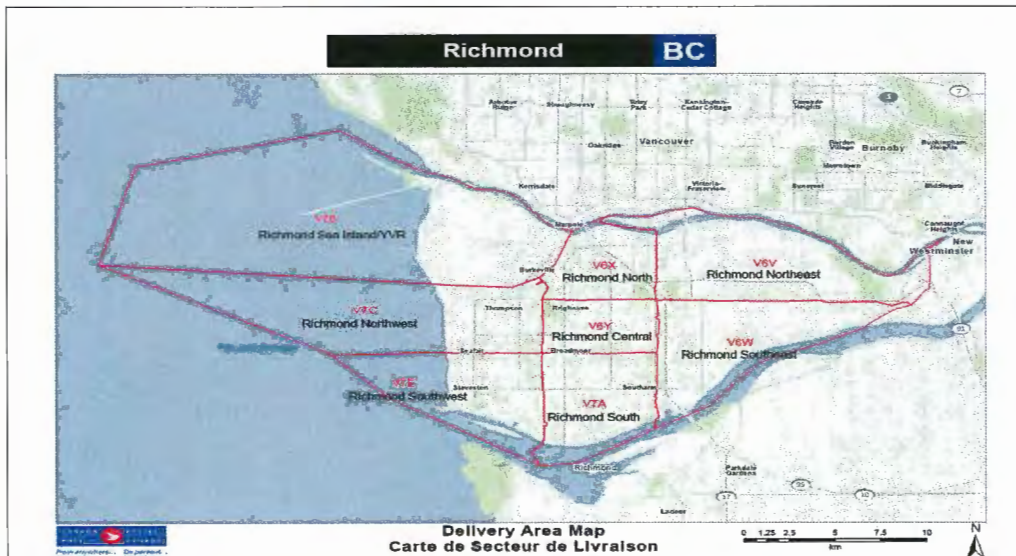


Figure B-2: Length of Time Residing in Richmond



³¹ Respondents were asked to specify the first three digits of their Postal Codes. This information does not coincide with the boundaries of Richmond's 15 Planning Areas, so it was aggregated into eight larger geographic areas for purposes of the Needs Assessment.

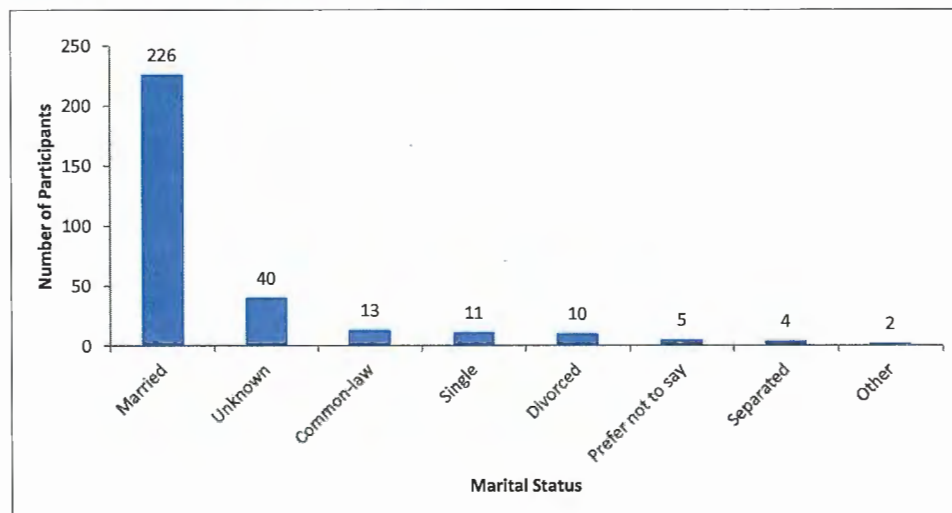
Figure B-3: Canada Post Delivery Map



Family Characteristics

- 262 (84.2%) were parents of a child 0-12 years of age, 42 (13.5%) were not parents of a child 0-12 years of age, and 7 (2.3%) were planning to become parents in the next year.
- 225 (72.3%) of the respondents self-identified as women, 43 (13.8%) self-identified as men, and 43 (13.8%) did not complete the question or preferred not to identify their gender.
- 239 (76.8%) of respondents were married or in a common-law relationship, while 14 (4.5%) were divorced or separated, and 11 (3.5%) were single. Information for 47 (15.1%) respondents was classified as unknown, did not say, or other.
- 61 (19.6%) respondents indicated that they intended to adopt, foster, or have more children in the next five years.

Figure B-4: Self-reported Marital Status of Respondents



Employment Characteristics

- 171 (55.0%) of the 311 survey respondents were employed full-time, 44 (14.1%) were employed part-time, 42 (13.5%) were stay at home parents, 25 (8.0%) were on maternity or paternity leave, and 29 (9.3%) had various other employment statuses (e.g. retired, students). Only 6 (1.9%) of the 311 respondents were attending a post-secondary institution.
- 109 (35.0%) respondents were employed in Richmond, with the largest share working in the City Centre area (44 or 40.4%), followed by the East Cambie area (11 or 10.1%) and the Blundell area (10 or 9.2%).

Figure B-5: Self-reported Type of Employment

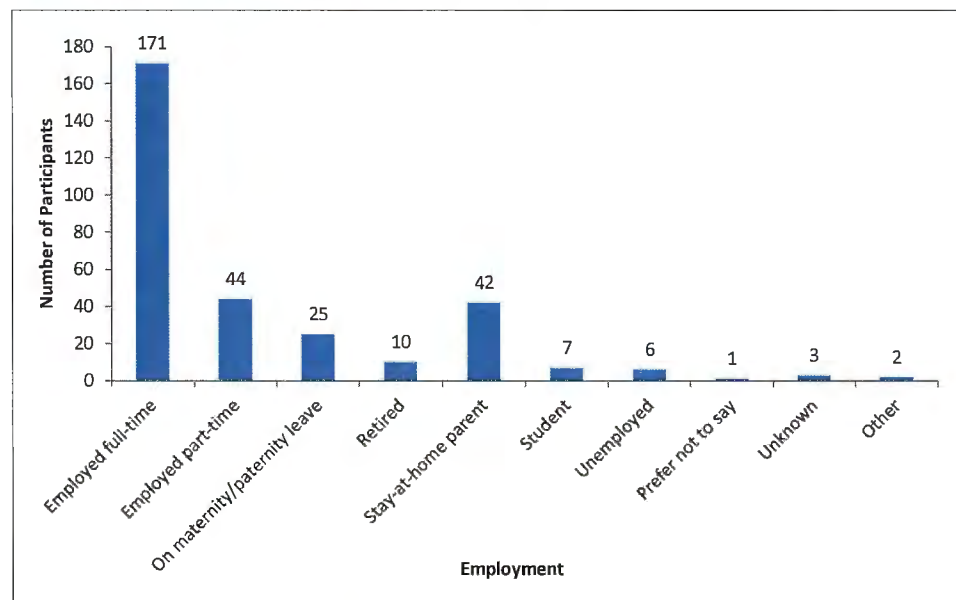
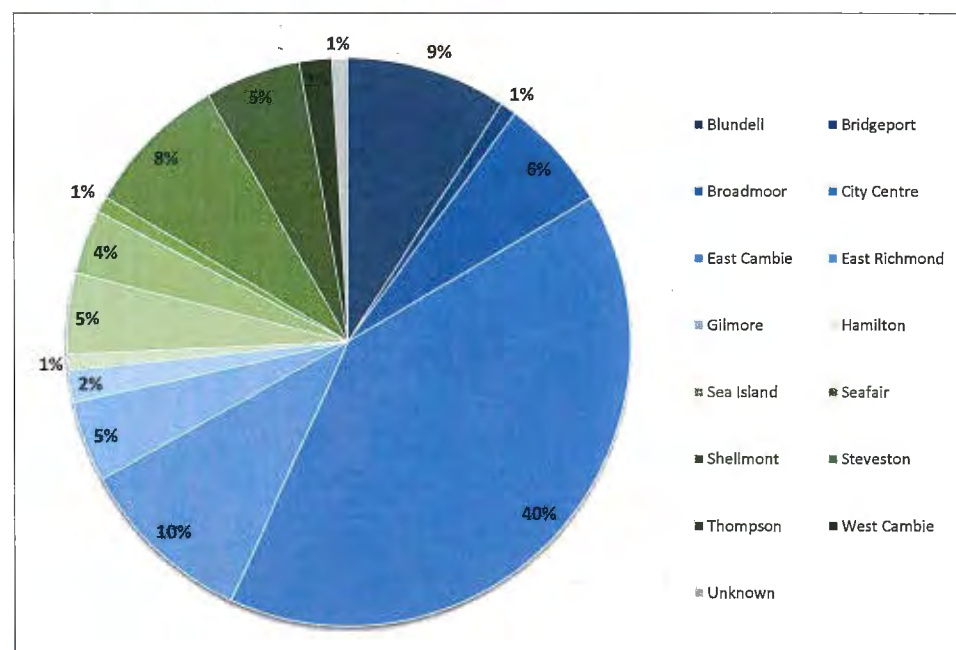


Figure B-6: Self-reported Area of Employment of Respondents Working in Richmond, by Planning Area



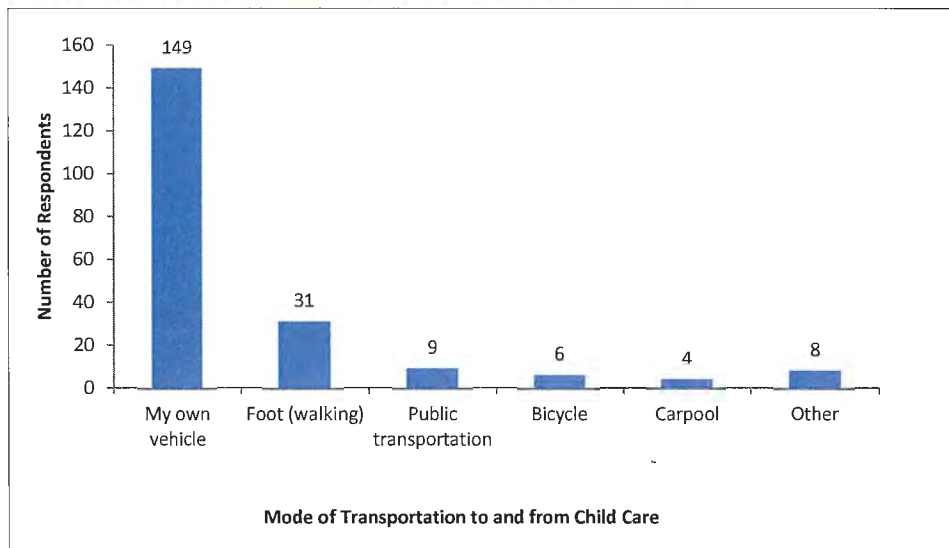
Elementary School of Child

- 99 (31.8%) of the 311 respondents had one or more children attending an elementary school in Richmond.
- The children of these 99 respondents attended an array of elementary schools in the city (37 schools).
- The elementary schools serving the largest numbers of respondent families were Hamilton Elementary (Hamilton planning area) and Homma Elementary (Steveston planning area), serving 8 respondent families each. Steves Elementary (Steveston planning area) and Bridge (Broadmoor planning area) each served 7 respondent families.

Mode of Travel to Child Care Services

- 207 respondents answered the question about their mode of travel to and from child care. Of these respondents, the overwhelming majority (149 or 72.0%) indicated that they used their own vehicle.
- The next largest travel mode was by foot (31 or 15.0%), with carpooling, bicycle, and other modes of travel being much less prevalent (27 or 13.0%).

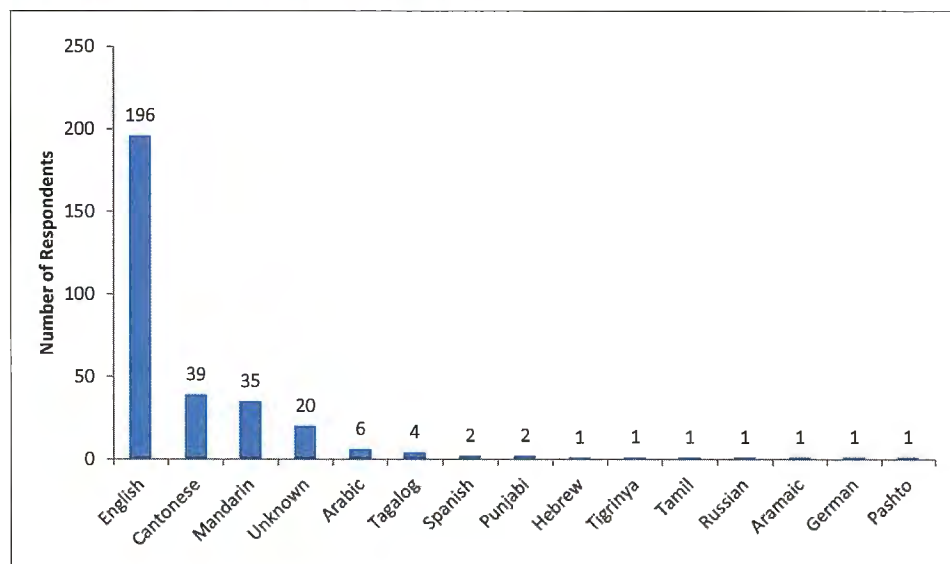
Figure B-7: Mode of Transportation to and from Child Care



Primary Language Spoken at Home

- The majority of respondents (196 or 63.0%) indicated that their family primarily spoke English at home.
- 74 (23.8%) respondents indicated their family primarily spoke Chinese (53% of these respondents speaking Cantonese and 47% speaking Mandarin). 21 (6.8%) respondents primarily spoke a variety of other languages, including Arabic, Spanish, Tagalog and Punjabi. The remaining 20 (6.4%) respondents did not declare their primary language spoken at home.

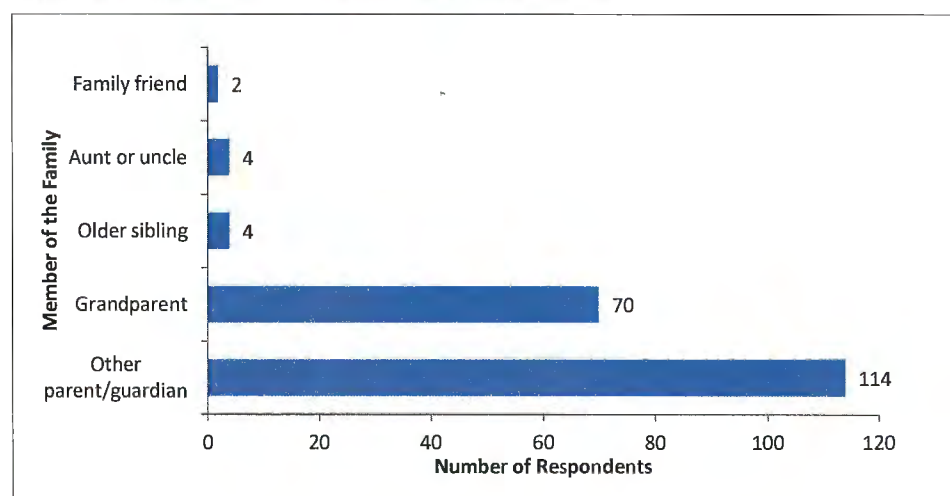
Figure B-8: Primary Language Used in Household



Family Caregiving Support

- 151 (48.6%) of the 311 respondents reported having a family member who could provide care for their child. 109 respondents (35.0%) indicated that they did not have a family member who could provide care and no information was available for 51 (16.4%) of the respondents.
- With respect to specific family caregiver support, the most commonly cited providers were the child's other parent or guardian (114 or 75.5% of the 151 applicable respondents) and grandparents (70 or 46.4% of applicable respondents). 10 (6.6%) respondents also indicated that support was available from a child's older siblings, aunts or uncles, or unspecified others.

Figure B-9: Member of Family who can Provide Care



Before Tax Household Income (2015)

- 18 (5.8%) respondents reported household incomes below \$20,000;
- 53 (17.0%) respondents reported household incomes between \$20,000 and \$60,000;
- 53 (17.0%) respondents reported household incomes between \$60,000 and \$100,000;
- 80 (25.7%) respondents reported household incomes between \$100,000 and \$200,000; and 9 (2.9%) respondents reported household incomes over \$200,000. For 98 (31.5%), respondents household incomes were either unknown or the respondents preferred not to say.

Use of Child Care in another Municipality

- Only 3 (less than 1%) of the respondents indicated that they used child care in a municipality other than Richmond. 256 (82.3%) indicated that they did not seek care in another municipality and 52 (16.7%) did not respond to the question.

Respondents' Preferences, Opinions and Arrangements

In order to plan for future child care services in Richmond, survey respondents were asked a variety of questions about their use of child care and any challenges they experienced.

Highlights:

- *Respondents would like to see a variety of complementary uses situated on or near their child care site, with the top choices being recreation services, parks, family drop-in programs and library services;*
- *Most respondents would like to find a child care program located close to their home;*
- *The majority of respondents were seeking child care because of work, school, personal time, or for their child's development;*
- *A centre's programming and staff were key considerations for respondents seeking child care;*
- *Respondents pursued a variety of options for care of their children when their regular child care service was unavailable. The most common alternate arrangements involved asking family or friends for help, or taking time off work;*
- *Roughly 25% of respondents would change their current child care arrangement if a suitable alternative was available. 13% indicated the need for different hours or days than offered by their current child care provider;*
- *In the past year, a lack of suitable child care arrangements affected respondents' ability to pursue such activities as attend work, attend appointments, or participate in community events or recreational interest).*

Desired Complementary Uses on a Child Care Site

- Respondents were asked what services they would ideally like to see located on the site of their child care program. Respondents were able to choose more than one option, collectively offering a total of 730 responses to the question. The most commonly cited options were recreation services (178 or 57.2% of respondents), outdoor parks (161 or 51.8% of respondents), family drop-in programs (126 or 40.5% of respondents), and library services (112 or 36.0% of respondents). 63 (20.3%) respondents indicated that they would like to see other service options on a child care site, while 9 (3.9%) respondents indicated that they were not interested in any of the options.

Preferred Location of Child Care Services

- The majority of respondents (215 or 69.1%) indicated that they would like to find child care services close to their homes, followed by their child's elementary school (91 or 29.3%) and their place of employment (76 or 24.4%).

Adequacy of Richmond's Child Care Supply

- 194 (62.4%) respondents believed the supply of child care spaces in the city was inadequate, and 68 (21.9%) respondents were unsure or did not respond. 49 (15.8%) respondents indicated that the supply was adequate.

Reasons for Seeking Child Care Services

- Respondents identified work as the most common reason for seeking child care services, (253 or 81.4% of respondents), followed by the child's development (184 or 59.2%), personal time (68 or 21.9%), attending appointments (57 or 18.3%) and attending school (40 or 12.9%).

Top Qualities Being Sought in a Child Care Program

- Respondents were asked an open-ended question to identify the top three qualities they would like to see in a child care program. The question yielded 796 responses, which were categorized according to prominent topic areas. The most frequently cited, including a sampling of paraphrased parent comments, involved:

Child care programming (168 or 21.1% of 796 responses)

- Philosophy that is similar to that of the parents
- Integration with children who are the same age
- Child's mental and physical development
- Curriculum that fosters child development
- Rich learning opportunities
- Active engagement for children
- Includes recreational and social opportunities for the child

Staff characteristics, education, and training (168 or 21.1% of 796 responses)

- Caring and educated staff
- Loving and caring employees
- Positive encouragement
- Passion of caretakers
- Engaging and professional educators

- o Teacher's qualifications
- o Trusting

Safety (176 or 22.1% of 796 responses)

- o Quality care and safety
- o Licensing and regulation
- o Staff ratios
- o Facility cleanliness
- o The child's safety and well-being

Location (97 or 12.2% of 796 responses)

- o In proximity to home and park
- o Walking distance from home
- o Within walking distance to school
- o Close to home and work

Affordability/ funding (88 or 11.1% of 796 responses)

- o Price
- o Reasonable cost
- o Affordable
- o Fees parents can afford
- o Value for money

Other (99 or 12.4% of 796 responses)

- o Availability
- o Waitlist policies
- o Inclusivity/ extra support needs
- o Language (e.g. educators speak clear and concise English)
- o Hours of operation

Resources Used to Find Child Care

- Respondents were asked to identify the resources they used when trying to obtain child care services in Richmond, citing all options that applied. 729 responses were received, with the most frequently cited sources from friends or by word of mouth (187 or 60.1% of respondents), Richmond Child Care Resource and Referral Centre (106 or 34.1% of respondents), a general Internet search (106 or 34.1% of respondents), the City of Richmond website (91 or 29.3%) and staff at community centres (77 or 24.8% of respondents).

Use of Alternate Child Care Arrangements

- 258 applicable respondents were asked several questions regarding the use of alternate care arrangements for their child. The most frequently cited responses were that the respondents' child care centre was closed (66 or 25.6% of 263 respondents) and that their child was sick (60 or 23.3% of respondents).

Table B-1: Reasons Respondents had to Use Alternate Child Care

Reasons	Number of Responses	% of Respondents (N=258)
To cover days that child's child care service was not open	66	25.6%
Child care provider quit or cancelled	9	3.5%
Work hours changed	26	10.1%
Child care provider was sick	14	5.4%
Child was sick	60	23.3%
Not Applicable	73	28.3%
Other	22	8.5%
Total	270	

- With respect to forms of alternate child care arrangements used by respondents, the most frequently cited were family or friends (141 or 54.7% of 258 respondents) and taking time off work (127 or 49.2% of respondents).

Table B-2: Forms of Alternate Child Care Used

Forms of Alternate Child Care Arrangements Used (General)	Number of Responses	% of Respondents (N=258)
Asked family or friends for help	141	54.7%
Took time off work to care for my child	127	49.2%
Put my child into another child care facility	12	4.7%
Put child into a day camp	34	13.2%
Used an occasional child care drop-in facility for a full day	6	2.3%
Hired a babysitter or nanny	26	10.1%
Worked from home	56	21.7%
Not Applicable	33	12.8%
Other	5	1.9%
Total	440	

- With respect to alternate care requirements used in summer months or holidays, the most frequently cited options were family or friends (94 or 36.4% of respondents), summer or day camps (79 or 30.6% of respondents), and another child care program different from the one used in the school year (15 or 5.8% of respondents).

Table B-3: Forms of Alternate Child Care Arrangements Used in Summer Months and Holidays

Forms of Alternate Child Care Arrangements Used in Summer Months and Holidays	Number of Responses	% of Respondents (N=258)
Summer camps/day camps	79	30.6%
Another child care that is different from the school year	15	5.8%
Family or friends take care of child	94	36.4%
Does not need alternate arrangements; child attends regular program	32	12.4%
Does not require child care during those times of the year	43	16.7%
Other	17	6.6%
Total	280	

Requirement for Different Hours of Care

- 41 (15.9%) of the 258 applicable respondents indicated they needed child care for their children during different hours or days than their current arrangement. There was wide variation in the desired times specified (e.g. specific blocks of time in the morning or afternoon; weekend or evening care; flexible schedules to accommodate variations in employment hours). The primary reasons cited for not securing care in those times related to cost or lack of availability.

Desire to Change Child Care Arrangement

- When asked if they would change their current child care arrangement if a suitable alternative was available, 75 (29.1%) of the 258 respondents indicated they would; 135 respondents (52.3%) indicated they would not change their current arrangement, while information was unavailable from the remaining 48 respondents.

Impacts of Lack of Suitable Child Care Arrangements:

- When asked about the impacts of not having suitable child care arrangements over the past year, the most frequently cited factors included respondents' abilities to go to work (68 or 26.0% of 262 respondents); attend to appointments or run errands (63 or 24% of respondents); and participate in community events or recreational activities (48 or 18.3% of respondents).

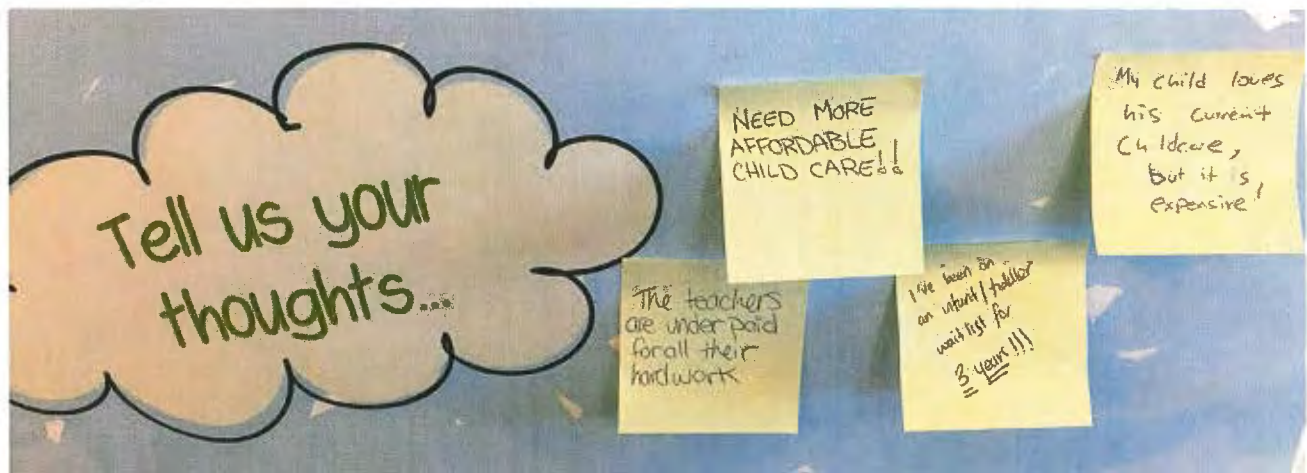


Table B-4: Impacts of Lack of Suitable Child Care Arrangements in the Last Year

Impacts	Number of Responses	% of Respondents (N=262)
Find work	27	10.3%
Attend work	68	26.0%
Attend school or training	28	10.7%
Attend appointments, run errands or perform daily tasks	63	24.0%
Participate in community events or recreational activities	48	18.3%
Not Applicable	80	30.5%
Other	10	3.8%
Total	324	

Additional Child Care Services Desired

- 178 responses were elicited to an open-ended question about additional child care services desired by respondents. The responses were organized into several broad topic areas. The topic areas are as follows:
 - Availability (90 or 50.6% of comments)—Respondents cited the need for more child care spaces in Richmond, with particular emphasis on infant-toddler care, school-age care, and related family support (e.g. drop-in programs);
 - Hours of operation (24 or 13.5% of comments)—Comments generally reflected a desire for more flexible hours of care and hours that align with parents' schedules;
 - Affordability and funding (13 or 7.3% of comments)—The comments reflected the challenges faced by parents (particularly those with low incomes) in paying for child care, while also proposing that more government funding be provided for subsidies and overall support for the child care system;
 - Extra support needs (12 or 6.7% of comments)—The comments focused on challenges faced by parents with extra support needs, and calls for increased funding and enhanced services to help address those needs;
 - Other (39 or 21.9%)—Several additional comments were offered that involved such varied topics as expectations placed on grandparents, desires for additional programming at community centres, and improved information resources.



Child Care Arrangements for Individual Children³²

Respondents were asked a range of questions regarding the child care situation for each of their children in care to gain a deeper understanding of the child care needs and situations of the respondent families.

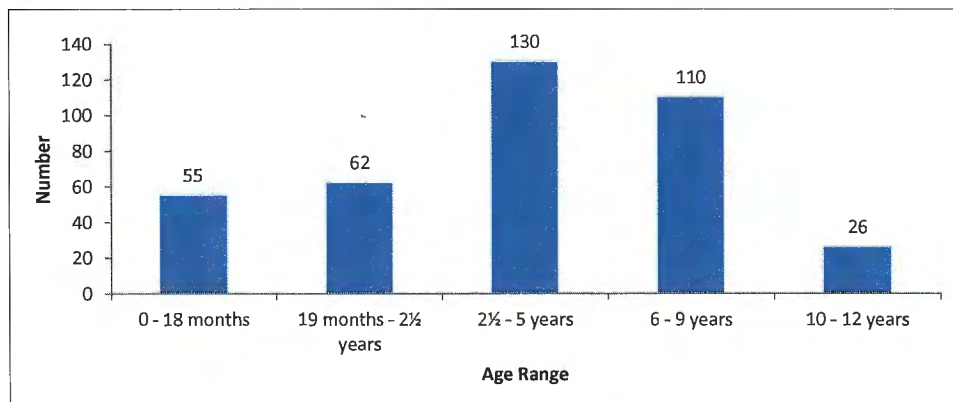
Highlights:

- Respondents relied on a variety of other forms of care for their children in addition to child care programs, with immediate and extended family members being the most common;
- The majority of children were in paid licensed child care arrangements, generally receiving care during the day from Monday to Friday;
- The majority (72%) of respondents transported their children to and from child care by car. Travel times were 10 minutes or less for 62% of the children;
- Respondents were generally satisfied with their children's child care arrangements, with the highest satisfaction ratings going to quality of care and activities, education and experience levels of staff, and location of care;
- Roughly two-thirds of the children currently in child care received placement in six months or less, with the remaining third needing to wait six months or more for placement.

Age of Children

- With respect to age groupings, information was provided about 383 children. The most prevalent age groupings were 2 ½-5 year olds (130 or 33.9% of the children), 6-9 year olds (110 or 28.7% of the children), and 19 months-2 ½ year olds (62 or 16.2% of the children).

Figure B-10: Age Group of Children



³² The "N" or number of responses (i.e. answers to particular questions on each individual child) varies among questions in this section because:

- 1) respondents were asked to answer the same set of survey questions for each of their children—ranging from one to five children;
- 2) some respondents only provided partial information regarding their child's care arrangements (e.g. a respondent may have reported that a child was in group child care but did not indicate if the care was licensed).

Primary and Secondary Forms of Child Care Used

- With respect to primary forms of child care used, information was provided about 380 children. The most prevalent primary forms of care were provided by an immediate family member (103 or 27.1%), school-age care (87 or 22.9%), group care for 30 months to school-age (40 or 10.5%) and group care for infants/ toddlers (34 or 8.9%).
- With respect to secondary forms of child care used, information was provided about 349 children. The most prevalent forms of secondary care for the 349 children were delivered by an immediate family member residing in the home (114 or 32.7%); an unpaid, extended family member or friend (100 or 28.7%), and a hired babysitter or nanny (27 or 7.7%).

Table B-5: Primary and Secondary Forms of Child Care Used

	Primary Form of Care	Secondary Form of Care
Family Child Care	13	12
Group Child Care – Infant/ toddler	34	8
Group Child Care – 30 months to school-age	40	9
Hired Babysitter/Nanny	15	27
In-home Multi-age Care	10	3
Preschool	32	20
School-age Care	87	17
Unpaid extended family member or friend	29	100
Immediate family member who is at home	103	114
Other	17	24
None	0	15
Total	380	349

Child Care Situation

- With respect to paid versus unpaid care, information was provided about 251 children. 189 children (75.3%) were in paid child care, 32 (12.7%) were in unpaid care, and 30 (12.0%) were in a mix of paid and unpaid care. These totals exclude 84 children who were not using any form of child care.
- With respect to use of licensed or unlicensed child care, information was provided about 233 children. The majority (198 or 85.0%) were in licensed child care; 35 (15.0%) were in unlicensed care.
- With respect to days per week children were enrolled, information was provided about 244 children. The majority (153 or 62.7%) were in care five days per week, with 39 (16.0%) being in care 3 days per week, and 24 (9.8%) being in care two days per week. The remaining 28 children (11.5%) were in care either one day, four days, or six or seven days per week.

- With respect to time of day children are currently enrolled in care, parents selected all options that applied to them (i.e. more than one option per child). Information was provided about 251 children and a total of 649 responses were received. The most frequently cited were late afternoon (203 or 80.9% of children), morning (143 or 57.0% of children), and afternoon and early morning (both with 137 or 54.6% of children). Evening and other times (e.g. weekends) were much less prevalent, collectively comprising 27 or 10.8% of situations.

Duration of Travel to Child Care

- With respect to travel time for taking children to and from care, information was provided about 234 children. For 70 children (29.9%), the travel time was five minutes or less. The travel time was 6-10 minutes for 78 children (33.3%), 11-20 minutes for 50 children (21.4%), 21-30 minutes for 23 children (9.8%), and more than 30 minutes for 13 children (5.6%).

Satisfaction

- Respondents were asked to rate their satisfaction with 11 factors of their family's child care situation, using a five-point scale ranging from extremely satisfied to extremely dissatisfied. The number of responses varied, as some respondents chose not to rank a particular factor or indicated that it was not applicable to them (e.g. questions regarding inclusion of children requiring extra support, multicultural programming, and accommodation of siblings elicited smaller responses than other questions). To interpret the data, a numerical value was given to the ratings, with 4 representing extremely satisfied and 0 representing extremely dissatisfied. An overall average rating was then identified for each factor. The results are presented in the Table B-6.

Respondents generally seemed satisfied with most aspects of their child care situation, rating 7 of the 11 characteristics with an average score of 3 or more (e.g. between satisfied and extremely satisfied). Factors garnering the highest satisfaction were quality of care and activities; education and experience levels of staff; and location of care. Four factors were rated between 2 and 3 (i.e. between neutral and satisfied). The factor garnering the lowest level of satisfaction was cost of care, which yielded a dissatisfied or extremely dissatisfied ranking in 64 or 27.8% of 230 responses. Other factors with rankings below 3 were multicultural programming, inclusion of children requiring extra support, and flexibility of hours and days of care.

Table B-6: Satisfaction with Child's Current Child Care Arrangement

Rating Factor	Number of Responses	Number of Satisfied and Extremely Satisfied (3 and 4 Ratings)	Number of Dissatisfied and Extremely Dissatisfied (0 and 1 Ratings)	Average Rating
Quality of Care and Activities	232	207	3	3.4
Education and Experience Levels of Staff	226	197	5	3.3
Location of Care	230	194	14	3.3
Cost	230	122	64	2.4
Quality of the Facility	227	196	7	3.2
Ease of Transportation	232	188	16	3.2

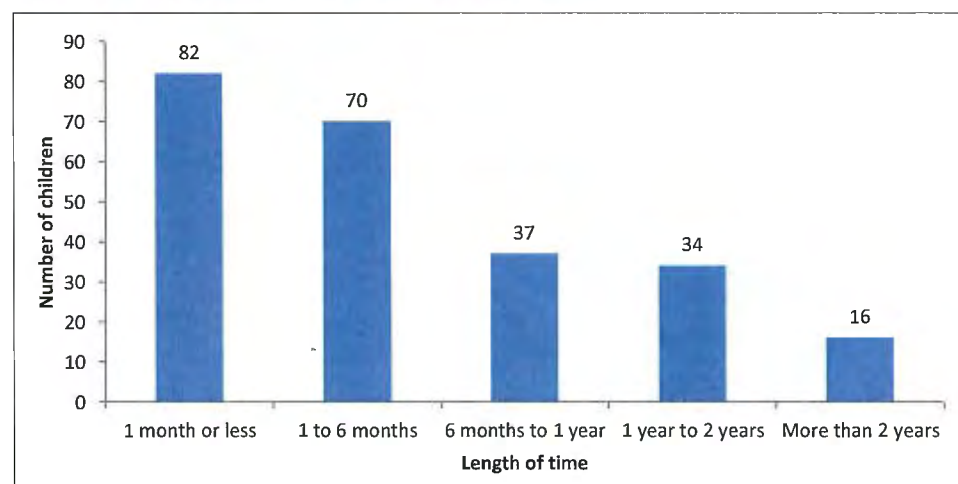
Rating Factor	Number of Responses	Number of Satisfied and Extremely Satisfied (3 and 4 Ratings)	Number of Dissatisfied and Extremely Dissatisfied (0 and 1 Ratings)	Average Rating
Hours of Care	232	195	24	3.2
Accommodation of Siblings	167	128	9	3.1
Flexibility of Hours/ Days of Care	225	164	35	2.9
Multicultural Programming	184	114	19	2.7
Inclusion of Children Requiring Extra Support	156	101	6	2.9

Rating scale: 4 = extremely satisfied, 3 = satisfied, 2 = neutral, 1 = dissatisfied, 0 = extremely dissatisfied

Waiting Time for Securing Child Care Space

- Respondents were asked to identify the length of time it took them to secure a child care space after making their initial application. Information was provided about 239 children. The waiting times for placement of 152 children (63.6%) were six months or less. For 37 children (15.5%), the waiting times were six months to one year; and for 50 children (20.9%), the waiting times were one year or more.

Figure B-11: Length of Time to Secure Child Care



Reasons for Not Obtaining Child Care

- Respondents identified that 132 children were not using any form of paid child care or an unpaid family member or friend was caring for the child. With respect to reasons for a family not obtaining child care for their child, parents selected all options that applied to them (e.g. more than one option per child). Information was provided about 114 children and a total of 204 responses were received. The most common reasons cited were that a family member was available to look after the child (76 or 57.6% of responses), child care was too expensive (55 or 41.7% of responses), no child care spaces were available in the hours required (18 or 13.6% of responses), and centres did not have availability (16 or 12.1% of responses). Other reasons cited for not obtaining child care included nervousness about putting a child into child care (13 or 9.8% of responses), lack of available programs close to the home or workplace (7

or 5.3% of responses), lack of information on child care services (7 or 5.3% of responses), and other (12 or 9.1% of responses) with reasons given such as, a child is too young for care, a child looks after him or herself, or a parent is on maternity leave or not yet working.

Table B-7: Reasons for Not Obtaining Child Care

Reasons for Not Obtaining Child Care	Number of Responses	% of Respondents (N=132)
Respondent or another family member is able to look after child	76	57.6%
Child care is too expensive	55	41.7%
No child care is available in the hours needed	18	13.6%
Could not find child care space	16	12.1%
Respondent is nervous or uncomfortable about putting child into child care program	13	9.8%
No child care programs available close to home or workplace	7	5.3%
Could not find information on child care services	7	5.3%
Other	12	9.1%
Total	204	

Children Currently on Waitlist³³

- With respect to a question regarding whether children were currently on a waitlist for care, information was provided about 335 children. Respondents indicated that 50 of the children (14.9%) were on a waitlist, while the remaining 285 (85.1%) were not on a list.
- Of the 50 waitlisted children, 36 (72.0%) were on one or two lists. 12 children (24.0%) were on three or more lists, including 1 child on eight lists and 1 on sixteen lists.
- With respect to waiting times, roughly half (21, or 42.0%) of the children had been on a list for six months or less. 10 (20.0%) had been on a list for 6-11 months, and 17 (34.0%) had been waitlisted for more than a year.



³³ It is important to note that children can be placed on more than one waitlist. Waitlist information should not be regarded as a measure of actual demand for child care spaces; however, it is useful for identifying pressure points on the system.

Figure B-12: Number of Waitlists per Child

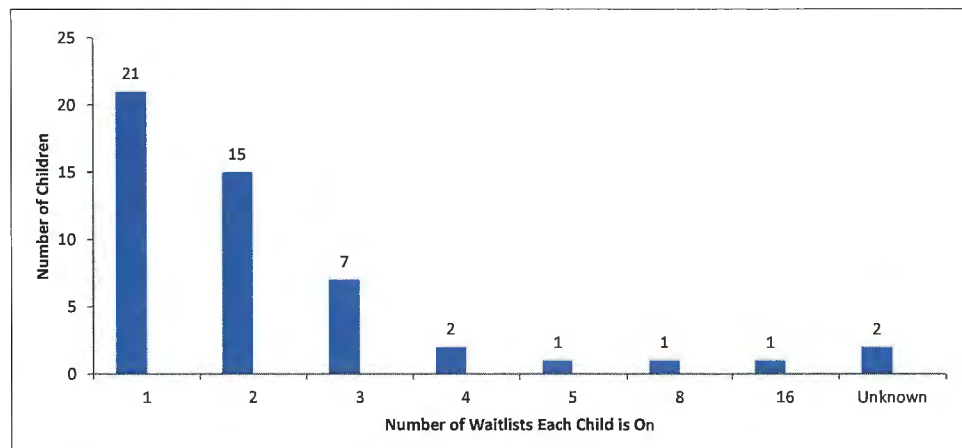
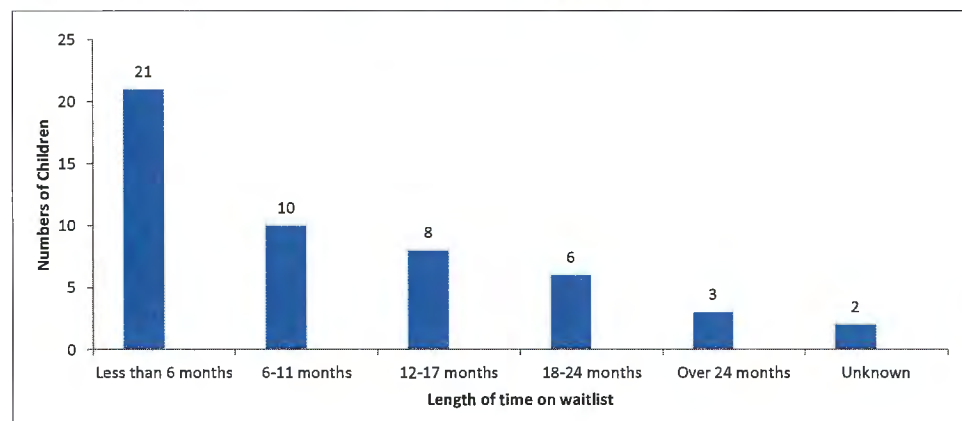


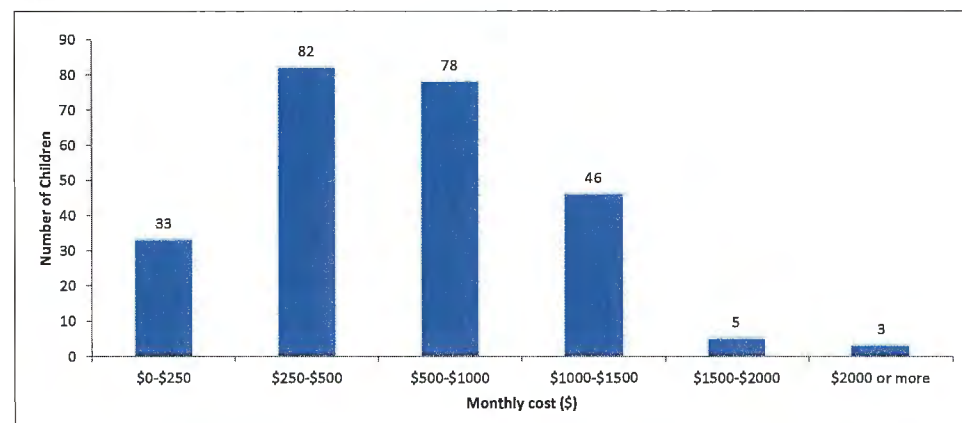
Figure B-13: Length of Time Child has been on Waitlist



Cost of Care

- With respect to the cost of care, information was provided about 247 children. The monthly cost of care was \$500 or less for 115 of the children (46.6%). The monthly cost was \$500-\$1,000 for 78 (31.6%) of the children, \$1,000-\$1,500 for 46 children (18.6%), and more than \$1,500 for 8 (3.2%) of the children.

Figure B-14: Monthly Cost of Child Care



Occasional (Hourly) Drop-in Care

- Respondents were asked if they used occasional drop-in care for their children, yielding information about 252 children. The majority of children (218 or 86.5%) had not been placed in occasional drop-in care. 30 children (11.9%) had been placed in occasional drop-in care, and the remaining respondents (1.6%) were unsure whether or not their child had received drop-in care.

Other (Non-Child Care) Programs Used in Past 12 Months

- Respondents were asked which programs and services in Richmond they had taken their child to over the past twelve months, identifying all options that applied. Of the 347 children whose family responded, the most frequently cited options were pools and ice rinks (236 or 68.0% of respondents), library programs (211 or 60.8% of respondents), and recreation and sports programs (207 or 59.7% of the respondents). The options cited less frequently were parent and tot playtime programs (134 or 38.6% of the respondents) and other programs such as Strong Start, Vancouver Coastal Health's Baby Days, and community events (17 or 4.9% of the respondents). 21 respondents (6.1%) indicated that they had not taken their child to programs and services in Richmond in the past year.

Extra Support Requirements

- Respondents were asked to identify the number of their own children they believed to require extra support within a child care setting due to a developmental delay or disability. Survey respondents identified 24 children considered to have such extra support requirements. When asked about challenges faced in securing care for their children with extra support needs parents responded as shown in Table B-8.

Table B-8: Challenges Faced in Securing Child Care for Children with Extra Support Requirements

Challenge	Number of Responses	% of Respondents (N=24)
Difficult to find child care that is inclusive of my child	11	45.8%
Requirement to pay additional fees for child	5	20.8%
Child care centre will not accept child for an open spot	6	25.0%
Child care centre removed child from their environment	5	20.8%
Difficult to find child care that is accessible for child	9	37.5%
Did not experience challenges	7	29.2%
Other	2	16.7%
Total	45	

- Of the 24 children identified by their parents as requiring extra support within a child care setting, 13 (54.2%) indicated that they used a Supported Child Development Consultant to help secure a suitable placement for their child. 5 respondents (20.8%) did not use a Supported Child Development Consultant, and 2 respondents (8.3%) were on the waitlist for a Supported Child Development Consultant. The remaining 4 respondents did not respond to the question.

Source for Hearing about Questionnaire

- Respondents were asked where they heard about the Parent Survey. The results are summarized in Table B-9. Of the pre-identified categories, the most frequently cited

options were Let's Talk Richmond email (cited by 63 or 20.3% of respondents), word of mouth (42 or 13.5% of respondents), and a child care provider (41 or 13.8% of respondents).

Table B-9: How Respondents Heard About the Survey

How Respondents Heard About Survey	Number of Responses	% of Respondents (N=311)
Local newspaper advertisement	16	5.1%
News story written by a reporter in a local newspaper	6	1.9%
LetsTalkRichmond email	63	20.3%
Twitter	7	2.3%
Facebook	23	7.4%
A poster in a City facility	32	10.3%
Child care provider	41	13.2%
Word of mouth	42	13.5%
Other	81	26.0%
Unknown	48	15.4%
Total	311	

Other Thoughts and Comments

Respondents were given the opportunity to add other comments they wished to share at the conclusion of the survey to gain information that may not have been captured through other questions in the survey.

- 121 respondents offered other thoughts and comments at the conclusion of the survey. A sample of the thoughts and comments, organized into prevalent topic areas, is as follows:
 - Affordability and funding (26 or 21.5% of comments)—The comments focused on the high costs of child care for some families and but the personal impacts being experienced due to the high costs;
 - Availability of a variety of care types (23 or 19.0% of comments)—The comments regarding availability offered insights into the impacts that space shortages were having on families;
 - Waitlist policies (21 or 17.4% of comments)—The comments on waitlists provided information on the challenges parents may face as they pursue suitable care options for their children;
 - Inclusion and extra support needs (8 or 6.6% of comments)—Comments on inclusion and extra support needs tended to focus on the shortage of resources, care options, funding, and accepting attitudes;
 - Other (43 or 35.5% of the comments)—In addition to comments that fit into the foregoing predominant categories, respondents commented on a variety of other topics such as salaries of child care staff, the need for information, and child care regulations.



Appendix C: Child Care Operator Survey Results

Findings

Facility Information

Respondents were asked several questions about the facilities where they operated their child care programs to gain an understanding about the facilities being used for child care programs in Richmond.

Highlights:

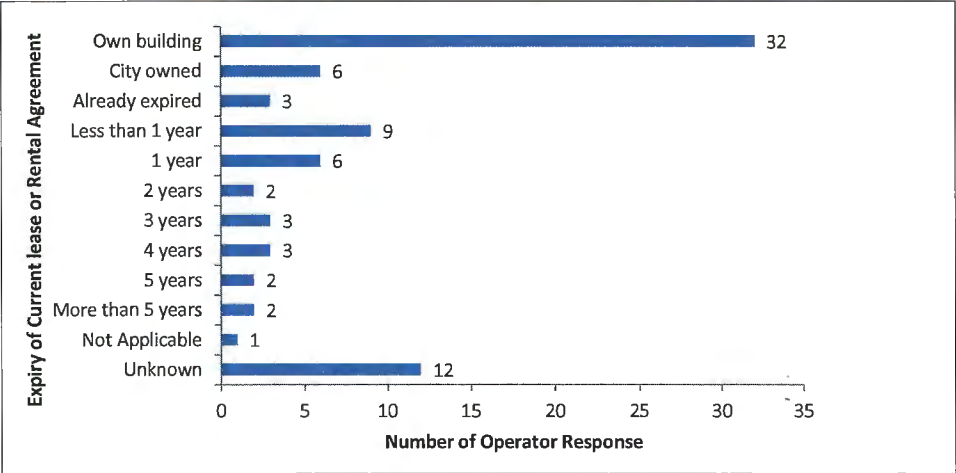
- The most common types of buildings used for child care programs were residential, commercial and institutional (e.g. schools);
- The majority of respondents operated their programs from leased premises, with several indicating that their leases had expired or were set to expire within a year;
- Roughly 30% of the respondents indicated that they planned to renovate or expand their facility.

General Facility Overview

- 33 (40.7%) of the 81 respondents indicated that they operated their child care programs from residential buildings, 11 (13.6%) indicated that they operated from commercial buildings, and 11 (13.6%) indicated they used public school buildings. The remaining respondents operated out of recreation centres, religious institutional buildings, industrial buildings, and other premises such as a Vancouver Coastal Health building or a private school.

- 41 respondents (50.6%) reported that their facilities were leased or rented. 32 (39.5%) reported that their facilities were owned by the operator. The remaining 8 respondents (9.9%) cited other types of tenure for their facilities (e.g. City owned, part of a community centre, part of a larger service complex).
- With respect to rented and leased premises, 3 respondents (7.3%) reported that their agreements had already expired. 15 (36.6%) reported that their agreements were month-to-month or set to expire in one year or less; 10 (24.4%) reported that their leases were set to expire in two to five years; and 2 (4.9%) reported that their leases were set to expire in nine or more years. The remaining respondents owned their buildings, were in City-owned premises, or did not provide information.
- 8 respondents (9.9%) indicated that they expected their programs may need to relocate within the next two years. Reasons cited for the anticipated relocation varied (e.g. building was for sale; desire to expand programming, planned closure of school hosting the program). 72 respondents (88.9%) indicated that they did not expect their program would need to relocate in two years, with 1 (1.2%) providing no response.
- 25 (30.9%) of the respondents indicated that they planned to expand their facility, with the same number (25 or 30.9%) indicating that they planned to renovate. 54 respondents (66.7%) indicated that they had no plans for facility renovation or expansion, while 2 (2.5%) did not respond.

Figure C-1: Timing for Expiry of Current Lease or Rental Agreement



Program Information

Respondents were asked a series of questions about the programs they offered to gain information about the type of child care programs delivered by the respondents.

What were some of the highlights?

- Respondents delivered a range of child care programming, with the most common being group care 30 months to school-age, group care under 36 months, preschool, and school-age care (collectively representing 80% of the programs reported about);
- Waitlists existed for all types of child care programs, with the highest number of families on waitlists reported for group care 30 months to school-age and group care under 36 months;
- Most of the respondents offered care from Monday to Friday, with hours ranging from 7:00 a.m. to 7:00 p.m.;
- Over half the respondents reported that they accommodate children with extra support needs.

Program Types

Collectively, the 81 operators responding to the survey delivered a total of 110 programs, as summarized in Table C-1:

Table C-1: Overview of Operators' Child Care Programs

Program Type	Number of Programs	% of Programs	% of Respondents (N=81)
Group Care – Under 36 months	20	18.2%	24.7%
Group Care – 30 months to school-age	35	31.8%	43.2%
Preschool	17	15.5%	21.0%
School-age Care	17	15.5%	21.0%
Family Child Care	8	7.3%	9.9%
In-home Multi-age Care	4	3.6%	4.9%
Multi-age Care	3	2.7%	3.7%
Occasional Care	1	0.9%	1.2%
Registered License-Not-Required (LNR)	5	4.5%	6.2%
Total	110	100%	

Group care 30 months to school-age represented the largest number of programs (31.8%) offered by operators. Group care under 36 months (18.2%) preschool (15.5%) and school-age care (15.5%) were the next most common types of care provided by operators. Family child care, multi-age care, occasional care and License-Not-Required care made up the remaining 19.1% of programs represented.

Waitlists

- In looking at waitlist information, it is important to note that parents may register the same child for more than one list. Therefore, waitlist information is not a reliable measure of actual demand. Despite these limitations, waitlists can provide a useful indicator of pressure points of the system. Table C-2 summarizes the waitlist information provided by the survey respondents.

Table C-2: Waitlist Information

Program Type	Total Number of Programs	Programs with Waitlist ³⁴	Total number of Children on Waitlist	Number of Children on Waitlist (Range)	Average Number of Waitlisted Children per Program
Group care under 36 months	20	13	628	0-350	17.5
Group care 30 months to school-age	35	20	699	0-200	19.9
Preschool	17	10	135	0-45	7.9
School-age care	17	6	121	0-43	7.1
Family child care	8	4	15	0-10	1.8
In-home multi-age care	4	1	10	0-10	2.5
Multi-age care	3	1	5	0-5	1.6
Occasional care	1	Unknown	Unknown	Unknown	Unknown
Registered license-not-required	5	2	4	0-2	0.8
Total	110	57	1,617	0-350	14.7

- With the exception of occasional care, all types of child care programs had waitlists. The breakdown was as follows:
 - Group care for children under 36 months: 13 of 20 programs (65.0%) had waitlists, which ranged from 2 to 350 children;
 - Group care for children 30 months to school-age: 20 of 35 programs (57.1%) had a waitlist, which ranged from 2 to 200 children;
 - Preschool (30 months to school-age): 7 of 17 programs (41.2%) had a waitlist, which ranged from 2 to 45 children;
 - School-age care (School-age-12 years): 6 of 17 programs (35.3%) had a waitlist, which ranged from 8 to 43 children;
 - Family child care: all 4 of the family child care operators who completed the survey had waitlists, which ranged from 2 to 10 children.

Hours of Operation

- As seen in Table C-3, the majority of the respondents' child care facilities were Monday to Friday operations, with hours of service ranging between 7:00 a.m. to 7:00 p.m. Weekend services were also offered by 19 providers.

³⁴ For a program to be included in the summary table, respondents needed to provide details on the number of children on their waitlists. If they only reported having a waitlist, but did not specify numbers, their program was excluded from the summary.

Table C-3: Hours of Operation

Program Type	Opening Hour Summary
Group care centres for children under 36 months	<ul style="list-style-type: none"> Opening times for all 20 programs were between 7:00-8:30 a.m. Closing times for all 20 programs were either 5:30 p.m. or 6:00 p.m. All were open Monday to Friday 4 were also open Saturdays and Sundays
Group care centres for children 30 months to school-age	<ul style="list-style-type: none"> Opening times for 34 of the 35 programs were between 7:00 a.m. and 9:00 a.m. with the most common opening time being 7:30 a.m. (15 of 35 centres) Closing times ranged between 3:00 and 6:00 p.m., with the majority (30 of 35) closing at 5:30 p.m. or 6:00 p.m. Generally, Monday to Friday operations, with 7 of 35 also being open Saturdays and Sundays
Preschool	<ul style="list-style-type: none"> Generally, Monday to Friday operations, with 2 of 17 programs also open on Saturdays and Sundays Opening and closing times varied, with the earliest opening at 6:30 a.m. and the latest closing at 5:00 p.m.
School-age care	<ul style="list-style-type: none"> Earliest opening time was at 7:00 a.m. Majority (12 of 17) close at 6:00 p.m.
Family child care	<ul style="list-style-type: none"> Opening times were between 6:30 a.m. to 8:00 a.m. Closing times were between 5:00 p.m. to 6:00 p.m. All programs were Monday to Friday operations One program was also open on Saturday and Sunday
In-home multi-age care	<ul style="list-style-type: none"> Openings were between 7:00 a.m. to 8:30 a.m. Closing times were between 5:00 p.m. to 6:00 p.m. All programs were open Monday to Friday 2 of 4 were also opened on Saturday and Sunday
Multi-age care	<ul style="list-style-type: none"> Generally, operated Monday to Friday 2 of 17 programs were also open on Saturday and Sunday Opening times were between 7:00 a.m. and 8:30 a.m., with latest closing at 6:00 p.m.
Occasional care	<ul style="list-style-type: none"> All programs were open from 8:00 a.m. to 5:00 p.m. All programs were a Monday to Friday operation
Registered LNR	<ul style="list-style-type: none"> Opening times were between 6:00 a.m. and 8:30 a.m. Closing times were between 5:00 p.m. and 7:00 p.m. All programs were Monday to Friday operations 1 of the 5 programs were also open Saturday

Comprehensiveness of Care

- 50 respondents (61.7%) indicated that they offered care year-round.
- Of the 31 programs that do not provide service year round, 14 (45.1%) provided service during spring break; 14 (45.1%) offered service during summer break; and 8 (25.8%) offered service during winter break.
- All 17 school-age providers reported that they offered care on Professional Development days.

Specialized Programming

- Several respondents indicated that they offered specialized programming, with the most common being play-based (offered by 57 or 70.3% of respondents), educational (29 or 35.8%), and Montessori (27 or 33.3%). Other specialized programs that were offered included fine arts, Reggio Emilia, emergent curriculum and nature schools.

Accommodation of Children with Extra Support Needs

- 43 of the respondents (53.1%) reported that they accommodated children with extra support needs, with 28 (34.6%) accommodating one or two children, 4 (4.9%) accommodating four children, and 9 (11.1%) accommodating five or more children with such requirements.
- 30 (37.0%) responded to an open-ended question about serving children with extra support needs, providing a total of 34 comments. The majority of comments (21 or 70.0%) related to challenges about securing qualified staff (e.g. availability of trained staff, financial challenges to pay for required staff). Other comments involved challenges regarding the integration of children requiring extra supports (e.g. balancing needs of those children with others in the program) and physical limitations of their existing facility space (e.g. need for accessibility improvements, desire for larger programming areas).

Fee Information

Respondents were asked about their fee levels and policies to gain an understanding of the child care fee situation in Richmond, especially as affordability or cost are often cited as a key concern of parents.

Highlights:

- *There was a considerable range in fee scales, depending on program type and age group being served. Care for the infant and toddler age groups was generally the most expensive;*
- *There was also variation in what was covered by the fees (e.g. provision of snacks, meals, transportation, etc.);*
- *The majority of respondents charged a deposit at the time of registration, and a small number charged waitlist fees.*

Base Monthly Fees by Type of Care

- Fees varied widely according to type of care and programming being offered. The lowest fees reported were for school-age care and preschool for three days or less (programs that provide fewer hours of care than the full day options). The highest fees were for group care for infants and toddlers, with average fees of over \$1,200 per month.³⁵

³⁵ A decision was made to omit one organization's preschool programs from the analysis as its fees were substantially higher (up to \$3,400 for a 5 day per week program) than those of other preschools and their inclusion would have skewed the averages upwards.

Table C-4: Child Care Fees

Program Type	Program Subcategory (Ages or Frequency)	Number of Respondents (N)	Range of Fees per Month	Average (Mean) Monthly Fees
Group care	Infants (0-18 months)	16	\$1,000-\$1,625	\$1,271
	Toddlers (19 months to 3 years)	21	\$900-\$1,650	\$1220
	3-5 Years (30 months to school-age)	31	\$625-\$1,450	\$950
	School-age (6-12 years)	4	\$380-\$630	\$450
Preschool	2 days/ week	4	\$123-\$410	\$227
	3 days/ week	5	\$173-\$590	\$323
	5 days/ week	7	\$300-\$935	\$602
School-age care	Before and after school	12	\$365-\$660	\$467
Family child care	Infants (0-18 months)	8	\$700-\$1,000	\$885
	Toddlers (19 months to 3 years)	7	\$800-\$900	\$842
	3-5 Years (30 months to school-age)	5	\$350-\$550	\$537
Multi-age care (Including in-home multi-age care)	Infants (0-18 months)	5	\$780-\$1,100	\$914
	Toddlers (19 months to 3 years)	5	\$750-\$1,100	\$854
	3-5 Years (30 months to school-age)	5	\$700-\$ 900	\$804
Registered License-Not-Required	Infants, toddlers, and 3-5 year olds	4	\$400-\$1,000	\$812

- In addition to the base monthly fees shown in Table C-4, several respondents indicated that they also offered care on a part time, per hour fee basis. The hourly rates varied dramatically, depending on the type of program offered and age group being served. The highest reported rate was \$66 per hour for toddler care in a group care centre while the lowest was \$4 per hour for a multi-age care facility. The sole respondent who offered occasional care reported rates ranging from \$40 per day for infants and toddlers to \$35 per day for 3-5 year olds.

Fee Policies

33 of the 81 respondents (40.7%) stated that the costs of providing care during all breaks are included in their fees.

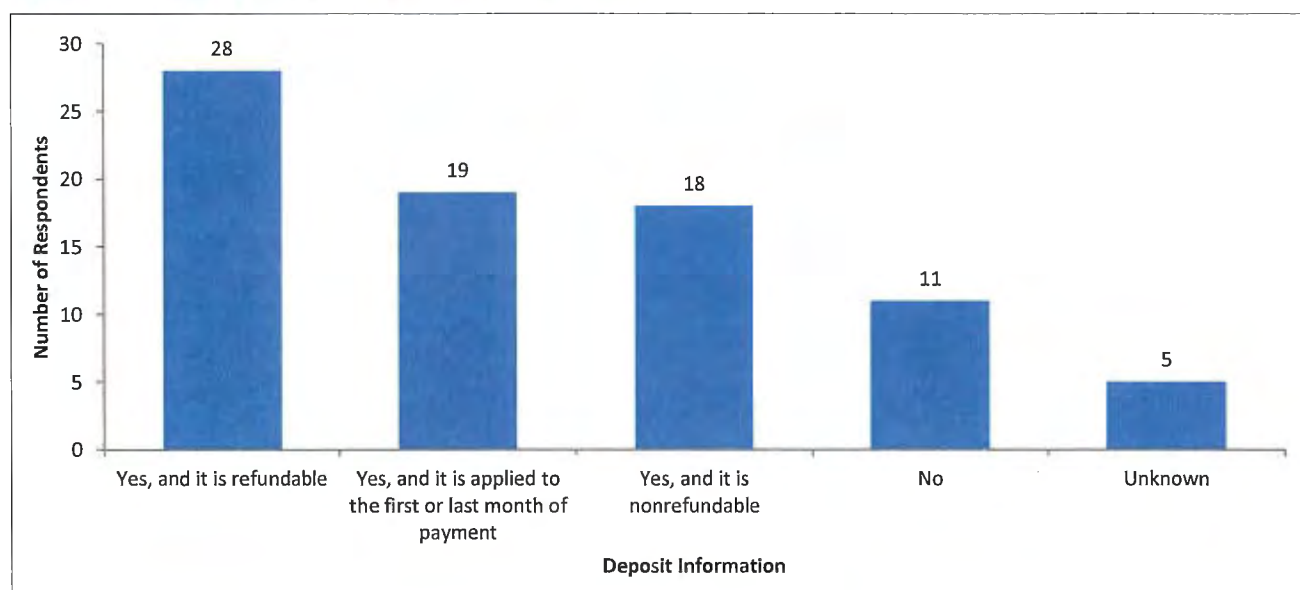
- With respect to “extras” included in the child care fees, 18 operators (22.2%) indicated that they provided breakfast, 14 (17.3%) reported that they provided lunch, 51 (63.0%) reported that they provided morning and afternoon snacks, and 8 (9.9%) reported that they provided pick up and drop off services. 6 operators (7.4%) did not respond to the question;
- 19 (23.5%) indicated that they charged parents extra for services above base level fees (e.g. field trips).

Waitlist Fees, Deposits, and Charges for Holding Spaces

- 64 (79.0%) of the 81 respondents reported that they did not charge a waitlist fee. 11 respondents (13.6%) reported that they did charge a waitlist fee, with 10 of these indicating that their fees were non-refundable.

- For those charging waitlist fees, the stated rates ranged from \$25 to \$150, with other rates being a portion (e.g. 50%) of the monthly child care fee.
- 65 (80.2%) of the respondents indicated that they charged a deposit at time of registration. Of these, 28 (43.1%) reported that the deposit was refundable, 19 (29.2%) indicated that they applied the deposit to the first or last month of payment, and 18 (27.7%) stated that the deposit was non-refundable.
- The reported deposit charges ranged from \$40 to \$900, or from 50% to 100% of the program's full monthly fee.
- When operators were asked if, in the past year, they had families who paid for a child care space even when their child was unable to attend ("holding a spot"), 23 (28.4%) reported that they had, while 52 (64.2%) indicated that they had not.

Figure C-2: Charging of Deposit at Time of Registration



Organizational and Funding Information

Respondents were asked about the management or organizational structure of their operations, funding sources, and accommodation of families in receipt of subsidies to gain an understanding of the organizational characteristics and funding sources of the surveyed operations.

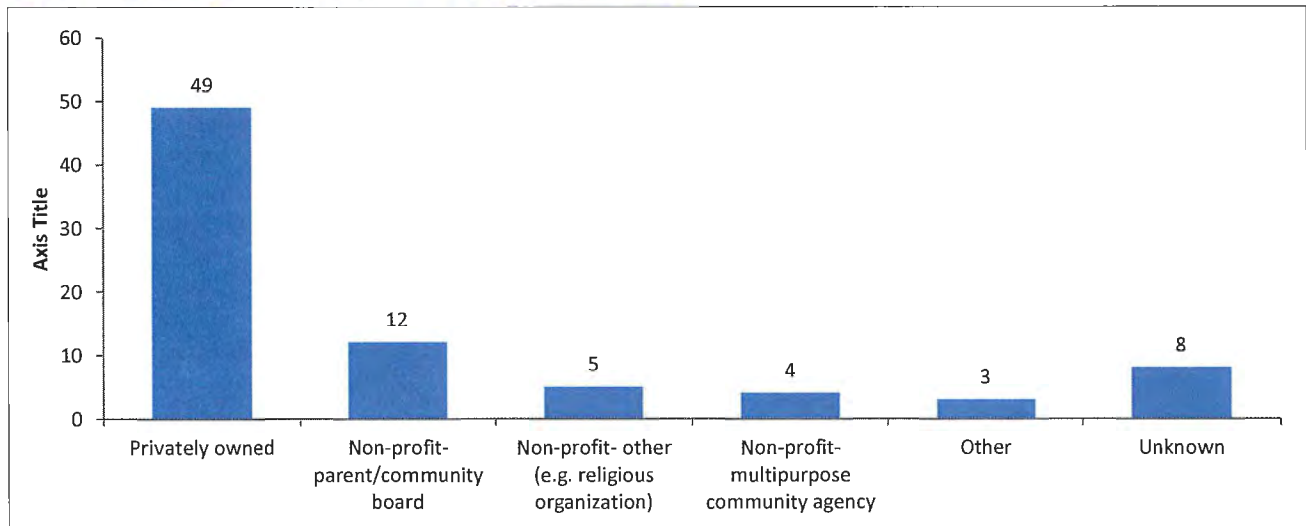
Highlights:

- The majority of respondents represented private (commercial) non-unionized operations;
- The majority received financial assistance through the Provincial Child Care Operating Fund (CCOF);
- The majority of respondents also accommodated families in receipt of Ministry of Children and Family Development Child Care Subsidies in the past 12 months;
- In the past 12 months, nearly 20% of respondents had received additional funding to include children requiring extra support.

Management Structure and Unionization

- 49 of the respondents (60.5%) reported that they represented privately owned or commercial child care operations. 21 (25.9 %) indicated that their programs were non-profit (multipurpose community agency, parent/community board, and other). 11 (13.6%) were unknown or self-identified other.³⁶
- The majority of respondents (71 or 87.7%) indicated that their centres were non-unionized. Only 3 (3.7%) reported that their centres were unionized, while information was not available for the remaining 7 (8.6%).

Figure C-3: Management Structure for Programs or Facility



Provincial and Other Grants

- 57 respondents (70.3%) reported that they received financial assistance through the Provincial Child Care Operating Fund.³⁷
- 2 respondents (2.5%) reported that they received additional operating funding within the past twelve months through Provincial and City grants. 6 (7.4%) respondents also reported that they received capital grants during that period from the City or Province.

Accommodating Families Receiving Subsidies

- 58 of the 81 respondents (71.6%) reported that, in the past twelve months, they had collectively accommodated a total of 294 families in receipt of Ministry of Children and Family Development (MCFD) Child Care Subsidies.³⁸ There was a wide variation in

³⁶ Some of the "other" responses could have been included in one of the non-profit or privately owned categories. Rather than make assumptions about the appropriate categorizations, a decision was made to report the responses unaltered, as provided by the operators.

³⁷ According to the Provincial Government website:

Child Care Operating Funding (CCOF) assists with the day-to-day costs of running a licensed child care facility. This helps child care providers to:

- Keep parent fees affordable;
- Provide fair salaries to child care staff;
- Maintain quality child care for the community.

The program is optional—child care providers can choose to not participate.

Source: BC Child Care Branch Website

³⁸ The Provincial Government website offers the following information on the Child Care Subsidy Program:

A child care subsidy or allowance is available to help low income families in BC with the cost of child care:

- Families that earn \$40,000 or less should apply—families that earn up to \$55,000 may also be eligible;
- Families may be eligible for full or partial subsidy, depending on their circumstances and income.

Parents or guardians who have a child with special needs may be eligible for an additional \$150 per month towards the cost of child care.

Source: BC Child Care Branch Website

the number of families accommodated per centre, ranging from 0 to 40. The average number of subsidized children served in the 81 centres was less than 4 children per program.

- 14 respondents (17.3%) indicated that in the past twelve months they received funding to provide extra support to children in their programs. The most frequently cited funding source was Richmond Society for Community Living, the agency contracted by the province to administer Supported Child Development funding in Richmond.

Staffing Information

Respondents were asked a variety of questions regarding staffing for their programs to gain an understanding of the staffing situation, requirements and challenges for Richmond child care providers.

Highlights:

- *Roughly half of the respondents indicated that there were not enough qualified staff applying for positions in their organizations, while 55% indicated that there were not enough qualified substitutes available for their programs;*
- *Key challenges for securing regular and substitute child care staff involved shortage of qualified applicants, high turnover rates, and an inability to offer higher pay and a regular work schedule;*
- *Respondents had mixed opinions about the adequacy of training for their staff (with only half indicating that their staff were well or very well trained);*
- *Salary levels ranged from a low of \$11 per hour for a Child Care Assistant to a high of \$30 per hour for a Supervisor/ Manager. Benefit provisions were generally modest as well.*

Successes and Challenges in Finding Qualified Staff

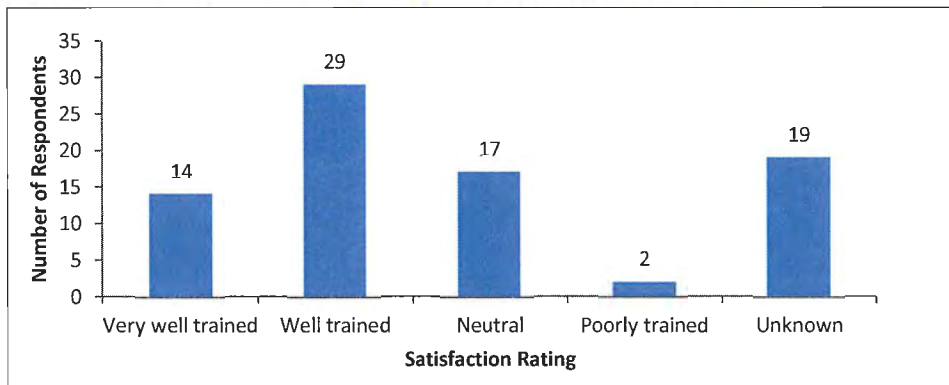
- 33 respondents (40.7%) reported that they were finding enough qualified candidates applying for positions within their organization. 40 (49.4%) indicated that they were having difficulties, and 8 (9.9%) did not respond.
- 20 operators responded to an open-ended question regarding challenges in finding qualified staff. A total of 31 challenges were identified:
 - 12 of the 31 challenges (38.7%) concerned the shortage of qualified applicants;
 - 11 (35.5%) involved compensation or working conditions (e.g. long hours);
 - 4 (12.9%) involved difficulties with staff retention and turnover issues.
- Only 27 respondents (33.3%) reported that there were enough qualified substitutes to draw from when they needed to fill short-term staff vacancies. 45 respondents (55.6%) indicated that there were not enough substitutes, while 9 (11.1%) did not respond.
- 24 operators responded to an open-ended question regarding challenges in finding substitutes. 27 challenges were identified:
 - 16 of the 27 identified challenges (59.3%) involved the limited availability of qualified substitutes;
 - 3 (11.1%) concerned difficulties in retaining substitutes (high turnover);

- o 2 (7.4%) concerned the low compensation and difficult working conditions (e.g. long hours) for substitutes;
- o 6 (22.2%) involved other challenges (e.g. lack of resources or support for finding substitutes).

Staff Qualifications and Training

- 43 of the 81 respondents (53.1%) reported that the staff they hired over the past five years were well or very well trained. 2 (2.5%) indicated that the staff they hired were poorly trained and 17 (21.0%) were neutral. No operators reported that their staff were very poorly trained.

Figure C-4: Satisfaction with Training of Staff Hired in Past Five Years



Requirements for Enhancing Qualifications and Job Experience of Staff

- 12 respondents answered an open-ended question about what they think is needed to enhance the qualifications and job experience of their staff:
 - o 7 of the 12 respondents (58.3%) referred to training and development (including more on the job experience and practicum work) for ECE students;
 - o 2 (16.7%) cited the need for more funding for wage enhancement and training programs;
 - o 3 (25.0%) offered other suggestions and observations (e.g. soliciting parents' knowledge and experience to help with the training of new ECE staff).

Certification

- 53 of the 81 respondents (65.4%) required their staff to have ECE certification.
- 21 (25.9%) required their staff to have infant/toddler certification.
- 6 (7.4%) required their staff to have special needs certification
- 20 (24.7%) required their staff to have responsible adult certification.
- 17 (21.0%) required their staff to have other forms of certification (e.g. Montessori, First Aid).

Salaries and Benefits

- Salary information was provided for a total of 257 employees, with the largest number being Early Childhood Educators (46.3% of the total) and Supervisors/ Managers (23.7% of the total). Early Childhood Educators with Infant/ Toddler or Special Needs certification, and Early Childhood Assistants constituted the remaining share of employees (21.8% and 8.1% respectively). The information is summarized in Table C-5.

Table C-5: Child Care Staff Salaries

Position	Minimum Salary (per hour)	Average Minimum Salary (per hour)	Maximum Salary (per hour)	Average Maximum Salary (per hour)	Number of Employees in Position
Supervisor/ Manager	\$14.00	\$20.70	\$30.00	\$24.40	61
Early Childhood Educator	\$13.50	\$16.72	\$22.50	\$20.03	119
Early Childhood Educator with Infant/ Toddler Certificate	\$15.00	\$17.46	\$21.00	\$19.66	49
Early Childhood Educator with Special Needs Certificate	\$15.00	\$16.88	\$21.00	\$19.92	7
Early Childhood Assistant	\$11.00	\$14.46	\$18.65	\$17.52	21

The salaries for all levels of child care staff are low by a variety of standards (e.g. average personal and household incomes from the 2011 Census, Living Wage calculations).³⁹ Supervisors and managers generally make the highest salaries, followed by Early Childhood Educators (ECEs), and Early Childhood Assistants. The average salary of ECE's without additional certifications exceeds the average salary of ECE's with certifications; however, the minimum hourly salary for ECE's with additional certifications exceeds the minimums for ECE's without certifications.

With respect to staffing complements:

- 79.5% of the operations with a supervisor/ manager only had one such position.
- 43.9% of the operations employing ECEs without additional certifications had three or more such positions.
- 50.0% of the operations employing ECEs with infant/ toddler certifications had three or more such positions.
- 50.0% of the operations employing ECE Assistants had three or more such positions.

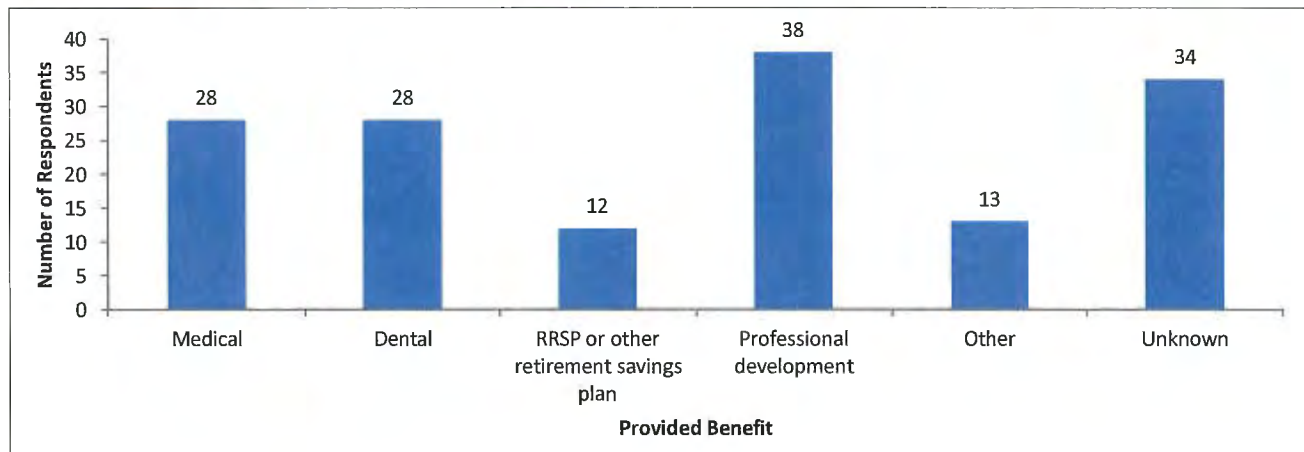
³⁹ The Living Wage, for example, is a calculated hourly amount of money considered necessary to enable a two-parent family with two children to cover basic living expenses in BC. The current Living Wage for BC is \$20.54, compared with a Provincial Minimum Wage of \$10.45 per hour. The Living Wage for Families Campaign is urging employers in the province to pay their employees a Living Wage. The Campaign is hosted by First Call: BC Child and Youth Advocacy Coalition and guided by an advisory committee, with representatives from community organizations and other partners and supporters in Metro Vancouver.

For further details regarding the Living Wage Campaign and calculations, see www.livingwageforfamilies.ca

Table C-6: Number of Employees by Position Type per Operation

Position	1	2	3	4	5	6	7	16	# of operations	# of employees
Supervisor/ Manager	31	2	2	1	2	1			39	61
Early Childhood Educator	14	9	7	6	1		3	1	41	119
ECE with Infant/Toddler Certification	4	4	3	1	1	2	1		16	49
ECE with Special Needs Certification	1	1		1					3	7
Early Childhood Assistant	5	3		1		1			10	21

- With respect to benefits provided to staff, 28 respondents (34.6%) reported that they provided medical benefits, 28 (34.6%) reported they provided dental benefits, 38 (46.9%) reported that they paid for professional development, and 12 (14.8%) indicated that they contributed to their staff's RRSP. 34 respondents (42.0%) chose not to answer the question.

Figure C-5: Types of Benefits Provided to Employees

Concluding Comments

Respondents were given the opportunity to add other comments they wished to share at the conclusion of the survey to gain information that may not have been captured through other questions in the survey.

16 respondents added additional thoughts, providing a total of 18 comments:

- 5 of the 18 comments (27%) related to concerns regarding affordability or funding for the child care system (including preschools and family child care programs).
- 4 (22%) comment on concerns about licensing and regulatory matters (e.g. amending child care staff to child ratios, restricting supply of child care facilities via licensing or City zoning, etc.).
- 9 (50%) of the remaining comments focused on various other matters (e.g. proposed recognition programs for exemplary child care operators, challenges in finding space for programming).





Appendix D: Other Outreach Results

Overview

To supplement, and gain more in-depth information than provided through the Parent and Operator Surveys, various other information-gathering methods were also used for the 2017-2022 *Richmond Child Care Needs Assessment and Strategy*:

- Let's Talk Richmond Discussion Forum
- Focus groups with parents and grandparents
- Focus group with child care operators
- Interviews with key informants
- Post-it note comments placed on display boards at community programs and events

The information from these other approaches is primarily qualitative (e.g. comments prompted by open-ended questions and focused discussions). To help distill the information and identify common themes, the responses were categorized into topic areas for presentation in this report. Also, as deemed appropriate, selected comments or quotes have been cited to provide a richer sense of the issues and suggestions being offered by those participating in the process.

Let's Talk Richmond Discussion Forum

The City of Richmond uses the Let's Talk Richmond Discussion Forum to gauge public opinion on a range of issues affecting the community (e.g. public works initiatives, land use planning concerns). The Let's Talk Richmond website is linked to, but distinct from, the City of Richmond website. Through the site, users are invited to create an account, and then share their views on the issues under discussion.

To stimulate discussion for the *2017-2022 Richmond Child Care Needs Assessment and Strategy*, three questions were posted on the Let's Talk Richmond website:

1. What types of programs or services would you like to see located near your family's child care facility?
2. What is the impact that child care has had on your family?
3. What is a suggestion you have to enhance or improve your child's child care experience?

As with the online Parent Survey, which could be accessed through the Let's Talk Richmond link, the online discussion forum was available from August 18, 2016 to October 26, 2016. 28 individuals registered and posted comments on the discussion forum. Some responded to all questions. Others only responded to one or two questions.

Responses

Question 1: What types of programs or services would you like to see located near your family's child care facility?

- 17 people responded to this question, collectively providing a total of 19 responses. A wide spectrum of desired programs and services were identified, including outdoor learning areas, parks, playgrounds, after school programs at community centres, library services, and a performance theatre.

Question 2: What is the impact that child care has had on your family?

- 10 responses were received on this question. Most of the responses were quite detailed, touching on a variety of topics. The impacts of limited availability of spaces, scheduling challenges, and costs or affordability of care were recurring themes in the responses:

Question 3: What is a suggestion you have to improve your child's child care experience?

- 19 people responded to this question, collectively providing a total of 23 distinct comments.
- As with Question 2, some responses covered several topics, with the most prevalent relating to:
 - Funding and affordability of care were raised by 9 (47%) of the respondents;
 - Resources and support for children with special needs were raised by 5 (26%) of the respondents;
 - Availability of care and waitlists were cited by 3 or (15%) of the respondents.

Parent and Grandparent Focus Groups

Three focus groups were held with Richmond parents as part of the Child Care Needs Assessment.⁴⁰ The purpose was twofold: to provide a forum for discussing the current state of child care services in the city, and to encourage completion of the Parent Survey for the *2017-2022 Richmond Child Care Needs Assessment and Strategy*. Two focus groups sought participation from interested parents from throughout the community. The other was specifically targeted to participants of a parenting education program offered by Family Services of Greater Vancouver (FSGV). In total, 27 parents engaged in focus

⁴⁰ The City scheduled four parent focus groups, as reflected in promotional materials for the Child Care Needs Assessment. However due to a lack of participants, the session at Steveston Community Centre did not proceed; therefore, only three Parent Focus Groups took place.

group discussions, many who spoke English as a second language. Translation support was provided by staff from the Richmond Child Care Resource and Referral Centre and, in the case of the FSGV session, by the agency's program leaders.

In addition to the parent sessions, another focus group was held at Richmond City Hall with two representatives from the Richmond chapter of the Canadian Federation of University Women (CFUW). Participants in the CFUW focus group were able to provide a grandparents' perspective on child care issues in Richmond.

The information collected from the Parent and CFUW Focus Groups has been synthesized, with the representative comments and suggestions summarized below.

Children's Programs General

What kinds of children's programs do you use on a regular basis?

- Parents used a variety of programs (e.g. Mother Goose at Richmond Family Place, Duck Duck Goose at the Richmond Child Care Resource and Referral Centre, Community Centre Parent & Tot programs, Library programs such as Sing Song and Reading Time, and Play and Learn at Richmond Family Place).

How did you learn about these programs?

- Parents learned about the programs through a diversity of channels (e.g. flyers, recreation guides, libraries, community agencies, other parents, child care providers).

What do you like most about these programs?

- Networking, socialization, and education opportunities for parents
- Child development and socialization
- Programming
- Affordability (e.g. some programs are offered for free)
- Flexible scheduling for drop-in programs
- City Centre location

What are some things you want to change about these programs?

- More child minding
- Increased availability
- Bigger or more enhanced program facilities
- Inclusion of a parent education component
- Additional Strong Start programs⁴¹

Child Care Programs

What are some of the biggest challenges you have found in accessing and securing child care?

- Cost
- Availability (including concerns regarding lengthy waitlists)
- Information (e.g. parents found it difficult to obtain the information they required to secure spaces)

⁴¹ StrongStart centres are run by the Richmond School District at five locations in the city. The programs are free, providing an opportunity for parents and other care providers and their children under Kindergarten age to learn and play together. Family Support Workers from Richmond Family Place attend the programs from 9am to 12pm, providing family support.

- Scheduling (e.g. difficult to get to a child care centre by pick up time)

For those of you who currently use child care, how did you go about finding it?

- Other parents
- The Internet

What are the most important qualities you seek in a child care program?

- Staffing, training and credentials, on the job abilities, and low turnover
- Safety
- Facility quality, including outdoor space
- Programming (e.g. a multi-lingual component)

What do you like about child care in Richmond?

- Staff who are encouraging and responsive to children's needs
- The facilities (indoor and outdoor space)
- Programming (e.g. inclusion of a multi-lingual component)

What would you change about child care in Richmond?

- Increase availability of and access to information (e.g. how to secure a space, the distinctions amongst various types of child care)
- Improve affordability and increase senior government funding
- Increase the supply of spaces and address waitlist issues
- Enhance training for child care staff (e.g. suggestion to provide more low cost or no cost professional development opportunities for ECE staff)

Family Considerations

Do you have other family members who help with your child care needs?

- Several focus group participants had family members who could help with child care (e.g. grandparents, older siblings). Also some participants were grandparents who helped in caring for their grandchildren. Other participants had no family members to help with their child care needs.

What are some of the biggest challenges that grandparents face in regards to child care?

- Financial (e.g. selling homes or making other sacrifices to assist with grandchildren's child care needs).
- Demands on time and physical abilities (i.e. challenging for some grandparents to drive grandchildren to and from care, especially for those with ailing health; many grandparents have to put their retirement plans on hold to support their families and grandchildren).

Other

Do you have other comments you'd like to share?

- Need for a centralized "one stop" source of information on child care (e.g. some parents had difficulty finding reliable, easy to access information as they searched for child care spaces for their children).

- Need for more short term occasional care options for Richmond families (e.g. to help parents attend appointments or respond to unexpected care needs).

Operator Focus Group

A focus group with Richmond child care operators was held on October 13, 2016 at Richmond City Hall. 29 caregivers representing 21 child care organizations participated.

A summary of key comments and suggestions from the focus group, organized by topic or theme area, is presented below.

What challenges are you experiencing delivering child care in Richmond?

- Staffing
 - Difficult to find staff with an Infant/Toddler certificate; also difficult to find substitute teachers and staff for school-aged care.
 - Difficult to offer full-time staff positions.
 - School-age care programs: many employees are students or retired; also high staff turnover.
 - Need to be able to share criminal record search results for substitute instructors (e.g. current system, whereby each operator must initiate own search is inefficient).
 - Pay scale too low for substitutes.
 - Too expensive to live in Richmond and work in child care, thereby reducing pool of qualified applicants for child care positions.
 - ECE staff need to complete 40 hours of training each year to retain their certification; however, there are not enough workshops for staff to get these hours.
 - Completing the Responsible Adult requirement is difficult.
- Financial and operational viability
 - Saturation of programs (e.g. there is an oversupply of spaces in 3-5 care programs while waiting lists exist for Infant/Toddler and School-aged care programs).
 - Preschool programs: afternoon spots hard to fill; because of nap-time conflicts, most families prefer the morning sessions.
 - Family child care operations are restricted to 7 children; some operators believe the number should be increased to make their operations more financially viable.
 - Transient families: some parents do not appreciate the requirement for providing one-month notice for withdrawal and expect to be able to withdraw children immediately; also some families register for a full year, but withdraw after 6 months and move abroad for part of the year.
 - Benefits for the Provincial Child Care Subsidy rate and Child Care Operating Fund are too low.
 - Capital funding not accessible to family child care centres.
- Facility adequacy and vulnerability
 - Difficult to secure affordable facility space in Richmond's tight commercial rental market.
 - Several facilities are vulnerable due to expiring leases or redevelopment pressures.

- Some family child care centres could be vulnerable in Richmond's "hot" real estate market, as it may be more lucrative for operators to sell their houses rather than run a child care program.
- Program quality
 - Many "Montessori" spaces opening up with no process implemented to make sure these are real "Montessori" schools; watering-down the niche of these programs.
 - Many new parents are struggling to find Infant/Toddler care and there are not many choices for the kind of programs they want; they may sacrifice quality or their desired child care option simply to get a spot anywhere.
 - While delivering services in English, some providers offer support in another language if needed; this sometimes triggers a backlash from parents who want their children in an English-only environment.
- Ministry of Child and Family Development subsidies
 - The Provincial Child Care Subsidy rates have remained unchanged for many years and need to be increased.
 - Many single parents who struggle are denied subsidy because their incomes are over the maximum income thresholds, while others who seem to have more resources qualify for subsidies.

What issues or trends are you observing that might help the City better understand child care needs in Richmond?

- Staffing
 - Difficult for child care operators to find and retain qualified ECE staff and substitutes in Richmond.
- Family needs and characteristics
 - In accordance with Richmond's ethnic and cultural diversity, there are many different markets for child care in the city.
 - Subsidy threshold is challenging for low to moderate income families who make a little too much to qualify for a subsidy, but who cannot afford child care.
 - Many grandparents are taking care of children now; may be good financially for parents, but children may not be developing appropriate social skills.
 - Greater demands and expectations by parents for services (e.g. hot meal service is being requested more as parents are not willing to pack a lunch).
 - Traditional child care hours not meeting the needs of many families who do not work 9:00 a.m.-5:00 p.m. Monday to Friday jobs (e.g. parents who work retail sales jobs may need child care in evenings or weekends).
- Program
 - Parents often look for academic programs; however, these programs frequently charge high fees and may not really be academic.
- Extra support needs
 - Centres are seeing a general increase in the number of children who require extra support.
 - Because of cultural influence, many parents are resistant to having their child "labeled" or being given special treatment.

- Facility
 - The quality of some child care spaces (indoor and outdoor) is poor.
 - Difficult to find commercial areas suitable for child care facilities.
 - Small day care centres need help to secure larger premises.

What opportunities do you see to improve the accessibility, affordability and quality of child care in Richmond?

- Funding
 - Increased government funding for child care would enhance the system, improving program quality and stability.
- Regulation (licensing and zoning)
 - Provincial Licensing Regulations and City zoning could be eased to facilitate development of new spaces.
- School District
 - The School District could make empty classrooms available for child care programming.
- Parent education
 - Parents could benefit from information on such matters as:
 - Different types of child care options available in Richmond (e.g. families often overlook family child care);
 - Eligibility requirements and application process for Ministry of Children and Family Development subsidies;
 - How to assess quality of a child care program;
 - Nutrition and parenting skills;
 - Different philosophies of child care programs (e.g. play-based vs. education focused).

What suggestions, if any, do you have to add about the delivery of child care and related child development services in Richmond?

- City actions
 - Develop more outdoor and covered play spaces that are publicly accessible.
 - Negotiate for larger amenity spaces.
 - Advocate for the \$10-a-Day Child Care Plan.
 - Establish a positive and attractive space for parent education and training (a particular need in Richmond given high numbers of immigrant families in the City).
 - Conduct Child Care Needs Assessments on a more frequent basis.
- Provincial Government actions
 - Review Licensing Regulations to increase capacity for child care facilities (e.g. family child care).
 - Develop a system to enable the sharing of Criminal Record Check information for substitute teachers amongst different child care providers

Key Informant Interviews

In addition to seeking information from the community and child care operators, the research team consulted with several key informants for the *2017-2022 Richmond Child Care Needs Assessment and Strategy*.

Three key interviews involved:

1. Vancouver Coastal Health (VCH)–The City's research team met with senior staff from the Richmond Division of VCH in July 2016. The interview focused on VCH's programs for families with children 12 years old and under, ideas and suggestions concerning Early Childhood Development (ECD) hubs, and potential VCH interest in a Richmond ECD hub.
2. Richmond Community Associations–In September 2016, the City's research team met with Out of School Care Coordinators and Preschool Coordinators employed by Richmond Community Centre Associations and Societies. The Coordinators were asked about challenges they face in delivering their programs, opportunities for enhancing program delivery, and any ideas they had to contribute to the *2017-2022 Richmond Child Care Needs Assessment and Strategy*. The Coordinators were also encouraged to complete the Operator Survey.
3. Richmond Youth Services Agency (RYSA)–The City's research team met with the Executive Director of RYSA in October 2016. The interview focused on RYSA's child care-related programs, the agency's future space needs, challenges faced by the agency in delivery of child care, and issues experienced by its Pathways program participants and Aboriginal families in Richmond.

The interviews with VCH, Community Centre Association and Society Coordinators, RYSA and other key informants were useful for supplementing and corroborating information gained through the other community engagement efforts. They were also useful for clarifying the understanding of child care needs in the city and honing the recommendations for the *2017-2022 Richmond Child Care Needs Assessment and Strategy*.

Post-It Note Comments

At the community engagement events for the *2017-2022 Richmond Child Care Needs Assessment and Strategy*, members of the public were invited to use Post-It Notes to provide written responses to the prompt: "tell us your thoughts about child care in Richmond." The completed Post-it Notes were then placed on display boards for others to view.

56 notes were posted. Given the Post-it Note medium, the comments were short and to the point. The key topic areas were:

- Affordability and funding were identified in 17 (30%) of the notes;
- Availability of spaces (including waitlist issues) was identified in 11 (19%) of the notes;
- Staffing (including appreciation, need for higher compensation, and the importance of training and qualifications) were identified in 5 (8%) of the notes.



Appendix E: Additional Information

Table E-1: Child Care Operating Funding Rates

Group Child Care: Rates of providers with a Group or Group Multi-Age Licence for more than eight children, or if the facility is in a location other than a personal residence.

Rate Category	4 hours or less	More than 4 hours
Under 36 months	\$6.00	\$12.00
3 years to Kindergarten	\$2.74	\$5.48
Grade 1 to 12 years	\$1.40	\$2.80
Preschool	\$1.37	\$1.37

Family Child Care: Family, In-Home Multi-Age or Multi-Age Child Care Licence for eight or fewer children in their principal residence.

Rate Category	4 hours or less	More than 4 hours
Under 36 months	\$1.85	\$3.70
3 years to Kindergarten	\$1.41	\$2.82
Grade 1 to 12 years	\$0.73	\$1.46

Table E-2: Ministry of Children and Family Development Child Care Subsidy Rate Table

Type of Child Care	4 Hours or Less Daily unless both before and after school care provided		More than 4 Hours Daily or both before and after school care provided	
	\$ Per Day	\$ Per Month	\$ Per Day	\$ Per Month
Subsidy Rates for Licensed Child Care Settings				
Licensed Group Care				
G1 – Group (0-18 months)	\$18.75	\$375.00	\$37.50	\$750.00
G2 – Group (19-36 months)	\$15.90	\$317.50	\$31.75	\$635.00
G3 – Group (children who have reached 37 months of age but who have not reached school age)	\$13.75	\$275.00	\$27.50	\$550.00
G4 – Group (children of school age)	\$10.38	\$207.50	\$20.75	\$415.00
Licensed Family Child Care				
J1 – L Family (0-18 months)	\$15.00	\$300.00	\$30.00	\$600.00
J2 – L Family (19-36 months)	\$15.00	\$300.00	\$30.00	\$600.00
J3 – L Family (children who have reached 37 months of age but who have not reached school age)	\$13.75	\$275.00	\$27.50	\$550.00
J4 – L Family (children of school age)	\$10.38	\$207.50	\$20.75	\$415.00
Licensed Preschool				
N1 – (children who have reached 30 months of age but who have not reached school age)	\$11.25	\$225.00	-	-
Subsidy Rates for Licence Not Required Child Care Settings				
F1 – LNR Family (0-18 months)	\$10.95	\$219.00	\$21.90	\$438.00
F2 – LNR Family (19-36 months)	\$10.10	\$202.00	\$20.20	\$404.00
F3 – LNR Family (37 months and over)	\$8.85	\$177.00	\$17.70	\$354.00
Subsidy Rates for Registered Licence Not Required Child Care Settings				
R1 – R Family (0-18 months)	\$15.00	\$300.00	\$30.00	\$600.00
R2 – R Family (19-36 months)	\$15.00	\$300.00	\$30.00	\$600.00
R3 – R Family (children who have reached 37 months of age but who have not reached school age)	\$13.75	\$275.00	\$27.50	\$550.00
R4 – R Family (children of school age)	\$10.38	\$207.50	\$20.75	\$415.00
Subsidy Rates for In Child's Home Child Care Setting				
H1 - (1 st child - 0-18 months)	\$9.85	\$197.00	\$19.70	\$394.00
H2 - (1 st child over 18 months)	\$7.95	\$159.00	\$15.90	\$318.00
H3 - (2 nd child - 0-18 months)	\$4.95	\$99.00	\$9.90	\$198.00

Type of Child Care	4 Hours or Less Daily unless both before and after school care provided		More than 4 Hours Daily or both before and after school care provided	
	\$ Per Day	\$ Per Month	\$ Per Day	\$ Per Month
H4 - (each additional child, including 1st child of school age if another child in the family, younger than school age, is in category H1 or H2)	\$3.68	\$73.50	\$7.35	\$147.00
L2 – children of school age except if considered the 'additional child'	\$8.75	\$175.00	\$10.50	\$210.00
Subsidy Rates for Care Surrounding School Day				
L2 – all children of school age except children in Child's Own Home Child Care Setting considered the 'additional child'	\$8.75	\$175.00	\$10.50	\$210.00





PLN - 316



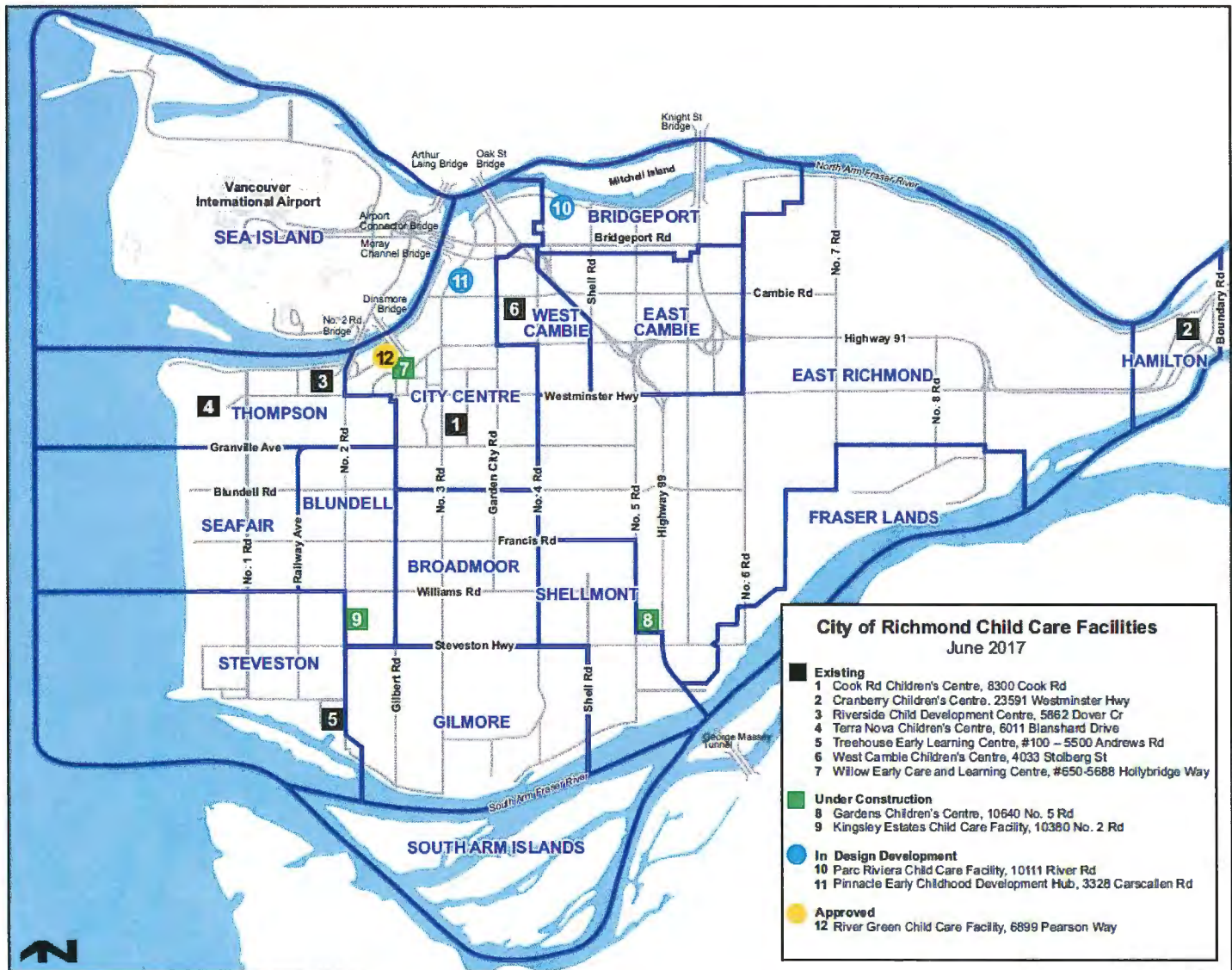
City of Richmond

6911 No. 3 Road, Richmond, BC V6Y 2C1
Telephone: 604-276-4000
www.richmond.ca

PLN - 317

City-owned Child Care Facilities Existing and Secured from 2009 to 2016

No.	Location	Type of Child Care	Number of Spaces	Status
1.	8300 Cook Road Cook Road Children's Centre City Centre	Group Care 30 Months to School Age	25	Leased to the Society of Richmond Children's Centres Completed 1998 In operation
2.	23591 Westminster Hwy. Cranberry Children's Centre Hamilton	Group Care Under 36 Months Group Care 30 Months to School Age	34	Leased to the Society of Richmond Children's Centres Completed 2014 In operation
3.	5862 Dover Crescent Riverside Child Development Centre Thompson	Group Care 30 Months to School Age	25	Leased to the Developmental Disabilities Association Completed 1997 In operation
4.	6011 Blanshard Drive Terra Nova Children's Centre Thompson	Group Care 30 Months to School Age	25	Leased to the Society of Richmond Children's Centres Completed 1996 In operation
5.	#100 – 5500 Andrews Road Treehouse Early Learning Centre Steveston	Group Care 30 Months to School Age	25	Richmond Society for Community Living Completed 1999 In operation
6.	4033 Stolberg Street West Cambie Children's Centre West Cambie	Group Care Under 36 Months Group Care 30 Months to School Age Preschool	62	Leased to Society of Richmond Children's Centres Completed 2013 In operation
7.	5688 Hollybridge Way Willow Early Care and Learning Centre City Centre	Group Care Under 36 Months Group Care 30 Months to School Age	37	Lease in progress to Atira Women's Resource Society Completed 2017 To commence operation in September 2017
Total Existing Licensed Child Care Spaces			233	
8.	10640 No. 5 Road Gardens Children's Centre (Townline is the developer) East Richmond/Shellmont	Group Care Under 36 Months Group Care 30 Months to School Age	37	Selected operator is the Society of Richmond Children's Centres Construction commenced in 2017 Spring 2018 estimated completion date
9.	10380 No. 2 Road Kingsley Estates Child Care Facility (not formerly named – Polygon is the developer) Blundell/Steveston	Group Care Under 36 Months Group Care 30 Months to School Age	37	Construction commenced in 2016 Spring 2018 estimated completion date
10.	16899 Pearson Way River Green Child Care Facility (not formerly named – ASPAC is the developer) City Centre	Group Care Under 36 Months Group Care 30 Months to School Age	37	Construction is estimated to commence in 2018/2019 2019/2020 estimated completion date
11.	10111 River Drive Parc Riviera Child Care Facility (Not formerly named - Western Construction is the developer) Bridgeport	Group Care Under 36 Months Group Care 30 Months to School Age Preschool School Age Care	61	Construction is estimated to commence in 2018/2019 2019/2020 estimated completion date
12.	3328 Carscallen Road Pinnacle (Capstan Village) Early Childhood Development Hub (not formerly named – Pinnacle is the developer) City Centre	Group Care Under 36 Months Group Care 30 Months to School Age Preschool School Age Care Plus space for other child and family programs	77	Construction is estimated to commence in 2018/2019 2019/2020 estimated completion date
Total Secured Child Care Spaces			249	
Total Child Care Existing and Secured Spaces			482	



2017-2022 Richmond Child Care Needs Assessment and Strategy
Strategic Directions and Recommended Actions Implementation Plan

Table 1: Richmond Child Care Needs Assessment and Strategy Implementation Table (Short-term Actions)

Strategic Direction	Recommended Action	External/ Internal	Others Involved In Addition to Community Social Development	Financial Impact	Timeframe
Policy and Planning	Review Richmond's child care space needs, utilizing the 2016 Canada Census data for the City's Planning Areas. (Action 1)	Internal	Policy Planning	Yes	May - Dec 2018
Policy and Planning	Review current status of existing child care facilities/spaces in Richmond and assess vulnerability to redevelopment. (Action 2)	Internal/ External	Planning SD38	None	Sept 2017- Sept 2020
Policy and Planning	Conduct a review on the Child Care Grant Program's guidelines. (Action 4)	Internal	CCDAC	None	Jan – May 2018
Policy and Planning	Review internal mechanisms for maintaining and coordinating City-owned child care facility improvements. (Action 5)	Internal	Planning Project Development Facility Services Finance	None	Sept 2017 – Jan 2018
Policy and Planning	Review and update the Terms of Reference for the Child Care Development Advisory Committee (CCDAC). (Action 6)	Internal	CCDAC City Clerks	None	Jan - Dec 2018
Creating and Supporting Spaces	Review the Child Care Statutory Reserve Fund policies and examine the feasibility of a 70% for capital and 30% for operating apportionment. (Action 9)	Internal	Finance	Yes	May 2018 – May 2019
Creating and Supporting Spaces	Explore mechanisms for augmenting existing City staff resources to advance the City's child care priorities. (Action 11)	Internal	Planning Project Development Facility Services Building Approvals	Yes	Sept 2017 – Dec 2018
Advocacy	Send a letter to the Federal Government to indicate the City of Richmond's support of a meaningful, appropriately funded Multilateral Early Learning and Child Care Framework for Canada. (Action 14)	Internal	CCDAC City Council	None	Jan 2018
Advocacy	Send a letter to the Provincial Government expressing Council's endorsement of the \$10aDay Child Care Plan. (Action 15)	Internal	CCDAC City Council	None	Jan 2018

Strategic Direction	Recommended Action	External/ Internal	Others Involved In Addition to Community Social Development	Financial Impact	Timeframe
Advocacy	Send a letter to the Provincial Government requesting that they review and increase the benefit rates and eligibility provisions for the Child Care Subsidy. (Action 16)	Internal	CCDAC City Council	None	May 2018
Advocacy	Send a letter to the Provincial Government requesting that they review and increase funding for Early Childhood Intervention Services in accordance with the #KidsCantWait Campaign. (Action 17)	Internal	CCDAC City Council	None	May 2018
Advocacy	Continue to monitor funding and grant opportunities along with future actions by senior levels of government regarding child care initiatives. (Action 18)	Internal	Intergovernmental Relations and Protocol Unit	None	Ongoing
Accessibility and Inclusion	Collaborate with community partners, child care providers, and other appropriate parties to improve availability of information to Richmond families on child care and family-related resources. (Action 19)	Internal/ External	VCH SD38 Richmond CCRR Richmond Children First CCDAC RIAC Community Associations Child care providers	None	May 2018 – May 2020
Accessibility and Inclusion	Consult with multicultural and recent immigrant serving organizations to determine ways to improve the dissemination of information on child care to newcomers. (Action 20)	Internal/ External	RIAC Richmond Multicultural Concerns Society SUCCESS Richmond Chinese Community Society	None	Jan - Dec 2019
Collaboration and Partnership	Continue to support the work of the City of Richmond's Child Care Development Advisory Committee to build the capacity of the child care sector and parents understanding of child care options. (Action 22)	Internal/ External	CCDAC City Council	None	Sept 2017 – Sept 2020

Strategic Direction	Recommended Action	External/ Internal	Others Involved In Addition to Community Social Development	Financial Impact	Timeframe
Collaboration and Partnership	Continue to consult with representatives from senior levels of government, other municipalities, community partners, and research groups to ensure that the City of Richmond is well informed about latest trends, research and advocacy efforts concerning child care matters. (Action 24)	Internal/ External	VCH Richmond Children First United Way of the Lower Mainland UBC HELP First Call - BC Child and Youth Advocacy Coalition	None	Ongoing
Collaboration and Partnership	Build and foster relationships with other levels of government to ensure the City of Richmond is consulted on policy changes. (Action 25)	Internal/ External		None	Ongoing
Collaboration and Partnership	Host one inter-municipal roundtable on best practises in child care. (Action 27)	Internal/ External	Other municipalities	Yes	January 2019
Research, Promotion and Marketing	Regularly update the City's child care website. (Action 28)	Internal		None	Ongoing
Research, Promotion and Marketing	Develop resources and further expand the use of promotional vehicles to share information on child care with parents and child care providers. (Action 30)	Internal		Yes	Jan 2018 – Dec 2019
Monitoring and Renewal	Work with consultants to undertake research and update information. (Action 31)	Internal		Yes	Jan - Dec 2018



City of Richmond

Report to Committee

To: Planning Committee
From: Wayne Craig
Director of Development

Date: July 4, 2017
File: SC 17-771962

Re: Application by Grafton Enterprises Ltd. for a Strata Title Conversion at
12331/12351 Bridgeport Road

Staff Recommendation

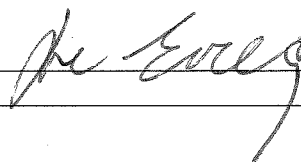
1. That the application for a Strata Title Conversion by Grafton Enterprises Ltd. for the property located at 12331/12351 Bridgeport Road be approved on fulfilment of the following conditions:
 - a. Payment of all City utility charges and property taxes up to and including the current year;
 - b. Registration of an aircraft noise sensitive use covenant (Area 1A) on Title;
 - c. Registration of a flood indemnity covenant on Title identifying a minimum habitable elevation of 2.9 m GSC;
 - d. Submission of appropriate plans and documents for execution by the Approving Officer within 180 days of the date of a Council resolution.
 - e. Submission of a Landscape Security, based on a cost estimate provided by a Registered Landscape Architect for the installation of the proposed landscaping, plus a 10% contingency.
2. That the City, as the Approving Authority, delegate to the Approving Officer the authority to execute the strata conversion plan on behalf of the City, as the Approving Authority, on the basis that the conditions set out in Recommendation 1 have been satisfied.


Wayne Craig
Director of Development

WC:jr
Att. 5

REPORT CONCURRENCE

CONCURRENCE OF GENERAL MANAGER



Staff Report

Origin

Grafton Enterprises Ltd. has applied to the City of Richmond for permission to convert two existing industrial buildings at 12331/12351 Bridgeport Road from multi-tenant rental buildings to 18 strata title lots.

Finding of Fact

The subject property is located in an established industrial and commercial corridor in the Bridgeport planning area, and is zoned "Industrial Retail (IR1)" (Attachment 1). The proposed Strata Title Conversion is consistent with the existing zoning and land use designations.

Development immediately surrounding the subject property is as follows:

- To the north, lots zoned "Industrial Retail (IR1)," with vehicle access from Vulcan Way.
- To the east and west, lots zoned "Industrial Retail (IR1)," with vehicle access from Bridgeport Road.
- To the south, across Bridgeport road, lots zoned "Industrial Retail (IR1)," with vehicle access from Bridgeport Road and Vickers Way.

There are two existing buildings on the subject site. Access to the subject property is via a single driveway crossing to Bridgeport Road. Required parking and loading facilities are located between the two buildings. The proposed Strata Title Conversion would create nine strata lots in each building, for a total of 18 strata lots (Attachment 2). No changes are proposed to the existing access, parking, or structures.

The proposal includes significant improvements to the property frontage. Currently, there is no landscaping on-site or in the City-owned boulevard. The applicant proposes to install new landscaping on both the City boulevard and the subject property (Attachment 3). The proposed landscape works include new planted areas on the subject site and boulevard to City standards. Plant species will include a variety of flowering shrubs and groundcovers. No trees are proposed, as there is a Statutory Right-of-Way for municipal utilities along the entire front property line, which would not permit tree planting. As the existing buildings have a zero metre setback at the side and rear, as allowed under the IR1 zone, there is no other location for new on-site landscaping.

The proposed boulevard treatment complies with Richmond Boulevard Maintenance Regulation Bylaw 7174. Maintenance of the proposed planting in the City boulevard will be the responsibility of the property owner.

Prior to approval of the Strata Title Conversion, the applicant must submit a Landscape Security to the City for 100% of the total cost of landscape installation, including a 10% contingency, to ensure the landscaping is installed.

Analysis

City of Richmond Policy 5031 (Strata Title Conversion Applications – Commercial and Industrial) outlines Council's policy in determining how staff process Strata Title Conversion

applications for three or more proposed strata lots (Attachment 4). The applicant has submitted all of the necessary information required by City staff, including a Building Condition Assessment and a Building Code Compliance Report.

- A Strata Title Conversion Report provided by the applicant and reviewed by Weiler Engineering Ltd. dated May 9, 2017, indicated the life expectancy of both buildings is at least 50 to 75 years.
- The author of the Building Condition Assessment expects no increase in maintenance, repair, or replacement costs within the next 10 to 15 years.
- The author of the Building Code Compliance Report confirms that the existing buildings are substantially in compliance with the BC Building Code in force when they were constructed.
- No physical or structural upgrading of the buildings is proposed through this application.
- Improvements to the on-site landscaping are proposed, and detailed in the attached Landscape Plan (Attachment 3).
- There are currently seven tenants operating eight businesses in the buildings. No impact is expected on these tenants. The applicant has provided letters from each tenant, indicating that they are aware of and have no concerns with the application for a Strata Title Conversion (Attachment 5).
- The owner's intention is to retain sole ownership of the Lands and to lease units after the Strata Title Conversion is completed. The existing tenants will continue to occupy the premises with no changes to the terms of the existing leases, other than modifications to reflect the change in Title.
- No changes are proposed to the existing parking facilities. Each strata lot will include a minimum two parking spaces, with the remaining parking spaces on site designated as common property. As part of a business license, each business will need to verify that they have access to the Bylaw-required parking facilities.
- The subject property is located within Aircraft Noise Area 1A. New Aircraft Sensitive Noise Uses (i.e. Residential, School, Day Care, and Hospital) are prohibited in this area. A restrictive covenant must be registered on Title as part of the document registration package, the purpose of which is to address public awareness and ensure aircraft noise mitigation is incorporated into the design and construction of buildings and additions as required. This will apply to all future construction.
- The subject property is located in an area with a Flood Construction Level of 2.9 m GSC. A restrictive covenant must be registered on Title as part of the document registration package, the purpose of which is to address public awareness and identify a minimum habitable elevation of 2.9 m GSC.

In light of this, staff support the proposed Strata Title Conversion subject to:

1. Payment of all City utility charges and property taxes up to and including the current year.
2. Registration of an aircraft noise sensitive use covenant for Area 1A on Title.
3. Registration of a flood indemnity covenant on Title identifying a minimum habitable elevation of 2.9 m GSC.

4. Submission of appropriate plans and documents (i.e. Strata Plan Surveyor's Certificate, Application to Deposit, Form T, etc.) for execution by the Approving Officer within 180 days of the date of a Council resolution.
5. Submission of a Landscape Security, based on a cost estimate provided by a Registered Landscape Architect for the installation of the proposed landscaping, plus a 10% contingency.

Financial Impact

None.

Conclusion

Grafton Enterprises Ltd. has applied to convert two existing industrial buildings at 12331/12351 Bridgeport Road into 18 strata lots. The proposal is straightforward. Staff have no objection to this application and recommend approval of the Strata Title Conversion.

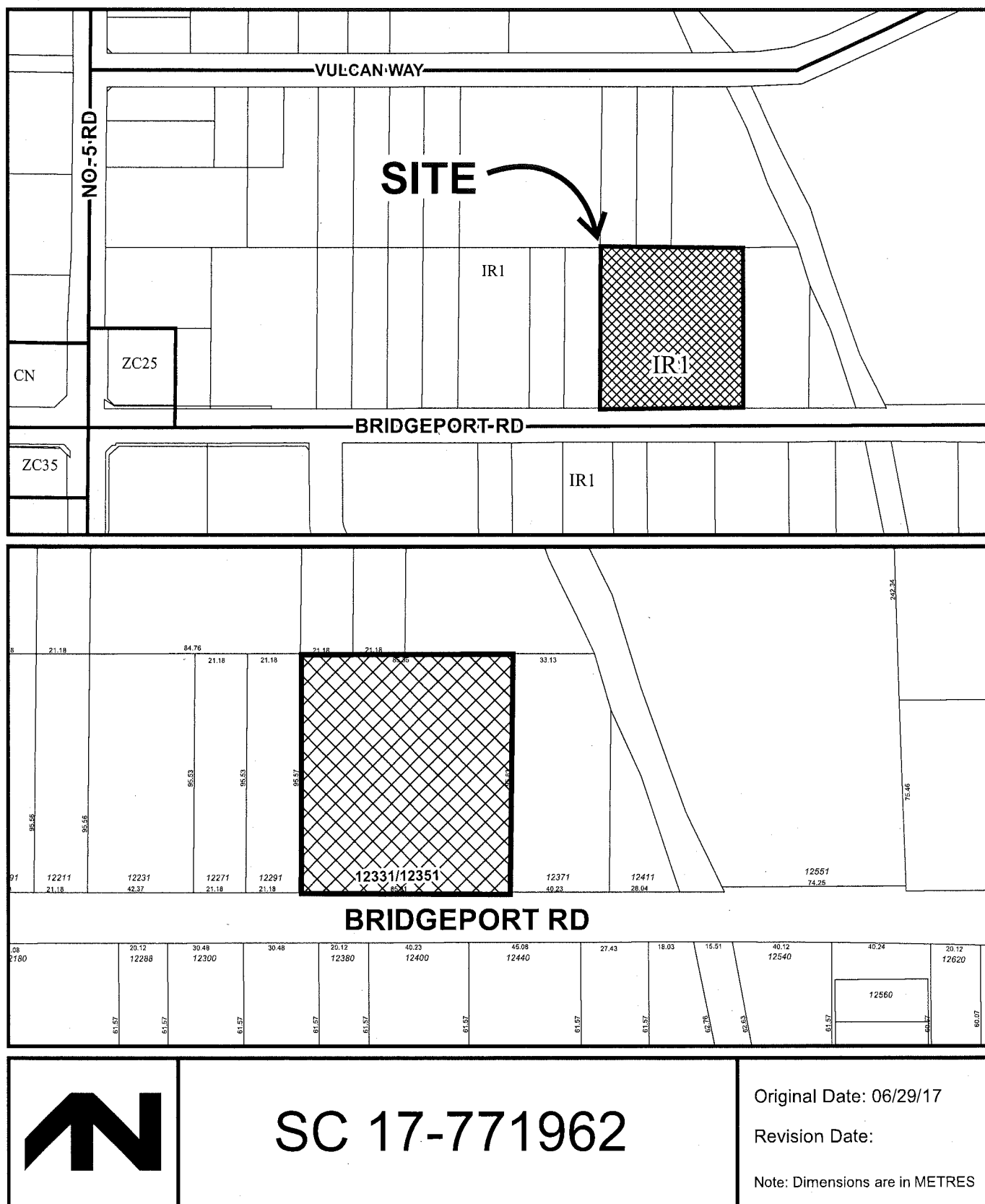


Jordan Rockerbie
Planning Technician
(604-276-4092)

JR:rg

- Attachment 1: Location Map and Aerial Photo
- Attachment 2: Proposed Strata Plan
- Attachment 3: Proposed Landscape Plan
- Attachment 4: Policy 5031: Strata Title Conversion Applications – Commercial and Industrial
- Attachment 5: Letters from existing tenants (7)

City of
Richmond



PLN - 327



City of Richmond



SC 17-771962

Original Date: 06/29/17

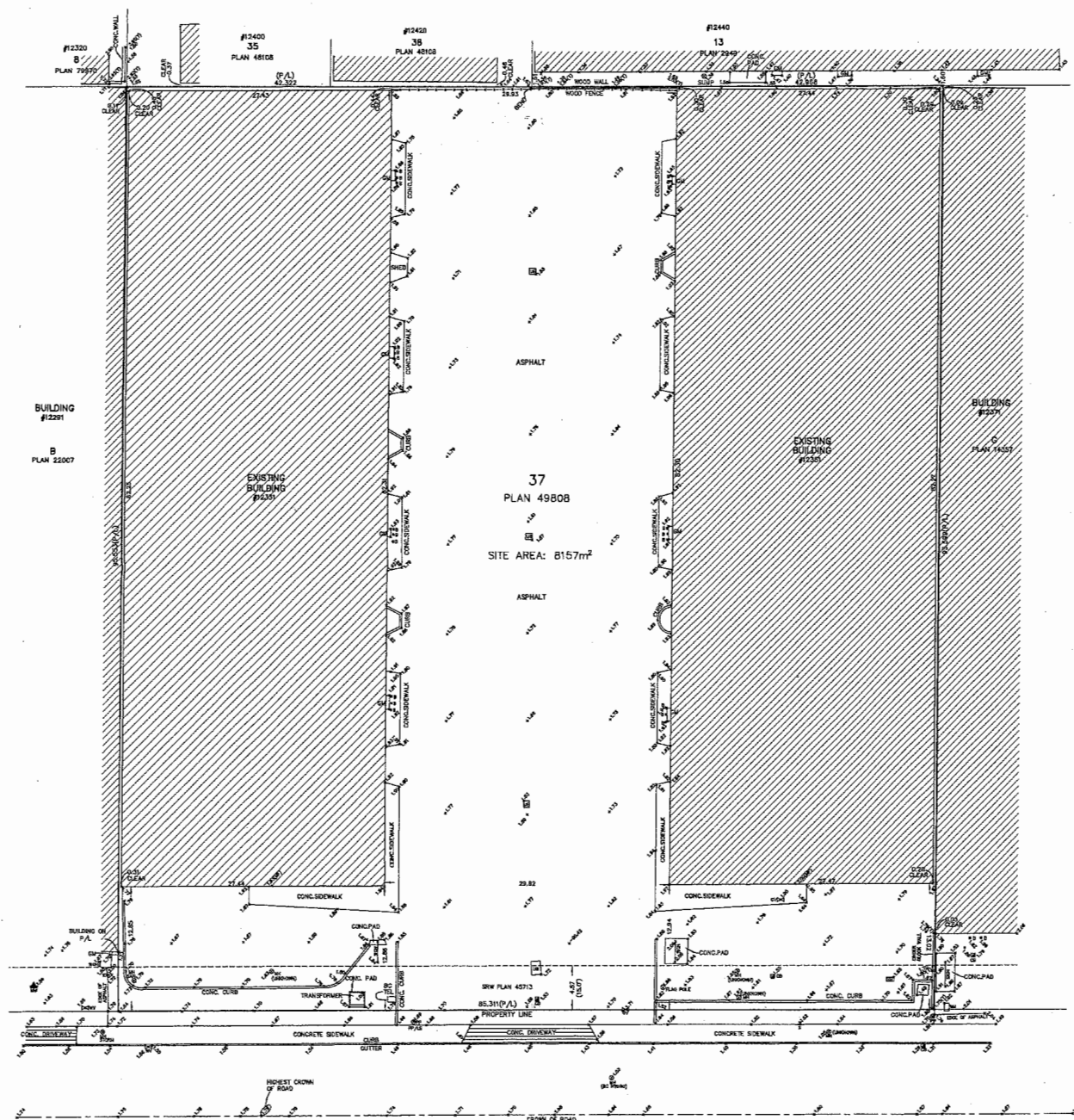
Revision Date:

Note: Dimensions are in METRES

TOPOGRAPHIC SURVEY PLAN OF LOT 37 SECTION 19
BLOCK 5 NORTH RANGE 5 WEST
NEW WESTMINSTER DISTRICT PLAN 49808

PARCEL IDENTIFIER (PID): 001-035-011
CIVIC ADDRESS:
#12331 & #12351 BRIDGEPORT ROAD
RICHMOND, B.C.
FOR CITY OF RICHMOND PERMIT APPLICATIONS

ATTACHMENT 2



BRIDGEPORT ROAD

LEGEND
SCALE 1:200



ALL DISTANCES AND ELEVATIONS ARE IN METRES

- | | |
|-----|---------------------------------|
| ↑ | INDICATES SPOT ELEVATION |
| Q | INDICATES CATCH BASIN |
| CO | INDICATES CLEAN OUT |
| IC | INDICATES INSPECTION CHAMBER |
| + | INDICATES BOLLARD |
| MH | INDICATES MANHOLE |
| U | INDICATES UTILITY BOX |
| PP | INDICATES POWER POLE |
| ± | INDICATES SIGN |
| WM | INDICATES WATER METER |
| WV | INDICATES WATER VALVE |
| GV | INDICATES GAS VALVE |
| EB | INDICATES ELECTRIC BOX |
| WM | INDICATES MONITORING WELL |
| MF | INDICATES MAIN FLOOR |
| GM | INDICATES GAS METER |
| TM | INDICATES TOP OF RETAINING WALL |
| P/L | INDICATES PROPERTY LINE |
| S | INDICATES SAMP STANDARD |
| SUN | INDICATES SANITARY |

NOTES:

THIS LOT IS SUBJECT, BUT NOT LIMITED TO,
THE FOLLOWING NON-PLAN SPECIFIED CHARGE:
BC HYDRO SRW RD41040.

NOTES:

- PROPERTY LINE DIMENSIONS ARE BASED ON LEGAL FIELD SURVEYS.
- ELEVATIONS ARE IN METRES AND ARE DERIVED FROM
CITY OF RICHMOND DATUM (ELEVATION #777 (78H8458)
ELEVATION = 15.96 METRES)
ALL DESIGNATED TREES ARE DEFINED BY CITY OF RICHMOND
BY-LAW NO. 8057, ARE SHOWN HEREON.

DATE OF SURVEY: FEBRUARY 17, 2017

• SEALED •

St. Stephen
J. STEPHEN CAMPBELL
B.C. LAND SURVEYOR (#712)
*THIS DOCUMENT IS NOT VALID
UNLESS ORIGINALLY SIGNED
AND SEALED.*

WATSON PECK & TOPLISS
SURVEYORS & ENGINEERS
#320 - 11120 HORSESHOE WAY
RICHMOND, B.C., V7A 5H7
PH: 604-270-9331
FAX: 604-270-4137
CADFILE: 18363-002-TPG-001.DWG
R-17-18363-TPG CLIENT R

R-17-18363-TPG CLIENT REF: GRAFTON ENTERPRISES

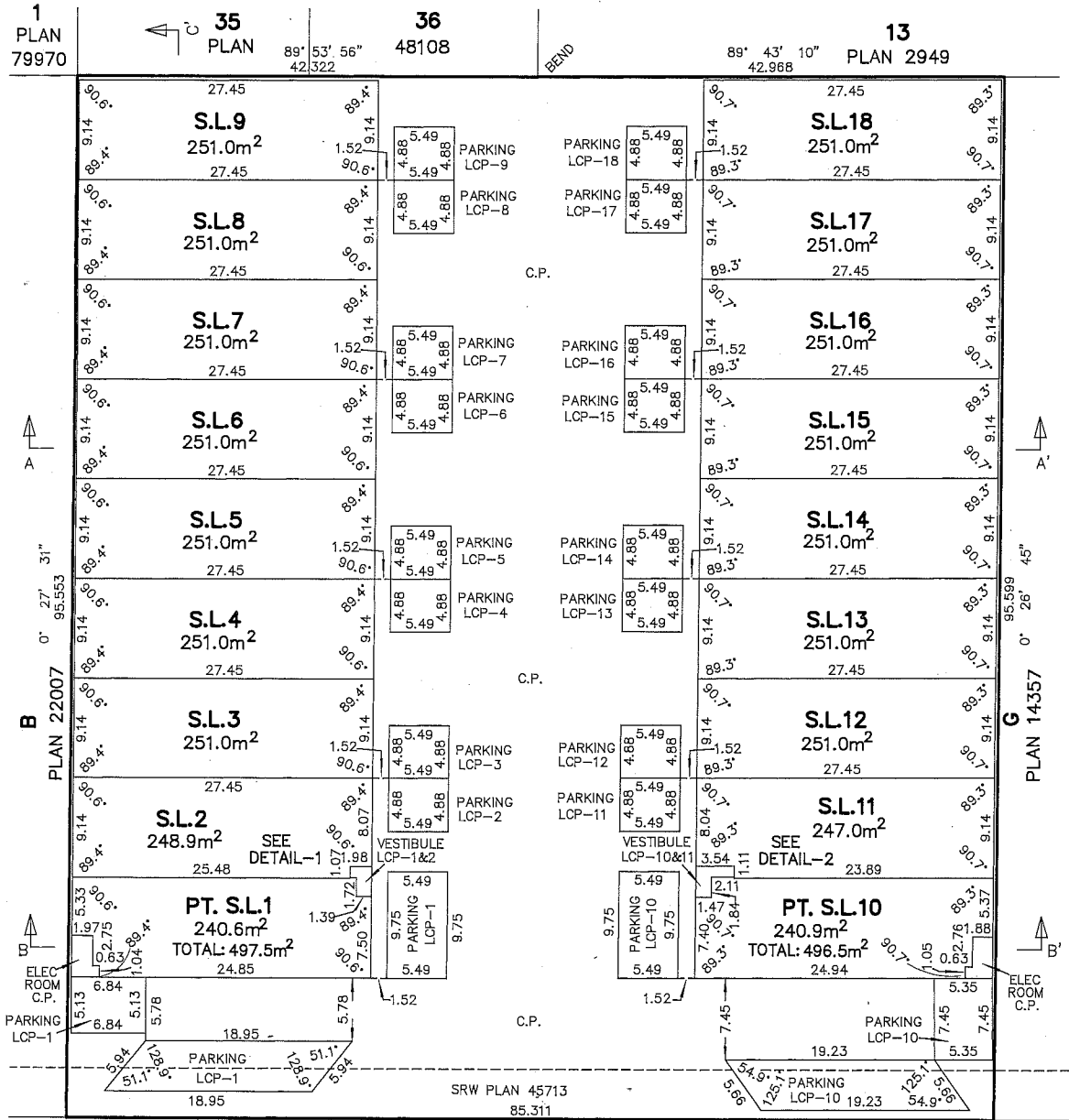
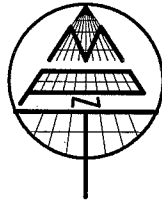
PLN-329

GROUND FLOOR

SHEET 3 OF 5 SHEETS

STRATA PLAN EPS4226

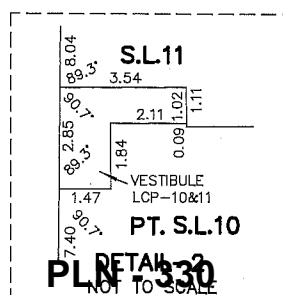
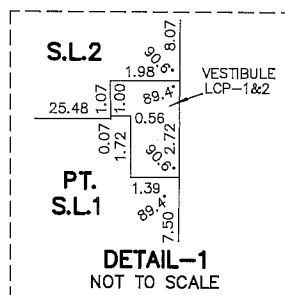
SCALE 1:400



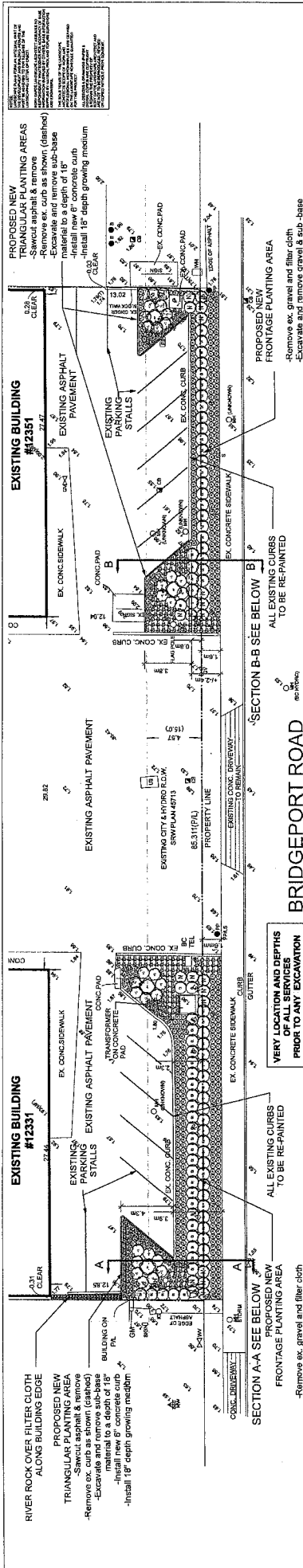
BRIDGEPORT ROAD

MATSON PECK & TOPLISS
 SURVEYORS & ENGINEERS
 #320 - 11120 HORSESHOE WAY
 RICHMOND, B.C., V7A 5H7
 PH: 604-270-9331
 FAX: 604-270-4137
 CADFILE: 18363-STRATA.DWG

R-17-18363-STRATA



J. STEPHEN CAMPBELL, BOLS(#712)
 THIS 25TH DAY OF APRIL, 2017



PLANT LIST

SYMBOL	QUANTITY	BOTANICAL NAME	COMMON NAME	SIZE	SPACING
①	4	Artocarpus alatus	Strawberry Bush	#2 Cont.	
②	390	Ardisia cuneata 'Vancouver Jade'	Vancouver Jade Kiri-dinknick	#1 Cont., 18" O.C.	
③	207	Ficus religiosa	Blue Ficus	#1 Cont., 18" O.C.	
④	45	Hemerocallis 'Stella D'Oro'	Stella D'Oro Daylily	#1 Cont., 24" O.C.	
⑤	20	Nandina domestica 'Compacta'	Compact Heavenly Bamboo	#2 Cont., 36" O.C.	
⑥	28	Potamogeton 'Mango Tango'	Mango Tango Potamogeton	#2 Cont., 36" O.C.	
⑦	88	Platanus 'Obo Luyken'	Obo Luyken Laurel	#2 Cont., 36" O.C.	

SHRUBS & GROUNDCOVERS

NOTES:

ALL WORK & MATERIALS TO CONFORM TO THE LATEST EDITION OF THE BC LANDSCAPE STANDARD AND IN ACCORDANCE WITH THE DISTRICT OF CITY OF RICHMOND STANDARDS, UNLESS OTHERWISE NOTED. PROVIDE FERTILITY & PARTICLE SIZE ANALYSIS TEST FOR GROWING MEDIUM PRIOR TO STARTING WORK. GROWING MEDIUM TO BE USED PRICE AND COMPOSTED, CONFORMING TO BCNIA STANDARD FOR LEVEL 2 SOILS. PROVIDE TOP SOIL DEPTHS AS FOLLOWS:

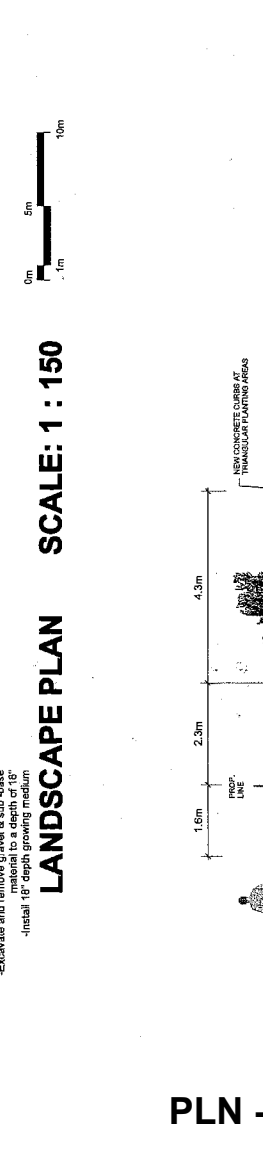
SHRUBS: 18" depth continuous

PROVIDE 2" DEPTH COMPOSTED HEMLOCK / FIR BARK MULCH IN ALL PLANTERS AND PLANTING BEDS

ALL PLANT MATERIAL TO COME FROM A CERTIFIED DISEASE-FREE NURSERY. PROVIDE CERTIFICATION UPON REQUEST.

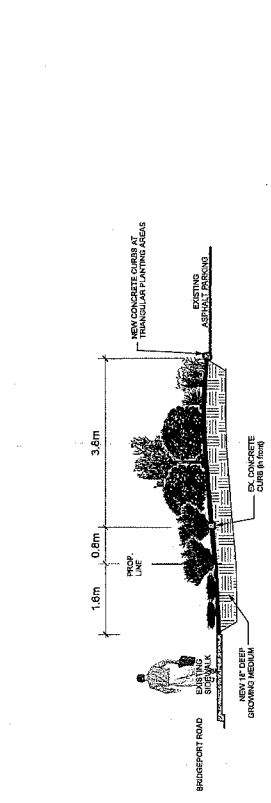
PROVIDE AUTOMATED DRIP IRRIGATION SYSTEM (BY DESIGN/BUILD).

IN THE EVENT OF A DISCREPANCY BETWEEN THE NUMBER OF PLANTS SHOWN ON THE PLAN AND THE PLANT LIST QUANTITY, A MANUAL COUNT OF PLANT SYMBOLS IN THE DRAWING WILL TAKE PRECEDENCE.



SECTION A-A WEST BOULEVARD

SCALE: 1:50



SECTION B-B EAST BOULEVARD

SCALE: 1:50



TYPICAL SECTION VIEWS THROUGH LANDSCAPE BUFFERS

KEY PLAN

SCALE= 1:1000



**City of
Richmond**

Strata Title Conversion Applications

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

www.richmond.ca

Tel: 604-276-4000 Fax: 604-276-4052

Commercial and Industrial Policy 5031

It is Council policy that the following matter shall be considered before deciding on any commercial or industrial strata title conversion applications involving three or more strata lots:

1. The life expectancy of the building and any projected major increases in maintenance costs due to the condition of the building. This information shall be supplied by the applicant in the form of a written report in an acceptable form prepared by a registered architect, engineer or similarly qualified professional. The report shall review the building's age, quality, general condition and measure of compliance with current building codes and City bylaws.
2. The impact of the proposal on the existing tenants in terms of their existing leases and their ability to offer to purchase the units they occupy or to relocate into comparable and suitable rental premises if unable to purchase their existing units.
3. The views of the affected tenants as established by a formal canvass by the City staff or agents of the City. A standard form available from the City's Planning and Development Department may be used for this purpose.
4. Any proposals involving upgrading of the buildings or changes affecting open space, landscaping, common facilities, off-street parking and loading spaces. The ownership and management of the off-street parking and loading facilities should be specifically addressed.
5. Any other conditions peculiar to the circumstances of the conversion proposal and requiring special measures to be taken as a condition of approval.
6. All commercial or industrial strata conversion applications must be compatible with the City's bylaws regulating the use and development of the land, and the servicing standards appropriate to the site.

20499 Westminster Hwy
Richmond, BC V6V 1B3

ATTACHMENT 5

GRAFTON ENTERPRISES LTD.

January 16, 2017

MAPLE LIGHTING LTD.
ATTENTION: COMPANY OWNER
UNIT 1 - 12331 BRIDGEPORT RD
RICHMOND, BC V6V 1J4

RE: STRATA CONVERSION AT 12331 & 12351 BRIDGEPORT RD

We are in the process of strata conversion at the above-noted address. The reason for this is to allow separate metering for gas, electric, water, sewer, and property taxes. This will ensure that tenants will pay for their own expenses and no one else's.

This will have no ramifications with regards to your tenancy and only changes how the landlord, Grafton Enterprises Ltd., owns the property.

Please sign in the space below to indicate you do not take issue with this change.
Retain one copy for your records.

Sincerely,



GRAFTON ENTERPRISES LTD.
Wayne Grafton

AGREED TO THE ABOVE TERMS BY
MAPLE LIGHTING LTD.

SIGNATURE:



DATE:

16 Jan 2016

NAME:

Ben Wang

PLN - 333

20499 Westminster Hwy
Richmond, BC V6V 1B3

604-270-4737
604-270-4081

GRAFTON ENTERPRISES LTD.

January 16, 2017

INSTANT BEDROOMS INC.
ATTENTION: COMPANY OWNER
UNIT 6 - 12331 BRIDGEPORT RD
RICHMOND, BC V6V 1J4

RE: STRATA CONVERSION AT 12331 & 12351 BRIDGEPORT RD

We are in the process of strata conversion at the above-noted address. The reason for this is to allow separate metering for gas, electric, water, sewer, and property taxes. This will ensure that tenants will pay for their own expenses and no one else's.

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Please sign in the space below to indicate you do not take issue with this change.
Retain one copy for your records.

Sincerely,



GRAFTON ENTERPRISES LTD.
Wayne Grafton

AGREED TO THE ABOVE TERMS BY
INSTANT BEDROOMS INC.

SIGNATURE:



DATE:

Jan. 16/17

NAME:

Bob Soava

20499 Westminster Hwy
Richmond, BC V6V 1B3

604-270-4737
604-270-4081

GRAFTON ENTERPRISES LTD.

January 16, 2017

SOPRON AUTOBODY LTD.
ATTENTION: COMPANY OWNER
UNIT 9 - 12331 BRIDGEPORT RD
RICHMOND, BC V6V 1J4

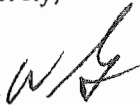
RE: STRATA CONVERSION AT 12331 & 12351 BRIDGEPORT RD

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Retain one copy for your records.

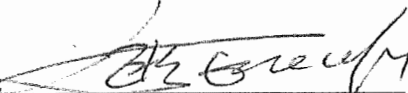
Sincerely,



GRAFTON ENTERPRISES LTD.
Wayne Grafton

AGREED TO THE ABOVE TERMS BY
SOPRON AUTOBODY LTD.

SIGNATURE:



DATE:

Jan 16, 2017

NAME:

Tsung Wu Ni

20499 Westminster Hwy
Richmond, BC V6V 1B3

604-270-4737
604-270-4081

GRAFTON ENTERPRISES LTD.

January 16, 2017

**LOEWEN PIANO HOUSE LTD.
ATTENTION: COMPANY OWNER
UNIT 1 - 12351 BRIDGEPORT RD
RICHMOND, BC V6V 1J4**

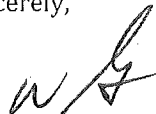
RE: STRATA CONVERSION AT 12331 & 12351 BRIDGEPORT RD

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Please sign in the space below to indicate you do not take issue with this change.
Retain one copy for your records.

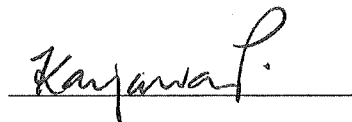
Sincerely,



GRAFTON ENTERPRISES LTD.
Wayne Grafton

AGREED TO THE ABOVE TERMS BY
LOEWEN PIANO HOUSE LTD.

SIGNATURE:



DATE:

Jan 16/17

NAME:

20499 Westminster Hwy
Richmond, BC V6V 1B3

604-270-4737
604-270-4081

GRAFTON ENTERPRISES LTD.

January 16, 2017

KING GEORGE FURNITURE LIQUIDATION LTD. (DBA RICHMOND HOME FURNISHING)
ATTENTION: BALJEET KAUR GILL
UNIT 5 - 12351 BRIDGEPORT RD
RICHMOND BC V6V 1J4

RE: STRATA CONVERSION AT 12331 & 12351 BRIDGEPORT RD

We are in the process of strata conversion at the above-noted address. The reason for this is to allow separate metering for gas, electric, water, sewer, and property taxes. This will ensure that tenants will pay for their own expenses and no one else's.

This will have no ramifications with regards to your tenancy and only changes how the landlord, Grafton Enterprises Ltd., owns the property.

Please sign in the space below to indicate you do not take issue with this change.
Retain one copy for your records.

Sincerely,

GRAFTON ENTERPRISES LTD.
Wayne Grafton

AGREED TO THE ABOVE TERMS BY
KING GEORGE FURNITURE LIQUIDATION LTD. (DBA RICHMOND HOME FURNISHING)

SIGNATURE: _____

DATE: _____

NAME: _____

PLN - 337

20499 Westminster Hwy
Richmond, BC V6V 1B3

604-270-4737
604-270-4081

GRAFTON ENTERPRISES LTD.

January 16, 2017

EUCA CABINETRY INC.
ATTENTION: COMPANY OWNER
UNIT 7 - 12351 BRIDGEPORT RD
RICHMOND, BC V6V 1J4

RE: STRATA CONVERSION AT 12331 & 12351 BRIDGEPORT RD

We are in the process of strata conversion at the above-noted address. The reason for this is to allow separate metering for gas, electric, water, sewer, and property taxes. This will ensure that tenants will pay for their own expenses and no one else's.

This will have no ramifications with regards to your tenancy and only changes how the landlord, Grafton Enterprises Ltd., owns the property.

Please sign in the space below to indicate you do not take issue with this change.
Retain one copy for your records.

Sincerely,



GRAFTON ENTERPRISES LTD.
Wayne Grafton

AGREED TO THE ABOVE TERMS BY
EUCA CABINETRY INC.

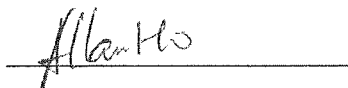
SIGNATURE:



DATE:

Jan 19/2017

NAME:



20499 Westminster Hwy
Richmond, BC V6V 1B3

604-270-4737
604-270-4081

GRAFTON ENTERPRISES LTD.

January 16, 2017

GRAND SUCCESS TRADING (CANADA) LTD.
ATTENTION: COMPANY OWNER
UNIT 10 - 12351 BRIDGEPORT RD
RICHMOND, BC V6V 1J4

RE: STRATA CONVERSION AT 12331 & 12351 BRIDGEPORT RD

We are in the process of strata conversion at the above-noted address. The reason for this is to allow separate metering for gas, electric, water, sewer, and property taxes. This will ensure that tenants will pay for their own expenses and no one else's.

This will have no ramifications with regards to your tenancy and only changes how the landlord, Grafton Enterprises Ltd., owns the property.

Please sign in the space below to indicate you do not take issue with this change.
Retain one copy for your records.

Sincerely,



GRAFTON ENTERPRISES LTD.
Wayne Grafton

AGREED TO THE ABOVE TERMS BY
GRAND SUCCESS TRADING (CANADA) LTD.

SIGNATURE:



DATE:

17 / JAN / 2017

NAME:

WAH MING CHEUNG

TITLE SEARCH PRINT

2017-05-26, 14:22:21

File Reference:

Requestor: Raman Grewal

Declared Value \$13608000

****CURRENT AND CANCELLED INFORMATION SHOWN******Land Title District**

Land Title Office

NEW WESTMINSTER

NEW WESTMINSTER

SC 17-771962

Title Number

From Title Number

CA5758439

BB853945

Application Received

2017-01-11

Application Entered

2017-01-24

Registered Owner in Fee Simple

Registered Owner/Mailing Address:

GRAFTON ENTERPRISES LTD., INC.NO. A-0082210

20499 WESTMINSTER HWY

RICHMOND, BC

V6V 1B3

Taxation Authority

Richmond, City of

Description of Land

Parcel Identifier:

001-035-011

Legal Description:

LOT 37 SECTION 19 BLOCK 5 NORTH RANGE 5 WEST NEW WESTMINSTER DISTRICT
PLAN 49808**Legal Notations**ZONING REGULATION AND PLAN UNDER
THE AERONAUTICS ACT (CANADA)
FILED 10.02.1981 UNDER NO. T17084
PLAN NO. 61216**Charges, Liens and Interests**

Nature:

STATUTORY RIGHT OF WAY

Registration Number:

K24439

Registration Date and Time:

1974-03-04 14:57

Registered Owner:

TOWNSHIP OF RICHMOND

Remarks:

PLAN 45713

ANCILLARY RIGHTS

INTER ALIA

TITLE SEARCH PRINT

2017-05-26, 14:22:21

File Reference:

Requestor: Raman Grewal

Declared Value \$13608000

Nature:	STATUTORY RIGHT OF WAY
Registration Number:	RD41940
Registration Date and Time:	1977-01-11 13:47
Registered Owner:	BRITISH COLUMBIA HYDRO AND POWER AUTHORITY
Remarks:	10 FEET ANCILLARY RIGHTS WITH PRIORITY OVER RD38111

Duplicate Indefeasible Title

NONE OUTSTANDING

Transfers

NONE

Pending Applications

NONE

Corrections

NONE



City of Richmond

Report to Committee Planning and Development Division

To: Planning Committee
From: Wayne Craig
Director, Development

Date: July 5, 2017
File: TU 17-764698

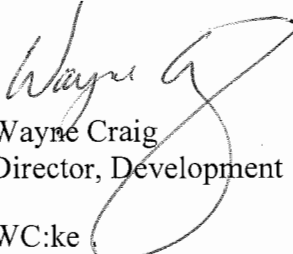
Re: Application by Firework Productions Ltd. for a Temporary Commercial Use Permit at 8351 River Road and Duck Island (Lot 87 Section 21 Block 5 North Range 6 West Plan 34592)

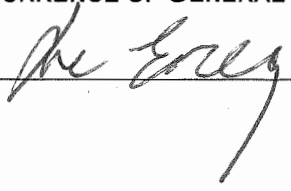
Staff Recommendation

1. That the application by Firework Productions Ltd. for a Temporary Commercial Use Permit at 8351 River Road and Duck Island (Lot 87, Section 21 Block 5 North Range 6 West Plan 34592) be considered at the Public Hearing to be held on September 5, 2017 at 7:00 p.m. in the Council Chambers of Richmond City Hall, and that the following recommendation be forwarded to that meeting for consideration:

“That a Temporary Commercial Use Permit be issued effective on November 1, 2017 to Firework Productions Ltd. for properties at 8351 River Road and Duck Island (Lot 87, Section 21 Block 5 North Range 6 West Plan 34592) for the purposes of permitting a night market event between May 11, 2018 to October 28, 2018 (inclusive), May 10, 2019 to October 27, 2019 (inclusive) and May 8, 2020 to October 31, 2020 (inclusive) and a winter festival event between December 1, 2017 to January 7, 2018 (inclusive), November 23, 2018 to January 6, 2019 (inclusive) and November 29, 2019 to January 5, 2020 (inclusive) subject to the fulfillment of all terms, conditions and requirements outlined in the Temporary Commercial Use Permit and attached Schedules.”

2. That the Public Hearing notification area to be extended to include all properties to the north of Bridgeport Road and West of Great Canadian Way as shown in Attachment 4 to the staff report dated July 5, 2017 from the Director of Development.


Wayne Craig
Director, Development
WC:ke
Att. 6

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Business Licences	<input checked="" type="checkbox"/>	
Community Bylaws	<input checked="" type="checkbox"/>	
Economic Development	<input checked="" type="checkbox"/>	
Fire Rescue	<input checked="" type="checkbox"/>	
RCMP	<input checked="" type="checkbox"/>	
Building Approvals	<input checked="" type="checkbox"/>	
Transportation	<input checked="" type="checkbox"/>	

Staff Report

Origin

Firework Productions Ltd. has applied to the City of Richmond for a Temporary Commercial Use Permit (TCUP) to allow a seasonal night market event generally from May to October and a winter festival generally occurring in December at 8351 River Road and Duck Island (Lot 87, Section 21 Block 5 North Range 6 West Plan 34592) (herein called the subject site) (Attachment 1). The seasonal night market event from May to October (herein called the summer event) is proposed for 2018, 2019 and 2020. The winter festival generally occurring in December is proposed for 2017, 2018 and 2019.

In 2012, Council issued a TCUP (TU 11-595782) valid for 3 years (2012, 2013 and 2014) on the subject site for the seasonal night market event from May to October. This TCUP was renewed in 2014 (TU 14-666140) for an additional 3 years (2015, 2016 and 2017) and expires on October 29, 2017. As per the *Local Government Act*, a new TCUP is required, rather than another renewal.

Findings of Fact

A Development Application Data sheet providing details about the event proposals is provided in Attachment 2.

The subject site is also subject to a rezoning application (RZ 12-598104) proposing a comprehensive mixed use development for the site, which is being processed by staff. The applicant has obtained a lease and authorization from the property owner to apply for and operate seasonal market events on the site for the next 3 years. If, as a result of the processing of the rezoning application, any works or modifications to the subject site occur that impact the proposed seasonal events, staff will review to determine if the parameters of the TCUP need to be modified and will advise Council of any necessary revisions and approvals.

Surrounding Development

The subject site is located along the Fraser River in the north portion of the Bridgeport Village Sub Area in the City Centre Area Plan (CCAP). Development immediately surrounding the subject site is as follows:

- To the north: Fraser River.
- To the east: Fraser River/foreshore area and River Rock Casino and Resort zoned "Casino Hotel Commercial (ZC17)".
- To the south: "Light Industrial (IL)" and "High Rise Commercial – City Centre (ZC33)" zoned properties on the south side of River Road.
- To the west: Property owned by the Port of Vancouver and the Airport Connector Bridge.

Related Policies & Studies

Official Community Plan

The Official Community Plan (OCP) land use designation for the subject site is “Commercial” and “Park”. Council may issue temporary use permits in areas designated Industrial, Mixed Employment, Commercial, Neighbourhood Shopping Centre, Mixed Use and Limited Mixed Use, Agricultural (outside of the ALR) where deemed appropriate by Council.

The proposed TCUP application complies with the provisions of the OCP and the proposed use of the site for a seasonal market event from May to October and a winter festival generally during December will be compatible with the surrounding land uses. The proposed temporary commercial uses and accessory entertainment activities are consistent with the “Commercial” OCP land use designation, including land use policies applicable for the City Centre Area Plan.

Local Government Act

The *Local Government Act* places a maximum 3 year period for uses granted through a Temporary Use Permit under the legislation. This TCUP application applies for temporary uses to allow for:

- A seasonal winter festival event to be held generally in the month of December for 2017, 2018 and 2019; and
- A summer event to be held generally between the months of May to October for 2018, 2019 and 2020.

To comply with the 3 year period limit in the legislation, this TCUP is recommended to be issued and effective on November 1, 2017 to allow for a total of 3 annual winter and 3 annual summer events over a 3 year period expiring on October 31, 2020. The existing TCUP approved for summer event operations for 2015, 2016 and 2017 (TU 14-666140) expires on October 30, 2017.

The *Local Government Act* also includes provisions to allow for a renewal of the TCUP to occur for an additional 3 year period. TCUP renewals are made through application, which require Council approval.

Public Consultation

The event organizer conducted consultation with businesses and residences in the surrounding area to request feedback on previous market event held on the subject site. This consultation also included the applicant's plans for a winter festival on the subject site. The applicant's consultation summary and comments is contained in Attachment 3. The feedback received was generally positive and supportive of the proposal. Many of the businesses and residences requested the organizer to provide no parking signs and parking passes for residents/businesses consistent with past event operations on the site.

Should Planning Committee and Council endorse the staff recommendation, the application will be forwarded to a Public Hearing, where any area resident or interested party will have an opportunity to comment. In accordance with the previous public hearing notification area

undertaken for the original TCUP in 2012 and subsequent renewal, staff recommend an expanded notification area bounded by Bridgeport Road to the south, Great Canadian Way to the East and Fraser River to the west and north (Attachment 4).

Analysis

Event Description – Summer Event

The proposal for the summer event (May to October for 2018, 2019 and 2020) is similar compared to previous operations on the subject site. The event will consist of an outdoor market composed of food and commercial retail vendors in conjunction with a variety of entertainment and other accessory activities and functions in support of the market event (Attachment 5 – summer event site plan). The following are some key highlights of the summer event proposed over the 2018 to 2020 period:

- Up to 150 commercial/retail vendor booths and 120 food vendor booths.
- Supporting services (washroom, first aid, security, garbage/recycling).
- On-site entertainment activities and displays.
- Open from mid-May to the end of October on Friday, Saturday, Sundays and Statutory holiday evenings (where applicable) from 7 pm to 11 pm/midnight (Attachment 2).
- Provisions for 1,480 dedicated off-street parking stalls on the subject site for event purposes. The applicant has also secured 200 parking stalls on other off-site properties they have leased for the next three year period for the purposes of use by vendors for parking purposes.

Event Description – Winter Event

The proposal for a winter festival on the subject site is a new event proposed by the applicant. The winter festival event is proposed during the month of December in 2017, 2018 and 2019. The organization and structure of the winter festival is similar to the event during the summer as the event will have a number of commercial/retail and food vendors. Also similar to the summer event is on-site entertainment and themed displays in support of the winter festival (Attachment 6 – winter festival site plan). The following are some key highlights of the winter festival event:

- Up to 70 commercial/retail and 60 food vendors.
- Supporting services (washroom, first aid, security, garbage/recycling).
- On-site entertainment activities and displays.
- A majority of the event will be outdoors, however larger tent structures are proposed to provide shelter to the food vendors with separate tent structures for eating/seating areas. Building permits will be required for these tent structures to ensure compliance with BC Building Code.
- Seasonal winter festival lights and themed illumination displays will be located throughout the event site.
- 1,480 dedicated off-street parking stalls on the subject site for event purposes.
- Additional days of operation are included in the TCUP for the winter event in late November and the first week of January to allow the event organizer to operate during these days in the event a significant weather event reduces operational days in December.

Transportation – Parking and Traffic Management

Transportation staff have reviewed the TCUP application for both the summer event and winter festival. The following is a summary of parking and traffic management provisions specific to the summer event:

- 1,480 parking stalls available on the subject site is sufficient for the proposed event (note: parking stalls must be free. In past years, the event organizer has charged an admission fee at the entrance gate for all attendees to the event).
- Event organizer has secured 200 stalls on properties leased through to 2020 on West Road close to the event site for the purposes of vendor parking. This parking arrangement for event vendors opens up more available parking on the Duck Island site dedicated to event attendees. In the event this arrangement for vendor parking is no longer in place, a suitable contingency plan will need to be developed by the applicant to the satisfaction of Transportation staff. A requirement in the TCUP terms and conditions will be for the event organizer to confirm their lease agreement annually prior to the start of each summer event season or suitable contingency plan approved by Transportation staff.
- Submission and approval of a Traffic Management Plan (TMP) by the City's Transportation staff and implementation of the TMP by a professional traffic control company. The cost of developing the TMP and all costs of implementing the plan by a professional traffic control company is at the applicant's sole cost.

The following is a summary of parking and traffic management provisions specific to the winter festival event:

- 1,480 parking stalls available on the subject site is sufficient for the proposed event (note: parking stalls must be free).
- No separate off-site vendor parking is being secured for the winter event as the number of vendors compared to the summer event will be smaller and overall scale of the winter event compared to the summer is generally reduced.

A Traffic Impact Assessment (TIA) was submitted in relation to the winter event to examine the proposed winter event start time (ranging from 4-6pm) on weekdays and weekends coinciding with the commuter and retail shopping peak traffic period (pm – late afternoon/early evening). The findings of the TIA are summarized as follows:

- Traffic conditions for the winter event are anticipated to be better compared to the summer event due to:
 - The smaller size (approximately half the number of retail and food vendors) of the winter event compared to the summer event.
 - Existing background traffic numbers in December are typically at their lowest when compared to the rest of the year.
 - Winter event traffic is anticipated to peak after 6pm at which time the volumes of commuter and retail shopping traffic is anticipated to have decreased.
 - TIA has concluded that traffic generated by the winter event could be accommodated both during the commuter peak traffic period (4-6pm) and outside the commuter peak traffic time (after 6pm and on weekends).

- TIA has recommended a similar approach to manage traffic (compared to the existing traffic management plan for the summer market event) in directing traffic to access the market event site to use mainly No. 3 Road.

Transportation staff have reviewed the TIA and support the findings.

The subject site is well serviced by transit (Canada Line – Bridgeport Station), which will provide an alternative means for event patrons to commute to and from the site for the summer and winter events and help mitigate event traffic impacts to the surrounding road network. The existing traffic management plan of directing traffic to and from the event site through No. 3 Road to facilitate traffic access is effective at maintaining vehicle access to other businesses in the surrounding area.

RCMP

Dedicated RCMP officers are required at the summer and winter event to provide for a police presence and quick response in the event of an emergency, generally oversee event safety/security and event attendees and vendors, and monitor operation of the TMP and vehicle traffic to and from the event site. RCMP members dedicated to this event will be in addition to the existing RCMP deployment in Richmond.

A minimum of two RCMP officers dedicated to the event each day of operation for the summer and winter event's is required. The applicant is required to pay for all RCMP staff costs associated with the events at the applicable hourly rates. The required bond amounts required as part of this TCUP includes the estimated RCMP costs (see Financial Impact section). RCMP's involvement in these events in the TCUP is consistent with the past practice on this event site since 2012.

Community Bylaws

Dedicated Community Bylaws staff are also required at the summer and winter event for the purposes of monitoring and enforcing on-street parking and related City roadway regulations around the night market event site. Community Bylaws staffing for the event will be arranged to provide up to six hours of patrol per event day by Community Bylaws during the event operations (summer and winter). Community Bylaws will arrange for the scheduling of staff in order to provide sufficient coverage to monitor on-street parking and related regulations in accordance with the terms of the TCUP. The applicant is required to pay for all Community Bylaw staff costs associated with the events at the applicable hourly rates. The required bond amounts required as part of this TCUP includes the estimated Community Bylaws costs (see Financial Impact section). Community Bylaws staffing associated with these events proposed in the TCUP is consistent with the past practice on this event site since 2012.

Richmond Fire Rescue

The proposed site plans for the summer and winter event's is based on the existing configuration and maintains existing emergency access provisions. A fire safety plan for the summer and winter event is required to be developed by the appropriate consultant for submission to Richmond Fire Rescue staff for review and approval prior to the event opening and in

conjunction with any applicable building permits required for the event. The requirement for and approval of the fire safety plan by Richmond Fire Rescue is incorporated into the terms and conditions of this TCUP. The event organizer and each food vendor operating on the event site is required to comply with the Richmond Fire Rescue General Fire Safety Requirements for Food Vendor Including Mobile Food Trucks, which is contained as an attached schedule in the proposed TCUP.

Building Approvals

For the proposed summer and winter events, any buildings/structure (temporary tents) or changes to existing on-site servicing (i.e., plumbing system for the food court) will require submission of the necessary building and site servicing (plumbing) permits, including any necessary supporting consultancy reports, to ensure compliance with all applicable regulations. Issuance of all building permits prior to the event opening for the summer and winter event is required and identified in the proposed TCUP terms and conditions.

A preliminary building consultant's plan and report has been submitted to outline proposed buildings/structures and revisions to on-site servicing (i.e., plumbing system for the food court) that staff have reviewed and provided the following comments:

- An expansion to the existing food court plumbing system will require additional plumbing infrastructure to be added based on code requirements and to the satisfaction of Building Approvals staff.
- Development of an acceptable plan to the satisfaction of Building Approvals staff to properly heat trace and insulate to protect the on-site servicing (i.e., plumbing system for the food court and on-site washroom facilities) from freezing during the winter time period.
- Ensure measures are implemented to prevent any ponding of water and potential freezing during winter months.
- All buildings/structures proposed for occupancy and use as part of the summer and winter events will need to address City staff requirements, demonstrate code compliance and apply for and obtain building permits.

Business Licensing

All commercial retail and food vendor booths operating at the summer and/or winter event on the subject site are required to obtain a Business License. The event organizer is also required to obtain a Business License from the City in order to operate the seasonal events. Requirements for all vendors and the event organizer to obtain Business Licenses are identified in the proposed TCUP terms and conditions.

Vancouver Coastal Health

All vendors involved in the handling of food and beverage products at summer or winter event are required to obtain permits from Vancouver Coastal Health to ensure compliance with food safety, sanitation and food handling requirements that all vendors and the event organizer must adhere to.

VCH has an existing application and inspection process for food vendor permits to ensure compliance with their requirements. VCH permits must be approved and food vendors inspected to the satisfaction of VCH staff prior to vendors or the food court opening. VCH requirements for food vendor permits and inspections are identified in the TCUP terms and conditions.

Financial Impact

Cost Recovery – City and RCMP Expenses

A cost recovery model for City and RCMP expenses incurred as a result of providing the necessary RCMP and Community Bylaws staff support and traffic monitoring and directional signage proposed. All costs are to be paid by the event organizer for the proposed summer and winter events over the next 3 years. This approach is consistent with previous Temporary Commercial Use Permits issued for these types of seasonal market events operating in the City.

The cost recovery model applied to this TCUP for the proposed summer and winter events involves the event organizer providing an operational bond (based on an estimate of RCMP and City costs) to the City in advance of the event opening. Separate operational bonds are required for the summer and winter events on an annual basis and will cover the following:

Summer and Winter Event

- 2 RCMP officers assigned to the night market event each day of operation and during all hours of operation for the summer and winter event at the applicable overtime rate (commute time to and from the event to be included).
- Coverage for RCMP commercial crimes unit resources and staff time to address any concerns or complaints about the retailing of counterfeit/intellectual property protected items at the summer or winter event. The event organizer has a strategy in place to prevent the retailing of any counterfeit/intellectual property protected items, including expulsion of vendors from the event and monitoring of vendors by event staff. If the event organizer effectively prohibits this activity from the event, there would be no cost incurred by the event organizer associated with any work done by RCMP commercial crimes unit.
- Community Bylaws – Up to 6 hours (based on the applicable overtime rate) of dedicated patrol by Community Bylaw officers on each event day of operation at the summer and winter event. The scheduling of officers to provide the 6 hours of event day coverage to the summer and winter event will be determined by Community Bylaws.
- Attendance by City Transportation staff to oversee and monitor implementation of the Traffic Management Plan and general event operations related to traffic.
- Production, posting and takedown of event directional signage by City staff.

Contingency – Operational Bond

- For the previous 6 years for the market event on the Duck Island site from 2012 to 2017, a contingency of 20% was applied to each year of the operational bond for potential additional traffic control measures and/or roadway works needed to mitigate traffic impacts of the event. Based on a review of costs incurred by the RCMP and City since 2012, this 20% contingency did not need to be utilized. As a result, it is recommended that a 20% contingency not be required for the summer event only.

- For the proposed winter event, the operational bond includes a 20% contingency as this is a brand new event proposed on the subject site. This contingency would cover any costs associated with additional traffic control and related works.

Operational Bond Requirements

Summer Event

- 2018 – \$200,000
- 2019 – \$200,000
- 2020 – \$200,000

Winter Event

- 2017 – \$85,000 (base amount) plus \$17,000 (20% contingency) = \$102,000 total
- 2018 – \$95,000 (base amount) plus \$19,000 (20% contingency) = \$114,000 total (5 additional operational days compared to 2017 and 2019 event).
- 2019 – \$85,000 (base amount) plus \$17,000 (20% contingency) = \$102,000 total

Upon conclusion of the summer and winter market events each year, any surplus amount remaining from the submitted bond will be reimbursed to the event organizer once all City and RCMP costs have been invoiced and paid. If the submitted operational bond does not cover the City costs for the event, the event organizer is required to pay the outstanding balance for all City and RCMP costs associated with the event as outlined in this TCUP.

The Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw 7273 requires that security bonds required for the purposes of the TCUP be submitted prior to Council consideration of the TCUP at Public Hearing. As a result, the following operational security bond submission deadline dates apply for the TCUP renewal:

Summer Event

- 2018 - \$200,000 to be submitted prior to April 11, 2018.
- 2019 - \$200,000 to be submitted prior to April 10, 2019.
- 2020 - \$200,000 to be submitted prior to April 8, 2020.

Winter Event

- 2017 - \$102,000 to be submitted prior to September 1, 2017.
- 2018 - \$114,000 to be submitted prior to October 23, 2018.
- 2019 - \$102,000 to be submitted prior to October 29, 2019

Conclusion

Firework Productions Ltd. has applied to the City of Richmond for a Temporary Commercial Use Permit to allow for a seasonal night market event generally from May to October in 2018, 2019 and 2020 and winter festival event occurring during the month of December in 2017, 2018 and 2019.

The proposed use of the subject site as an event site for a summer market and winter festival event has addressed all issues related to community safety, minimizing impacts to the surrounding area and businesses and mitigating traffic impacts.

Staff recommend that the attached TCUP be approved and issued effective on November 1, 2017 at 8351 River Road and Duck Island for the purposes of allowing a seasonal summer market event and winter festival for a three year period expiring on October 31, 2020.



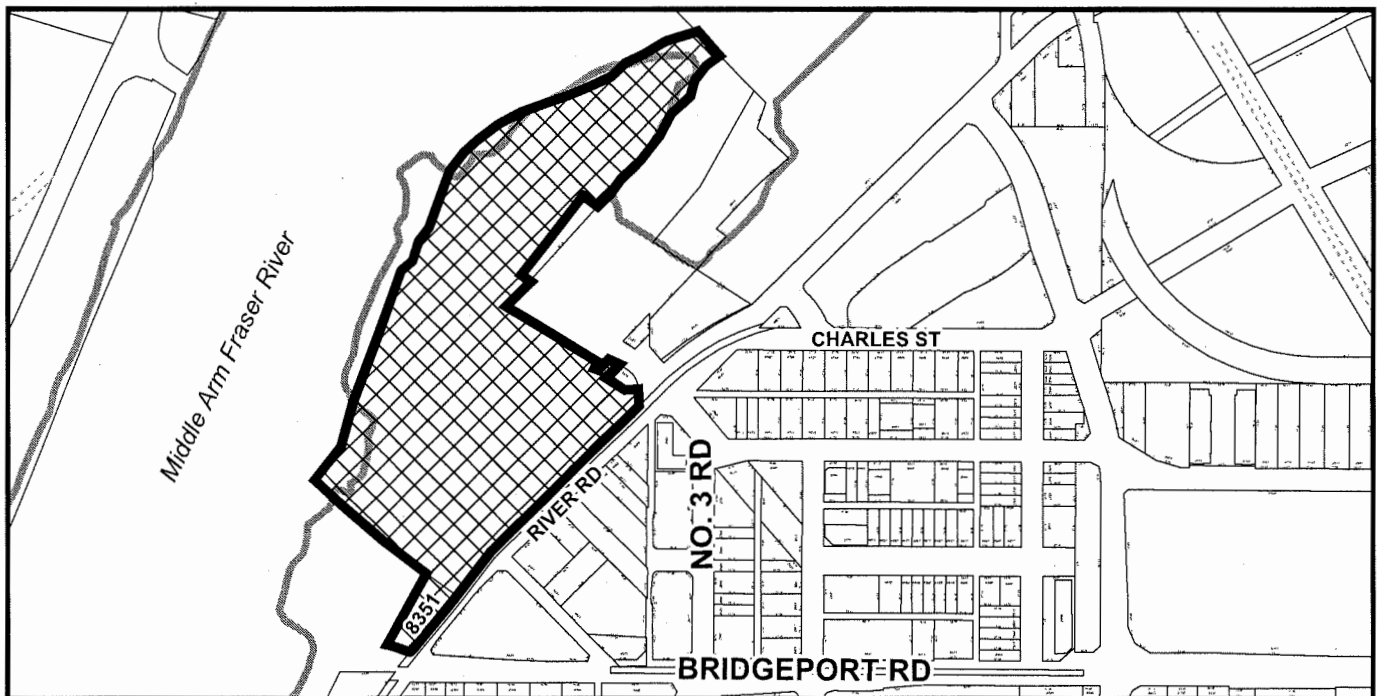
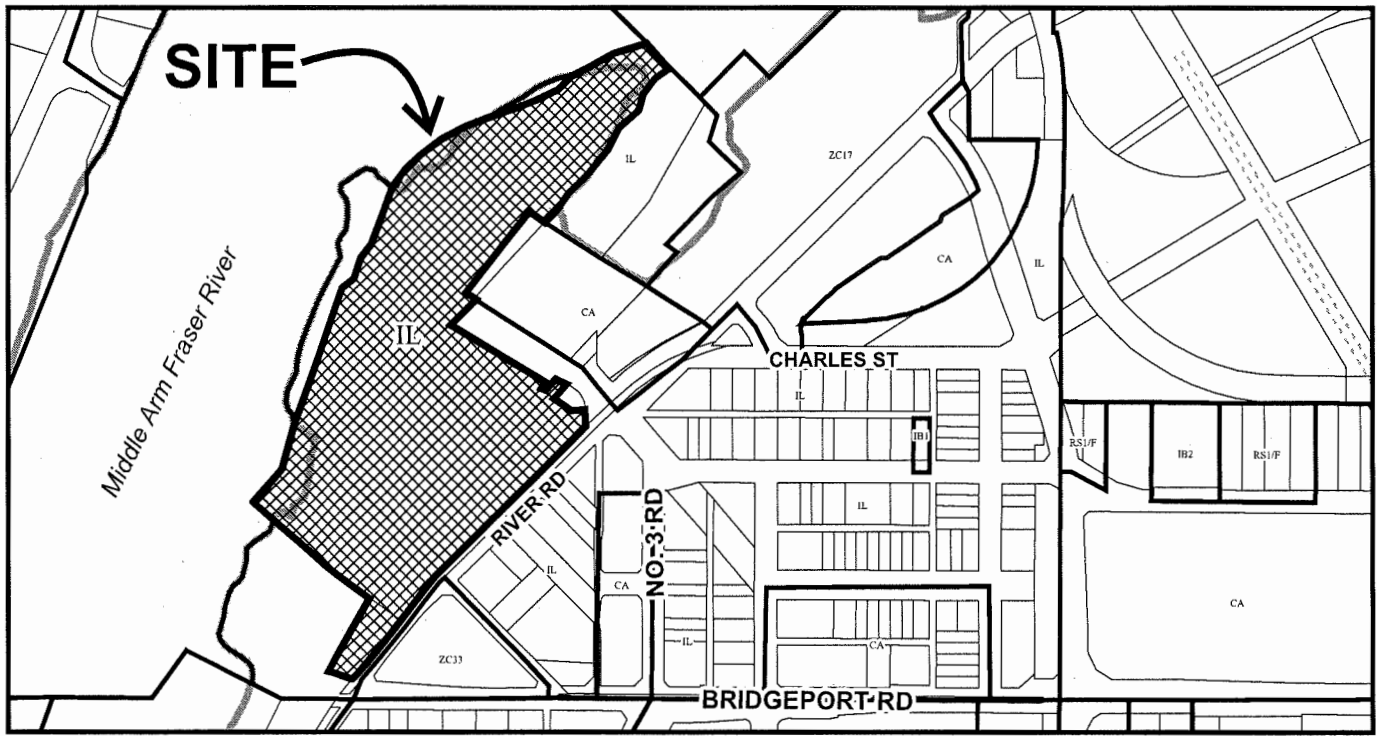
Kevin Eng
Planner 2

KE:cas

- Attachment 1: Location Map and Aerial Photo
- Attachment 2: Development Application Data Sheet
- Attachment 3: Applicant Public Consultation and Comments Summary
- Attachment 4: Location Map of Recommended Public Hearing Notification Area
- Attachment 5: Summer Market Event Site Plan
- Attachment 6: Winter Festival Event Site Plan



City of
Richmond



TU 17-764698

Original Date: 02/27/17

Revision Date: 07/06/17

Note: Dimensions are in METRES

PLN - 353



City of
Richmond



TU 17-764698

Original Date: 02/28/17

Revision Date: 06/07/17

Note: Dimensions are in METRES

PLN - 354



TU 17-764698

Attachment 2

Address: 8351 River Road and Duck Island (Lot 87 Section 21 Block 5 North Range 6 West Plan 34592)

Applicant: Fireworks Production Ltd.

	Existing	Proposed
Owner:	Sanhurgon Investment Ltd., Inc. No. BC908774	No change
Site Size:	78,424 m ²	No change
Land Uses:	<ul style="list-style-type: none"> Market event area and related infrastructure and off-street parking area Existing Canada Line guide way. 	Proposed summer market event and winter festival consisting of food/retail vendors, supporting on-site entertainment, activities and displays and event parking
OCP Designation:	Commercial and Park	No change
City Centre Area Plan Designation: Bridgeport Village Sub Area	Urban Centre (T5)	No change
Zoning:	Light Industrial (IL)	No change

Richmond Night Market – Summer Event

Year	Opening/Closing Dates	Days of Operation	Hours of Operation
2018	May 11, 2018 to October 28, 2018	Fri, Sat, Sun and Stat. Holidays	7 pm to 12 am on Fri/Sat/Sun. before stat. holiday 7 pm to 11 pm on Sun. and stat. holiday
2019	May 10, 2019 to October 27, 2019	Fri, Sat, Sun and Stat. Holidays	7 pm to 12 am on Fri/Sat/Sun. before stat. holiday 7 pm to 11 pm on Sun. and stat. holiday
2020	May 8, 2020 to October 31, 2020	Fri, Sat, Sun and Stat. Holidays (Closed on July 1, 2020)	7 pm to 12 am on Fri/Sat/Sun. before stat. holiday 7 pm to 11 pm on Sun. and stat. holiday

Winter Festival Event

Year	Opening/Closing Dates	Days of Operation	Hours of Operation
2017/18	December 1, 2017 to January 7, 2018	Weekdays and weekends except for the following event closure dates: 2017/2018 – Closed on December 4, 5, 11, 12, 18, 25 and January 1, 2018.	Opening between 4pm to 6pm and closing between 9pm to 10pm on weekdays and weekends. New Year's Eve (December 31) hours of operation for 2017 shall be 4pm to midnight.
2018/19	November 23, 2018 to January 6, 2019	Weekdays and weekends except for the following event closure dates: 2018/2019 – Closed on November 26, 27, December 3, 4, 10, 11, 17, 25 and January 1, 2019.	Opening between 4pm to 6pm and closing between 9pm to 10pm on weekdays and weekends. New Year's Eve (December 31) hours of operation for 2018 shall be 4pm to midnight.
2019/20	November 29, 2019 to January 5, 2020	Weekdays and weekends except for the following event closure dates: 2019/2020 – Closed on December 2, 3, 9, 10, 16, 17 and 25.	Opening between 4pm to 6pm and closing between 9pm to 10pm on weekdays and weekends. New Year's Eve (December 31) hours of operation for 2019 shall be 4pm to midnight.

Richmond Night Market 2017 Neighbourhood Consultation

	Street Name	Unit/Building	Contact Person	Phone No.	Comments	Issues	No Issues
1	Beckwith Rd	8651	Sako.	604-724-7665	perfect.		✓
2	Beckwith Rd	8711 #180	Peter	604-244-9292	NO		✓
3	Beckwith Rd	8731	Garry	778-388-3138	NO ISSUES. Very happy about the event.		✓
4	Beckwith Rd	8791	Mark Lowe	604-316-6793	NO		✓
5	Beckwith Rd	8811	Arne Kaufman	604-270-7593	NO CONCERNS. REQUESTS PARKING SIGN		✓
6	Beckwith Rd	8851 #110	Francis Tchao	604-722-6691	NO. REQUESTS PARKING SIGN X2		✓
7	Beckwith Rd	8851 #120			Under Construction		
8	Beckwith Rd	8851 #130			Not open		
9	Beckwith Rd	8851 #140			Owner is not here		
10	Beckwith Rd	8851 #150			Not open		
11	Beckwith Rd	8851 #160			Owner is not here.		
12	Beckwith Rd	8911 #110	Maritza Che	604-235-0918	Very Supportive		✓
13	Beckwith Rd	8911 #120	Jimmy	778-829-2809	NO Comments. Very happy about the event.		✓
14	Beckwith Rd	8911 #200	Patrick	604-207-2251	No Comments		✓
15	Beckwith Rd	8911 #230	Anna	604-270-8384	NO Comments.		✓
16	Beckwith Rd	8931	Yoshi	604-278-4289	NO. REQUESTS PARKING SIGN		✓
17	Beckwith Rd	8971	Sally	604-961-6090	Owner is not here, but the staff is very happy.		✓
18	Beckwith Rd Smith Rd	2651			Owner is not here.		
19	Smith Rd	2611			Owner is not here.		
20	Smith St	2751	Danny	604-270-9608	no issues and very happy		✓

Richmond Night Market 2017 Neighbourhood Consultation

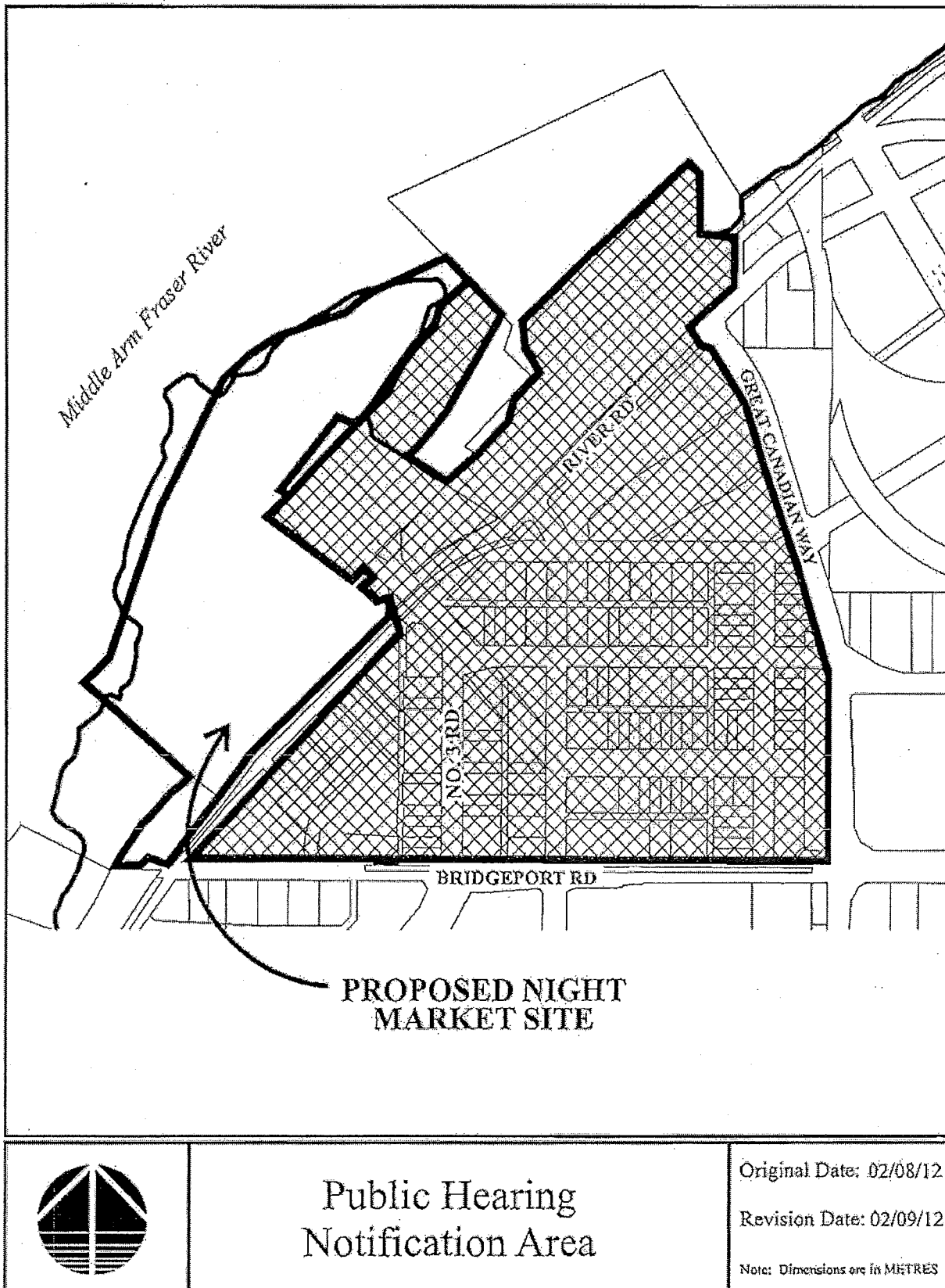
	Street Name	Unit/Building	Contact Person	Phone No.	Comments	Issues	No Issues
21	Smith St.	2571	Jane	604-276-8662	no comments		✓
22	Smith St.	2640			Owner is not home		
23	Smith St.	2660			Owner is not home		
24	Smith St.	2680					
25	Smith St.	2720	Dominique David	604-276-8231	no comments		✓
26	Smith St.	2800	David	604-278-1936	NO.		✓
27	Smith St.	2800 #101	Angela	778-889-7669	very happy about the event. Request parking sign		✓
28	Douglas St.	9011			Owner is not here.		
29	Douglas St.	8945			not open		
30	Douglas St.	8991			no access		
31	Smith St.	2731			not open		
32	Smith St.	2711			not open		
33	Smith St.	2691			not open		
34	Beckwith Rd.	8960			not open		
35	Beckwith Rd.	8888			Owner is not here.		
36	Beckwith Rd.	8860			not open		
37	Beckwith Rd.	8840			not open.		
38	Beckwith Rd.	8740 #110			Owner is not here		
39	Beckwith Rd.	8740 #120			not open		
40	Beckwith Rd.	8740 #130	Matthew	604-618-6613	very supportive		✓

Richmond Night Market 2017 Neighbourhood Consultation

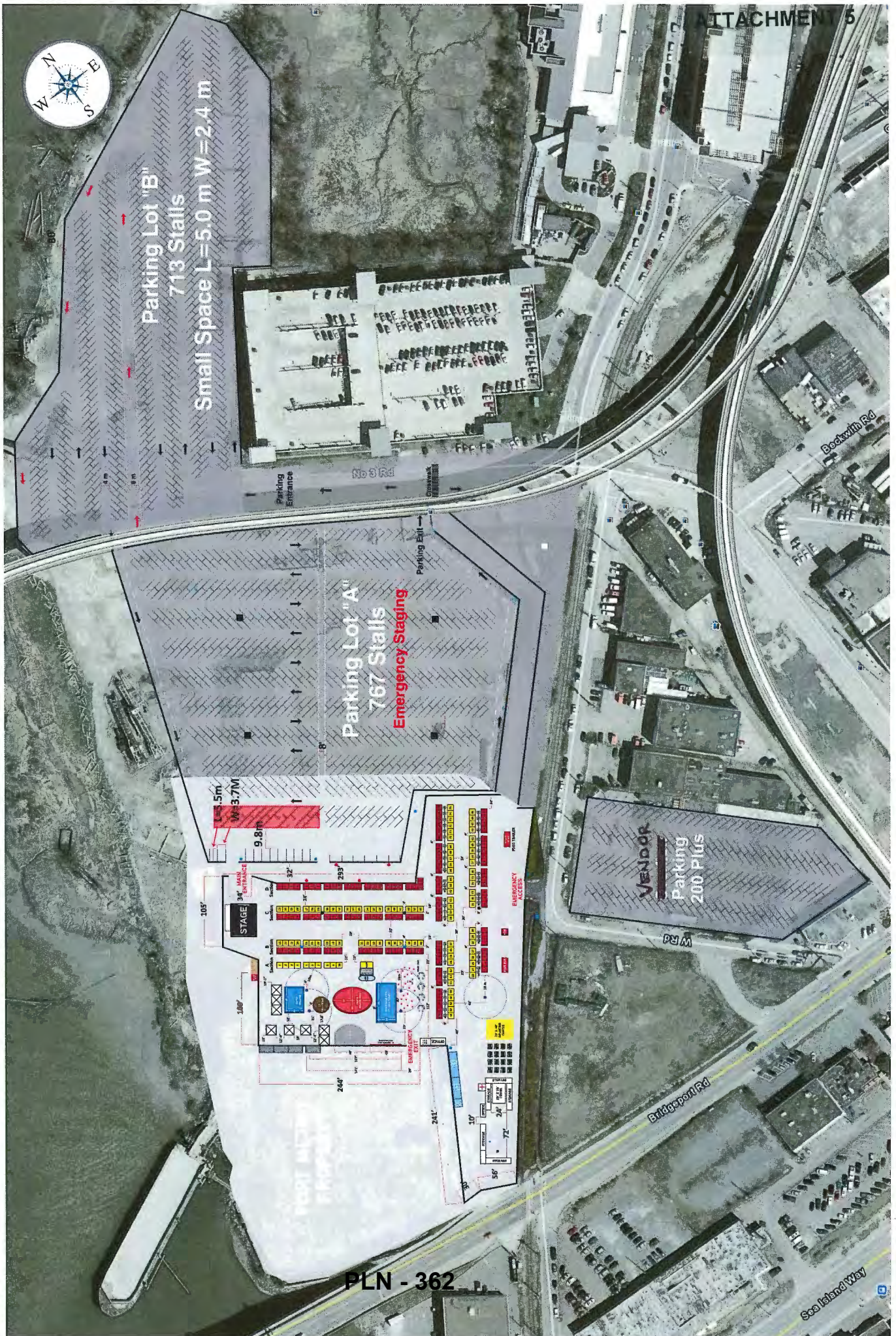
	Street Name	Unit/Building	Contact Person	Phone No.	Comments	Issues	No Issues
41							
42	RIVER RD	8580	Stephanie	604 345 9394	N/A		✓
43	NO. 3	2651 A	Kevin	604 278 5232	N/A		✓
44	NO. 3	2651 B	Peel Lee	604 270 7123	No concerns or issues		✓
45	NO. 3	2651			closed		
46	NO. 3	2780			closed		
47	NO. 3	2700	Ross	604 273 2766	N/A		✓
48	NO. 3	2800			closed		
49	NO. 3	2800	Carmen		N/A (Houston)		✓
50	NO. 3	2820	Raj	604 278 1701	N/A		✓
51	NO. 3	2840	Dan	604 278 1018	Not concerned - all good		✓
52	NO. 3	2980			closed		
53	Bridgeport	175	Ben	604 340 7744			✓
54	Bridgeport	150			closed		
55	Bridgeport	125			closed		
56	Saxsmith	2840	Susie	604 207 8000	Request No Days Inn - parking signs		✓
57	Bridgeport	8811	Tammy	604 232 5505	Hampton Inn - intersection		✓
58	Bridgeport	8071	Discount	604 370 2277	No issues		✓
59	Smith	1	Steve	604 278 6256	N/A		✓
60	Smith	4	Harold	604 272 7040	Request No Parking signs		✓

Richmond Night Market 2017 Neighbourhood Consultation

	Street Name	Unit/Building	Contact Person	Phone No.	Comments	Issues	No Issues
61	Smith	8	Clarence	604 278 4142	N/A		✓
62	Smith	9	Alex	604 270 7740	N/A		✓
63	Douglas	8940			closed		
64	Douglas	150A			closed		
65	Douglas	140-8711			closed		
66	Douglas	128-130 8771			closed		
67	Douglas	120-8771			closed		
68	Douglas	110-8771	Betty	604 363 1195	N/A		
69	Beckwith	8820			closed		
70	River Road	8560	Nancy Davies	604 244 1106	Happy about the upcoming year		✓
71	River Road	8540	Thomas	604 273 7112	Supportive - no issues		✓
72	River Road	8520	Finlay	604 812 8833	N/A		✓
73	River Road	8500			closed		
74	River Road	8480			closed closed		
75							
76							
77							
78							
79							
80							



2018 RICHMOND NIGHT MARKET SITE PLAN







City of Richmond

Temporary Commercial Use Permit

No. TU 17-764698

To the Holder: Firework Productions Ltd.
Sanhurgon Investment Ltd., Inc. No. BC908774

Property Address: 8351 River Road, Duck Island (Lot 87 Except Part on Plan 70252,
District Lot 478 Group 1 and Section 21 Block 5 North Range 6
West Plan 34592)

Address: C/O Mr. Raymond Cheung
3063 – 8700 McKim Way
Richmond, BC V6X 4A5

1. This Temporary Commercial Use Permit is issued subject to compliance with all of the Bylaws of the City applicable thereto, except as specifically varied or supplemented by this Permit.
2. This Temporary Commercial Use Permit is issued subject to compliance with all the items outlined on the attached Schedule "A" to this permit.
3. Should the Holder fail to adhere and comply with all the terms and conditions outlined in Schedule "A", the Temporary Commercial Use Permit Shall be void and no longer considered valid for the subject site.
4. This Temporary Commercial Use Permit applies to and only to those lands shown cross-hatched on the attached Schedule "B" to this permit.
5. The subject property may be used for the following temporary commercial uses:

A summer market event on the following dates:

- May 11, 2018 to October 28, 2018 inclusive (as outlined in the attached Schedule "C" to this permit);
- May 10, 2019 to October 27, 2019 inclusive (as outlined in the attached Schedule "C" to this permit); and
- May 8, 2020 to October 31, 2020 inclusive (as outlined in the attached Schedule "C" to this permit).

The summer market event dates and hours of operation shall be in accordance with the attached Schedule "C" to this permit.

The summer market event shall be in general accordance with the site plan as outlined in Schedule "D" to this permit and the terms and conditions outlined in Schedule "A".

To the Holder: Firework Productions Ltd.
Sanhurgon Investment Ltd., Inc. No. BC908774

Property Address: 8351 River Road, Duck Island (Lot 87 Except Part on Plan 70252,
District Lot 478 Group 1 and Section 21 Block 5 North Range 6
West Plan 34592)

Address: C/O Mr. Raymond Cheung
3063 – 8700 McKim Way
Richmond, BC V6X 4A5

A winter festival event on the following dates:

- December 1, 2017 to January 7, 2018 inclusive (as outlined in the attached Schedule "E" to this permit);
- November 23, 2018 to January 6, 2019 inclusive (as outlined in the attached Schedule "E" to this permit); and
- November 29, 2019 to January 5, 2020 inclusive (as outlined in the attached Schedule "E" to this permit).

The winter festival event dates and hours of operation shall be in accordance with the attached Schedule "E" to this permit.

The winter festival event shall be in general accordance with the site plan as outlined in Schedule "F" to this permit and the terms and conditions outlined in Schedule "A".

6. Any temporary buildings, structures and signs shall be demolished or removed and the site and adjacent roads shall be maintained and restored to a condition satisfactory to the City of Richmond, upon the expiration of this permit or cessation of the use, whichever is sooner.
7. As a condition of the issuance of this Permit, Council is holding the security set out below to ensure that development is carried out in accordance with the terms and conditions of this Permit. Should any interest be earned upon the security, it shall accrue to the Holder if the security is returned. The condition of the posting of the security is that should the Holder fail to carry out the development hereby authorized, according to the terms and conditions of this Permit within the time provided, the City may use the security to carry out the work by its servants, agents or contractors, and any surplus shall be paid over to the Holder, or should the Holder carry out the temporary commercial use permitted by this permit within the time set out herein and comply with all the undertakings given in Schedule "A" attached hereto, the security shall be returned to the Holder.

Winter Festival Event

- A cash security (or acceptable letter of credit) in the amount of \$102,000 must be submitted prior to September 1, 2017 for the purposes of operating a winter festival event during the specified dates set out in Schedule "E" in 2017/18.

To the Holder: Firework Productions Ltd.
Sanhurgon Investment Ltd., Inc. No. BC908774

Property Address: 8351 River Road, Duck Island (Lot 87 Except Part on Plan 70252,
District Lot 478 Group 1 and Section 21 Block 5 North Range 6
West Plan 34592)

Address: C/O Mr. Raymond Cheung
3063 – 8700 McKim Way
Richmond, BC V6X 4A5

- A cash security (or acceptable letter of credit) in the amount of \$114,000 must be submitted prior to October 23, 2018 for the purposes of operating a winter festival event during the specified dates set out in Schedule "E" in 2018/19.
- A cash security (or acceptable letter of credit) in the amount of \$102,000 must be submitted prior to October 29, 2019 for the purposes of operating a winter festival event during the specified dates set out in Schedule "E" in 2019/20.

Summer Event

- A cash security (or acceptable letter of credit) in the amount of \$200,000 must be submitted prior to April 11, 2018 for the purposes of operating a summer event during the specified dates set out in Schedule "C" in 2018.
 - A cash security (or acceptable letter of credit) in the amount of \$200,000 must be submitted prior to April 10, 2019 for the purposes of operating a summer event during the specified dates set out in Schedule "C" in 2019.
 - A cash security (or acceptable letter of credit) in the amount of \$200,000 must be submitted prior to April 8, 2020 for the purposes of operating a summer event during the specified dates set out in Schedule "C" in 2020.
8. Should the Holder fail to provide the cash security by the dates specified in this permit, the Temporary Commercial Use Permit shall be void and no longer considered valid for the subject site.
 9. The land described herein shall be developed generally in accordance with the terms and conditions and provisions of this Permit and any plans and specifications attached to this Permit which shall form a part hereof.
 10. Monies outstanding and owed by the Holder to the City of Richmond for costs associated with the temporary commercial uses allowed in this permit must be paid in full by the following dates:

Winter Festival Event

- All monies outstanding from the 2017/18 event must be paid in full prior to October 23, 2018.
- All monies outstanding from the 2018/19 event must be paid in full prior to October 29, 2019.

To the Holder: Firework Productions Ltd.
Sanhurgon Investment Ltd., Inc. No. BC908774

Property Address: 8351 River Road, Duck Island (Lot 87 Except Part on Plan 70252,
District Lot 478 Group 1 and Section 21 Block 5 North Range 6
West Plan 34592)

Address: C/O Mr. Raymond Cheung
3063 – 8700 McKim Way
Richmond, BC V6X 4A5

Summer Event

- All monies outstanding from the 2018 event must be paid in full prior to April 10, 2019.
- All monies outstanding from the 2019 event must be paid in full prior to April 8, 2020.

Should the Holder fail to provide any outstanding monies by the date specified in this permit, the Temporary Commercial Use Permit shall be void and no longer considered valid for the subject site.

11. This Temporary Commercial Use Permit is effective on November 1, 2017 and is valid for the dates specified in Schedule "C" and Schedule "E" for 2017, 2018, 2019 and 2020 only.

This Permit is not a Building Permit.

AUTHORIZING RESOLUTION NO.
DAY OF

ISSUED BY THE COUNCIL THE

EFFECTIVE ON

DELIVERED THIS DAY OF

MAYOR

CORPORATE OFFICER

Schedule "A"

In consideration of the City of Richmond issuing a Temporary Commercial Use Permit (TCUP) for the purposes of operating summer and winter festival event over a 3 year period from 2017 to 2020 on the subject site, the event organizer (Firework Productions Ltd. c/o Raymond Cheung) acknowledges and agrees to the following terms and conditions:

Traffic Management Plan (TMP)

- Traffic control and operations during the event is to be in accordance with the TMP developed for the summer and winter events and approved by the City's Transportation Division. The Traffic Management Plan must be developed by a professional Traffic Control Company at the sole cost of the event organizer
- Operation of the TMP is to be undertaken by a professional Traffic Control Company with the appropriate trained and certified staff. Costs associated with operations and running of the TMP is the responsibility of the event organizer.
- The TMP is to be monitored by the City's Transportation Division in consultation with on-site RCMP and Community Bylaws staff and is subject to revision and changes (i.e., alteration of the plan; additional Traffic Control staff) should the need arise.
- Approval of the TMP, including any necessary revisions, is at the sole discretion of Transportation Division staff.
- Posting of signage and erection of barricades and road markings will be undertaken based on the TMP and is to be at the cost of the event organizer.
- The Event organizer is required to implement a marketing and promotion strategy that encourages event patrons to take public transit to the event.

Off-Street Parking – Summer Event

Parking provisions for the summer event is as follows:

- 1,480 parking stalls location on Duck Island. All off-street parking stalls on the event site are required to be free.
- Off-site vendor parking to accommodate 200 stalls on properties located on West Road and secured via lease for the event organizer for the 2018, 2019 and 2020 event (Note: In the event that the above described off-site parking secured for vendors is no longer in place or available, a suitable contingency plan will need to be developed by the applicant to the satisfaction of Transportation staff).
 - Prior to the start of the summer event season and in conjunction with the City approval of the TMP, the event organizer is required to provide confirmation of their lease agreement to secure the stalls on West Road for vendor parking.

Off-Street Parking – Winter Event

Parking provisions for the summer event is as follows:

- 1,480 parking stalls location on Duck Island. All off-street parking stalls on the event site are required to be free.

Traffic Impact Assessment Recommendations

The summer and winter events are required to comply with the Traffic Impact Assessment (TIA) recommendations (from the report dated July 12, 2017 from Binnie) as follows:

- Increase maintenance of the gravel parking lot to minimize the formation of potholes and puddles.
- Ensure pedestrians paths to and from nearby transit hubs are generally free of ice and snow.
- Ensure adequate lighting is provided along the designated pedestrian pathways within the parking lot to highlight potential conflict areas between pedestrians and vehicular traffic.

City of Richmond and RCMP Staffing

- A minimum of 2 RCMP members must be in attendance for each day of operation for the summer and winter event is being held during the hours of operation for the purposes of providing a police presence and overseeing the TMP and general event operations (Note: Implementation and operation of the TMP is required to be undertaken by a professional traffic control company with appropriate trained and certified staff).
- Six (6) hours of dedicated patrol by Community Bylaw Enforcement Officers is required for each day of operation for the summer and winter event with scheduling at the discretion of Community Bylaws.
- Attendance by Transportation Department staff to monitor and oversee the operations of the event and TMP.
- All costs for RCMP members and City staffing at the applicable overtime rates is the responsibility of the event organizers.

Implementation of Works on City Property

- Any works on City property is required as a result of the summer and winter event must comply with the following requirements:
 - Works include, but are not limited to construction of asphalt walkways, temporary pedestrian crosswalks and a secondary emergency access to the market event area. Works also include any required upgrades and maintenance to existing works
 - Design for works to be undertaken by the appropriate professional and approved by the City.
 - Construction of works to be undertaken through a City Work Order or other appropriate process prior to issuance of the building permit(s) and/or on-site servicing permit for the night market event.
 - All costs associated with the design, construction, maintenance and removal (if required) of works is the responsibility of the event organizer.
 - Enter into the appropriate agreements where necessary for the above referenced works prior to issuance of the building permit(s) and/or on-site servicing permit for the night market event.

Required Approvals from External Agencies

Review and approval (if necessary) from the following external agencies is required prior to operating a night market event on the subject site:

- Approval from the Provincial Diking Authority for the existing emergency access ramp structure (including any required revisions/maintenance) located over the existing dike statutory right-of-way.

- Ministry of Transportation and Infrastructure (MOTI) review of traffic control provisions identified in the TMP for intersections under MOTI jurisdiction.
- Approval of the summer and winter event site plan by BC Hydro, including any revisions to the summer and winter event site plan over the duration of the TCUP.
- Summer and winter event site lighting, illumination and seasonal outdoor lighting displays (associated with the winter festival) is subject to review and approval (where necessary) by the appropriate agencies (Transport Canada, Nav Canada, YVR) to ensure safe flight operations at the airport (YVR) at all times.
 - Note: The event organizer has confirmed that lighting displays will not include any upward oriented or directed lighting and will not include any lighting/emissions from lasers.

Flood Construction Level (FCL) Requirements

- All buildings and structures on the subject site must be temporary and cannot be utilized year round.
- If these criteria are met, temporary buildings and structures are not required to comply with the minimum FCL of 4.35 m.
- Buildings and structures that do not meet these criteria are required to be constructed at a minimum FCL of 4.35 m.

Required Permits/Licenses from the City of Richmond and Stakeholders

- Building permits and on-site servicing permits for any buildings, structures, services, service connections, including any changes to on-site servicing infrastructure.
 - The event organizer is required obtain building permits for any structures/buildings on the subject site and supporting site services (i.e., plumbing service for the food vendors), including submission and approval of any consultant reports related to the permit application.
- Business Licenses for all commercial/food vendors to operate at the summer and winter event (including the event operator).
- Vancouver Coastal Health (VCH) permits and licenses for the overall food court area and all food and beverage vendors to operate at the summer and winter event, including inspection approval by VCH staff.

Richmond Fire Rescue (RFR) Requirements

- Implementation of an emergency response route and access location to the summer and winter event market area to the satisfaction of RFR. This response route is required to remain clear and unimpeded at all times to facilitate access for emergency vehicles, personnel and equipment.
- Implementation of a dedicated approved emergency response route for RFR truck access and turnaround to facilitate access to the proposed parking lot "B" as shown in the event site plan attached as **Schedule "D"** to the TCUP. This fire access lane is required to be designed to support the expected loads imposed by firefighting equipment to permit accessibility under all climatic conditions.
- Submission and approval of a Fire Safety Plan (prepared by the appropriate professional consultant) to RFR for the summer and winter event on a yearly basis.

- The event organizer and each applicable food vendor at the summer and winter event is required to comply with the Richmond Fire Rescue General Fire Safety Requirements for Food Vendor Including Mobile Food Trucks (**Schedule “G”**).

Summer and Winter Event Site Plan

- Implementation of the summer and winter event in general accordance to the night market site plan as shown in the TCUP report and attached as **Schedule “D”** and **Schedule “F”** to the TCUP.
- Amendments to the summer or winter event site plan can be considered so long as they generally comply with the TCUP and associated terms and conditions and must be reviewed and approved by appropriate City staff and other external agencies/stakeholders (as deemed necessary). Any changes to the summer and/or winter event site plan approved by the City of Richmond will be considered the approved site attached to and forming part of the TCUP.
- The number of vendors allowed in this TCUP is:
 - Up to 150 commercial/retail vendors and up to 120 food vendors for the summer event; and
 - Up to 70 commercial/retail vendors and up to 60 food vendors for the winter event.
 - The event organizer is required obtain building permits for any structures/buildings on the subject site and supporting site services (i.e., plumbing service for the food vendors), including submission and approval of any consultant reports related to the permit application.
- Related accessory entertainment activities and displays that are ancillary to the summer and winter event are permitted.
- The event organizer is responsible for addressing any accumulation of ponded water (and frozen ponded water) arising from weather events to ensure the summer and winter event and on-site parking functions effectively and does not pose a safety hazard to people on the subject site.

Summer and Winter Event Operations

- The event organizer is required to provide dedicated event security, parking lot patrollers, event liaison staff and certified first aid staff.
- The event organizer is responsible for providing adequate means of communication amongst event staffing, security, first aid, traffic control personnel, RCMP members and Community Bylaw Officers.
- Garbage and Litter Management Plan – Clean up and litter removal before, during and after the summer and winter event each night of operation. Clean-up and litter removal is to be conducted by the event organizers and is to include the subject property as well as surrounding areas impacted by the summer and winter events. The plan is also required to include placement of garbage receptacles off-site along heavily travelled pedestrian routes to be put out before event opening and collected after event closing.

Product Anti-Counterfeiting Strategy

The event organizer is responsible for implementing the following action items as part of their anti-counterfeiting strategy:

- Liaise with agencies involved with intellectual property rights (Canadian Anti-Counterfeiting Network – CACN) to develop and communicate their strategy.
- Include specific provisions in vendor contracts that prohibit retailing of counterfeit, pirated and other illegal products with clauses on vendor booth termination and removal from the event and product seizure and turnover to the RCMP or Intellectual Property representatives if illegal goods are found.
- Partner with RCMP and Intellectual Property representatives to undertake education with vendor booth operators to ensure they are aware of the counterfeit good restrictions and related consequences (i.e., vendor booth contract termination).
- Have dedicated, trained market event staff to inspect and monitor retailers to ensure no counterfeit or pirated products are being sold.

Summer and Winter Event Cancellation Procedure

- In the event of a summer and/or winter event closure on any identified operational day, event organizers are responsible for notifying appropriate City staff and RCMP members a minimum of 24 hours prior to the start of the event. Should event cancellation notification be within the 24 hour time period, staffing costs will be incurred based on minimum call out times.
- The event organizer is responsible for notifying all vendors of any event cancellation.
- The event organizer is responsible for notifying the City and any related stakeholders (i.e., RCMP, VCH) if they decide to close early prior to the last dates permitted and identified in TCUP and attached **Schedule “C”** and **Schedule “E”** for the summer and/or winter event.
- The event organizer is responsible for notifying the City and any related stakeholders (i.e., RCMP, VCH) if they decide to cancel either a summer and/or winter event during the term of this TCUP.

Operational Bond Requirements

- The event organizer is required to submit an operational security bond to the City in accordance with the terms and conditions identified in the TCUP.
- The operation security bond is required to cover City costs and expenses as a result of the summer and winter event, which includes a contingency fund applicable to the winter event only to address any issues arising during event operations.
- The event organizer is required to pay for additional City costs, in the event that costs exceed the amount submitted in the operational bond.

General Provisions

- The City has an existing noise bylaw (Noise Regulation Bylaw 8856) that applies to the subject site and summer and winter events permitted in the TCUP. It is the responsibility of the event organizer to ensure compliance with this bylaw, including responding to and resolving any noise related complaints related to the summer and winter events to the satisfaction of City and Vancouver Coastal Health staff.

- The event organizer is responsible for providing to the City a copy of the “Certificate of Insurance” a minimum of 2 weeks prior to the opening day of the summer and/or winter event on an annual basis. The “Certificate of Insurance” must include the following:
 - Minimum limit of \$5,000,000 coverage against third party bodily injury and property damage losses.
 - Cross liability clause.
 - The City of Richmond being listed as additional insured for liability.
 - Applicable dates of insurance coverage to ensure coverage is consistent with summer and winter event dates of operation.
- At the conclusion of each event operation day, any road modifications (temporary signage, barriers, cones) associated with the TMP must be removed and original road conditions restored to the satisfaction of the Transportation Division staff.
- Upon expiration of this permit or cessation of the permitted use, whichever is sooner, the following shall be completed:
 - The property described in **Schedule “B”** shall be restored to its original condition.
 - Adjacent roads shall be maintained and restored to a condition satisfactory to the City of Richmond.

Undertaking

- In consideration of the City of Richmond issuing the Temporary Commercial Use Permit, we the undersigned hereby agree to comply with all the provisions, requirements and terms and conditions identified in the Temporary Commercial Use Permit and attached Schedules.
- In consideration of the City of Richmond issuing the Temporary Commercial Use Permit, we the undersigned hereby agree to demolish or remove any temporary buildings, structures and signs; to restore the land described in **Schedule “B”**; and to maintain and restore adjacent roads, to a condition satisfactory to the City of Richmond upon the expiration of this Permit or cessation of the permitted use, whichever is sooner.

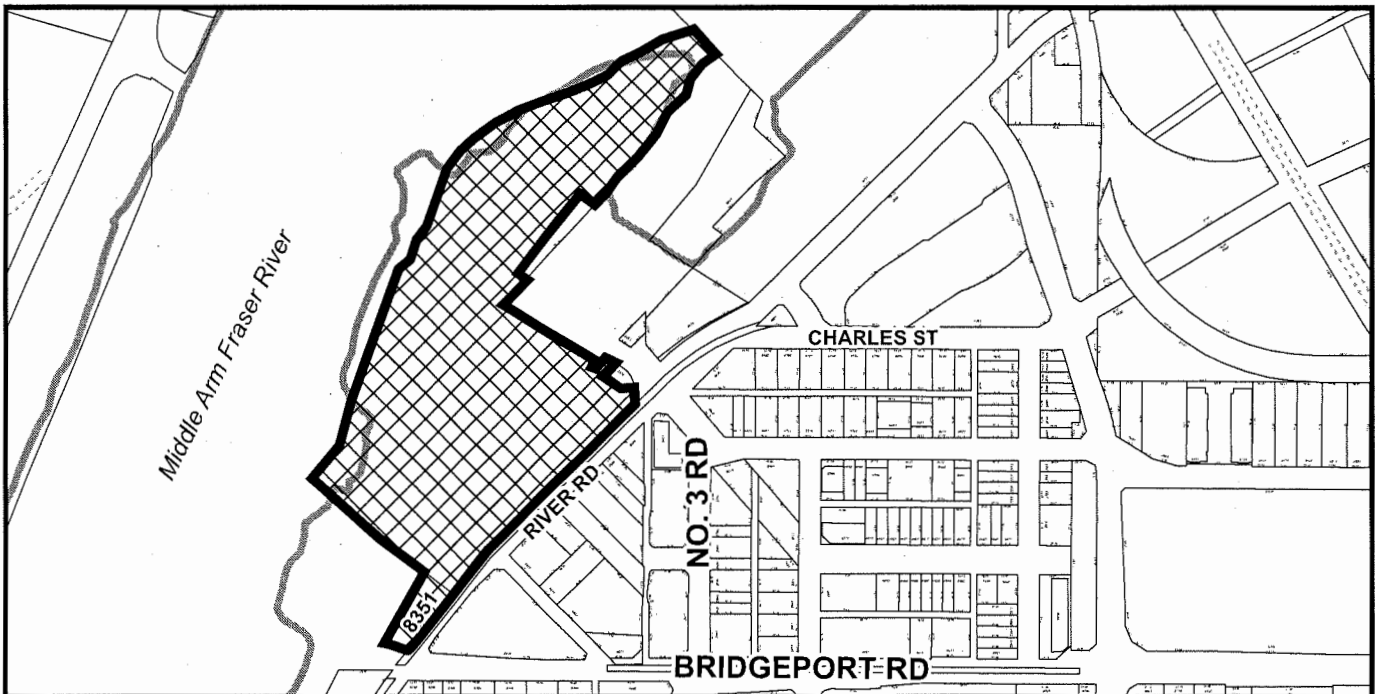
Firework Productions Ltd.
by its authorized signatory
(Signed copy on file)

Raymond Cheung
Firework Productions Ltd.

SCHEDULE "B"



City of
Richmond



TU 17-764698

Original Date: 02/27/17

Revision Date: 07/06/17

Note: Dimensions are in METRES

PLN - 374

Schedule "C"

Market Event Schedule of Dates for 2018 - Summer

Month	Day	Event Hours	Month	Day	Event Hours
May (10 Days)	11	7pm-12am	June (14 Days)	1	7pm-12am
	12	7pm-12am		2	7pm-12am
	13	7pm-11pm		3	7pm-11pm
	18	7pm-12am		8	7pm-12am
	19	7pm-12am		9	7pm-12am
	20	7pm-12am		10	7pm-11pm
	21	7pm-11pm		15	7pm-12am
	25	7pm-12am		16	7pm-12am
	26	7pm-12am		17	7pm-11pm
	27	7pm-11pm		22	7pm-12am
		23		7pm-12am	
		24		7pm-11pm	
		29		7pm-12am	
		30		7pm-12am	
July (14 Days)	1	7pm-12am	August (14 Days)	3	7pm-12am
	2	7pm-11pm		4	7pm-12am
	6	7pm-12am		5	7pm-12am
	7	7pm-12am		6	7pm-11pm
	8	7pm-11pm		10	7pm-12am
	13	7pm-12am		11	7pm-12am
	14	7pm-12am		12	7pm-11pm
	15	7pm-11pm		17	7pm-12am
	20	7pm-12am		18	7pm-12am
	21	7pm-12am		19	7pm-11pm
	22	7pm-11pm		24	7pm-12am
	27	7pm-12am		25	7pm-12am
	28	7pm-12am		26	7pm-11pm
	29	7pm-11pm		31	7pm-12am
September (15 days)	1	7pm-12am	October (13 Days)	5	7pm-12am
	2	7pm-12am		6	7pm-12am
	3	7pm-11pm		7	7pm-12am
	7	7pm-12am		8	7pm-11pm
	8	7pm-12am		12	7pm-12am
	9	7pm-11pm		13	7pm-12am
	14	7pm-12am		14	7pm-11pm
	15	7pm-12am		19	7pm-12am
	16	7pm-11pm		20	7pm-12am
	21	7pm-12am		21	7pm-11pm
	22	7pm-12am		26	7pm-12am
	23	7pm-11pm		27	7pm-12am
	28	7pm-12am		28	7pm-11pm
	29	7pm-12am			
	30	7pm-11pm			
Total Number of Event Operation Days - 80					

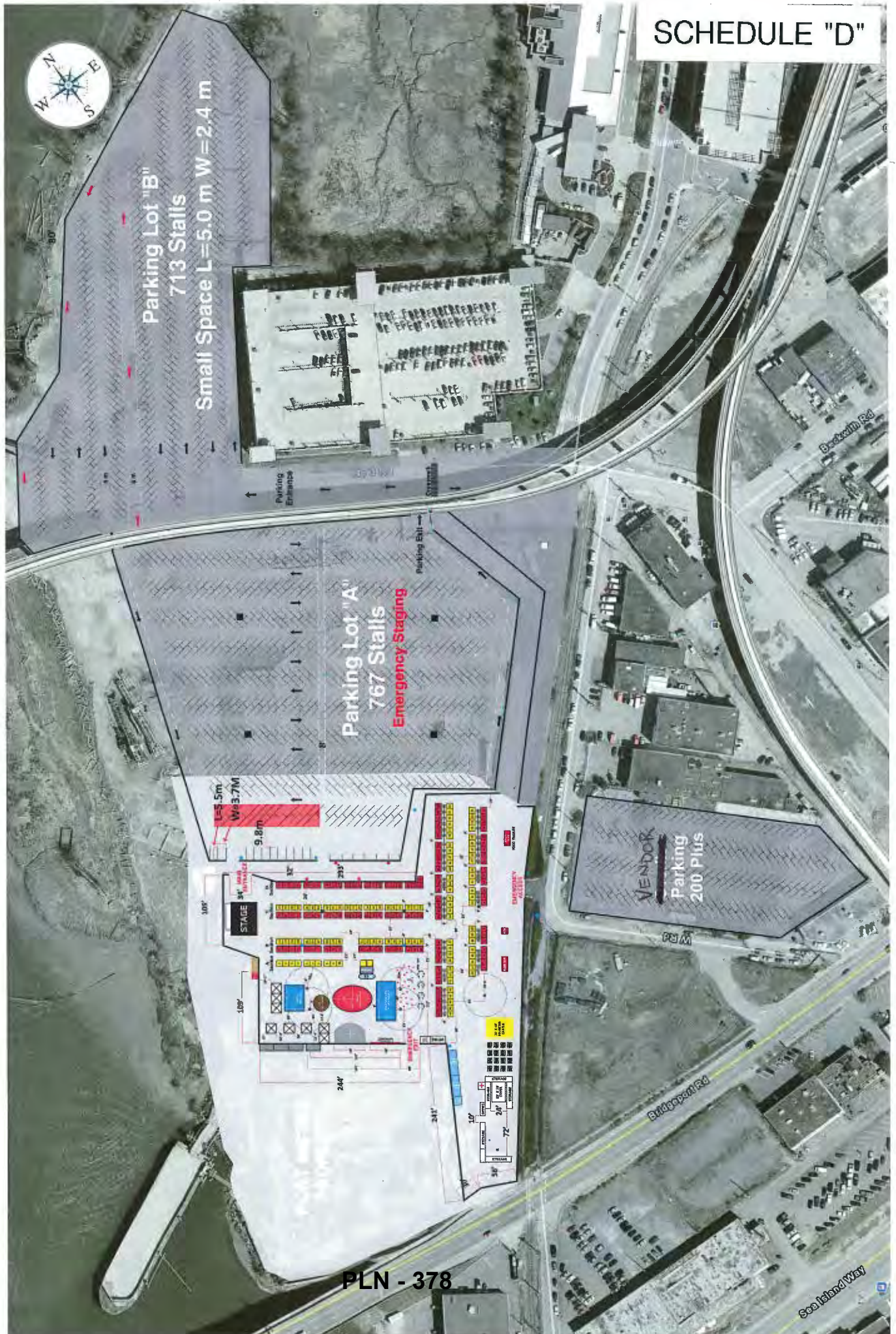
Market Event Schedule of Dates for 2019 - Summer

Month	Day	Event Hours	Month	Day	Event Hours
May (11 Days)	10	7pm-12am	June (14 Days)	1	7pm-12am
	11	7pm-12am		2	7pm-11pm
	12	7pm-11pm		7	7pm-12am
	17	7pm-12am		8	7pm-12am
	18	7pm-12am		9	7pm-11pm
	19	7pm-12am		14	7pm-12am
	20	7pm-11pm		15	7pm-12am
	24	7pm-12am		16	7pm-11pm
	25	7pm-12am		21	7pm-12am
	26	7pm-11pm		22	7pm-12am
	31	7pm-12am		23	7pm-11pm
		28		7pm-12am	
		29		7pm-12am	
		30		7pm-12am	
July (13 Days)	1	7pm-11pm	August (15 Days)	2	7pm-12am
	5	7pm-12am		3	7pm-12am
	6	7pm-12am		4	7pm-12am
	7	7pm-11pm		5	7pm-11pm
	12	7pm-12am		9	7pm-12am
	13	7pm-12am		10	7pm-12am
	14	7pm-11pm		11	7pm-11pm
	19	7pm-12am		16	7pm-12am
	20	7pm-12am		17	7pm-12am
	21	7pm-11pm		18	7pm-11pm
	26	7pm-12am		23	7pm-12am
	27	7pm-12am		24	7pm-12am
	28	7pm-11pm		25	7pm-11pm
		30		7pm-12am	
		31		7pm-12am	
September (14 days)	1	7pm-12am	October (13 Days)	4	7pm-12am
	2	7pm-11pm		5	7pm-12am
	6	7pm-12am		6	7pm-11pm
	7	7pm-12am		11	7pm-12am
	8	7pm-11pm		12	7pm-12am
	13	7pm-12am		13	7pm-12am
	14	7pm-12am		14	7pm-11pm
	15	7pm-11pm		18	7pm-12am
	20	7pm-12am		19	7pm-12am
	21	7pm-12am		20	7pm-11pm
	22	7pm-11pm		25	7pm-12am
	27	7pm-12am		26	7pm-12am
	28	7pm-12am		27	7pm-11pm
	29	7pm-11pm			
Total Number of Event Operation Days - 80					

Market Event Schedule of Dates for 2020 - Summer

Month	Day	Event Hours	Month	Day	Event Hours
May (13 Days)	8	7pm-12am	June (12 Days)	5	7pm-12am
	9	7pm-12am		6	7pm-12am
	10	7pm-11pm		7	7pm-11pm
	15	7pm-12am		12	7pm-12am
	16	7pm-12am		13	7pm-12am
	17	7pm-12am		14	7pm-11pm
	18	7pm-11pm		19	7pm-12am
	29	7pm-12am		20	7pm-12am
	30	7pm-12am		21	7pm-11pm
	31	7pm-11pm		26	7pm-12am
				27	7pm-12am
				28	7pm-11pm
July (13 Days)	3	7pm-12am	August (15 Days)	1	7pm-12am
	4	7pm-12am		2	7pm-12am
	5	7pm-11pm		3	7pm-11pm
	10	7pm-12am		7	7pm-12am
	11	7pm-12am		8	7pm-12am
	12	7pm-11pm		9	7pm-11pm
	17	7pm-12am		14	7pm-12am
	18	7pm-12am		15	7pm-12am
	19	7pm-11pm		16	7pm-11pm
	24	7pm-12am		21	7pm-12am
	25	7pm-12am		22	7pm-12am
	26	7pm-11pm		23	7pm-11pm
	31	7pm-12am		28	7pm-12am
		29	7pm-12am		
		30	7pm-11pm		
September (13 days)	4	7pm-12am	October (15 Days)	2	7pm-12am
	5	7pm-12am		3	7pm-12am
	6	7pm-12am		4	7pm-11pm
	7	7pm-11pm		9	7pm-12am
	11	7pm-12am		10	7pm-12am
	12	7pm-12am		11	7pm-12am
	13	7pm-11pm		12	7pm-11pm
	18	7pm-12am		16	7pm-12am
	19	7pm-12am		17	7pm-12am
	20	7pm-11pm		18	7pm-11pm
	25	7pm-12am		23	7pm-12am
	26	7pm-12am		24	7pm-12am
	27	7pm-11pm		25	7pm-11pm
		30	7pm-12am		
		31	7pm-12am		
Total Number of Event Operation Days - 81					

2018 RICHMOND NIGHT MARKET SITE PLAN



Schedule "E"

Winter Festival - 2017

Month	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
November 2017							
December 2017						1 st 6pm-10pm	2 nd 4pm-10pm
December 2017	3 rd 4pm-9pm	4 th CLOSED	5 th CLOSED	6 th 6pm-10pm	7 th 6pm-10pm	8 th 6pm-10pm	9 th 4pm-10pm
December 2017	10 th 4pm-9pm	11 th CLOSED	12 th CLOSED	13 th 6pm-10pm	14 th 6pm-10pm	15 th 6pm-10pm	16 th 4pm-10pm
December 2017	17 th 4pm-9pm	18 th CLOSED	19 th 4pm-9pm	20 th 4pm-9pm	21 st 4pm-9pm	22 nd 4pm-10pm	23 rd 4pm-10pm
December 2017	24 th 4pm-9pm	25 th CLOSED	26 th 4pm-9pm	27 th 4pm-9pm	28 th 4pm-9pm	29 th 4pm-10pm	30 th 4pm-10pm
January 2018	31 st 4pm-12am	1 st CLOSED	2 nd 6pm-10pm	3 rd 6pm-10pm	4 th 6pm-10pm	5 th 6pm-10pm	6 th 4pm-10pm
January 2018	7 th 4pm-9pm						

Total: 31 days

Winter Festival – 2018

Month	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
November 2018						23 rd 6pm-10pm	24 th 4pm-10pm
Nov/Dec 2018	Nov 25 th 4pm-9pm	Nov 26 th CLOSED	Nov 27 th CLOSED	Nov 28 th 6pm-10pm	Nov 29 th 6pm-10pm	Nov 30 th 6pm-10pm	Dec 1 st 4pm-10pm
December 2018	2 nd 4pm-9pm	3 rd CLOSED	4 th CLOSED	5 th 6pm-10pm	6 th 6pm-10pm	7 th 6pm-10pm	8 th 4pm-10pm
December 2018	9 th 4pm-9pm	10 th CLOSED	11 th CLOSED	12 th 6pm-10pm	13 th 6pm-10pm	14 th 6pm-10pm	15 th 4pm-10pm
December 2018	16 th 4pm-9pm	17 th CLOSED	18 th 4pm-9pm	19 th 4pm-9pm	20 th 4pm-9pm	21 st 4pm-10pm	22 nd 4pm-10pm
December 2018	23 rd 4pm-9pm	24 th 4pm-9pm	25 th CLOSED	26 th 4pm-9pm	27 th 4pm-9pm	28 th 4pm-10pm	29 th 4pm-10pm
January 2019	30 th 4pm-9pm	31 st 4pm-12am	1 st CLOSED	2 nd 6pm-10pm	3 rd 6pm-10pm	4 th 6pm-10pm	5 th 4pm-10pm
January 2019	6 th 4pm-9pm						

Total: 36 days

Winter Festival – 2019

Month	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
November 2019						29 th 6pm-10pm	30 th 4pm-10pm
December 2019	1 st 4pm-9pm	2 nd CLOSED	3 rd CLOSED	4 th 6pm-10pm	5 th 6pm-10pm	6 th 6pm-10pm	7 th 4pm-10pm
December 2019	8 th 4pm-9pm	9 th CLOSED	10 th CLOSED	11 th 6pm-10pm	12 th 6pm-10pm	13 th 6pm-10pm	14 th 4pm-10pm
December 2019	15 th 4pm-9pm	16 th CLOSED	17 th CLOSED	18 th 4pm-9pm	19 th 4pm-9pm	20 th 4pm-10pm	21 st 4pm-10pm
December 2019	22 nd 4pm-9pm	23 rd 4pm-9pm	24 th 4pm-9pm	25 th CLOSED	26 th 4pm-9pm	27 th 4pm-10pm	28 th 4pm-10pm
Dec 2019/ Jan 2020	29 th 4pm-9pm	30 th 4pm-9pm	31 st 4pm-12am	1 st 6pm-10pm	2 nd 6pm-10pm	3 rd 6pm-10pm	4 th 4pm-10pm
January 2020	5 th 4pm-9pm						

Total: 31 Days





Richmond Fire-Rescue General Fire Safety Requirements for Food Vendors Including Mobile Food Trucks

All vendors must meet requirements defined in NFPA 96* standards.

The following list outlines specific fire requirements for vendors and is provided to eliminate or reduce last minute delays to vendors applying for event approval.

1. All commercial cooking units (deep fryers, grills, etc) in trailers or trucks shall have an automatic suppression system (meeting ULC300) and at least one portable Class K wet chemical fire extinguisher.
2. All commercial deep fryers (no matter where they are located) are required to have a portable Class K wet chemical extinguisher.
3. Vendors using heating or cooking units shall provide for their own use at least one portable multi-purpose extinguisher (minimum 10 pound 4A-60B:C rated). Fire Extinguishers must be **visible, accessible**, and may not sit on the ground.
4. All commercial cooking units, other than approved self-contained units, require non-combustible hoods, filters, or trays for containing grease laden vapours—must have been cleaned and tagged by a certified Applied Science Technologist Technician (ASTT) or company within the past 6 months.
5. All Vendors and Mobile Food Trucks must have **BC Safety Authority Gas decal**
6. All Vendors and Mobile Food Trucks must have **BC Safety Authority Electrical decal**
7. All appliances are required to have appropriate certification and/or listing (e.g. CSA, ULC).
8. All tents and awnings with any heat sources and/or cooking units underneath must be fire treated and labelled to meet NFPA 705 (regardless of clearances - **no** exceptions).
9. All commercial cooking exhaust hoods must have required filters and trays installed at all times (mesh filters are not permitted). Tagged by a certified ASST within the past 6 months.
10. All extinguishers and automatic suppression systems must have current service completed by an ASTT, complete with stamped service tag.
11. Standalone stove or burners and self-contained cooking appliances shall be supported on an approved base or non-combustible surface and kept away from combustibles (do not place directly on the ground). No folding tables with oil cooking on top.
12. Propane cylinders and tanks shall be secured to a permanent surface to prevent tipping and located away from cooking and heat devices as per all applicable Gas Codes and Standards.
13. No unattached (spare) propane tanks are to be in the cooking area.
14. Temporary electrical power, generators, and any connections to vendors must be proper thickness, size and capacity (gauge) and properly rated (e.g. CSA, ULC), protected from weather and vehicle traffic and restricted from public access—do not use damaged power cords. **No household extension cords.**
15. Generators may require a noise cover or acceptable non-combustible housing depending on location. Combustible items may not be placed on generators in contact with hot surfaces (e.g. tarps).

* **National Fire Protection Association 96:** provides preventive and operative fire safety requirements intended to reduce the potential fire hazard of both public and private commercial cooking operations.

For further information or questions, please call Richmond Fire-Rescue at 604-278-5131, Monday to Friday, 8:15 a.m. to 5 p.m.

Information contained here is subject to change without notice.

Richmond Fire-Rescue's Mission is to protect and enhance the City's livability through
service excellence in prevention, education and emergency response.

PLN - 383



City of Richmond

Report to Committee Planning and Development Division

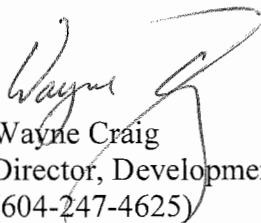
To: Planning Committee
From: Wayne Craig
Director, Development

Date: July 10, 2017
File: RZ 15-703334

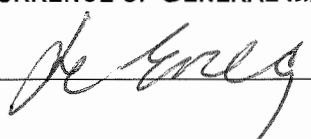
Re: Application by Yamamoto Architecture Inc. for Rezoning at 9511 and 9531 Williams Road from Single Detached (RS1/E) to Medium Density Townhouses (RTM2)

Staff Recommendation

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9740, to rezone 9511 and 9531 Williams Road from the "Single Detached (RS1/E)" zone to the "Medium Density Townhouses (RTM2)" zone, be introduced and given first reading.


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

Att. 6

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

Staff Report

Origin

Yamamoto Architecture Inc. has applied to the City of Richmond for permission to rezone 9511 and 9531 Williams Road (Attachment 1) from the “Single Detached (RS1/E)” zone to the “Medium Density Townhouses (RTM2)” zone in order to develop a seven-unit townhouse project. Vehicle access will be via the Statutory Right-of-Way for Public Passage over the internal drive aisle that is registered on the title of the adjacent property to the west at 9451 Williams Road. The subject site consists of two lots each of which currently contains one single-family dwelling that will be demolished.

Findings of Fact

A Development Application Data Sheet providing details about the development proposal is attached (Attachment 2).

Surrounding Development

Existing development immediately surrounding the subject site includes the following:

- To the North are single family dwellings on lots zoned “Single Detached (RS1/E)” on Ash Street.
- To the South are single family dwellings on lots zoned “Single Detached (RS1/E)” along Williams Road and South Arm Community Centre.
- To the East are single family dwellings on lots zoned “Compact Single Detached (RC/1)” and “Single Detached (RS1/E)”.
- To the West is a townhouse complex on a lot zoned “Medium Density Townhouses (RTM2)”.

Related Policies & Studies

Official Community Plan (OCP)

The OCP Bylaw 9000 land use designation for the subject site is “Neighbourhood Residential” where single-family, two-family, and multiple family housing are the principal uses. This development proposal is consistent with the land use designation.

Arterial Road Policy

On December 19, 2016, Council adopted the amended OCP Arterial Road Policy. Under the amended policy the subject site is designated as “Arterial Road Townhouse” in the OCP. The proposal is consistent with the Arterial Road Policy for the siting of townhouse developments.

Floodplain Management Implementation Strategy

The proposed development 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 adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 9731.

Public Consultation

A rezoning sign is installed on the subject property. No comments have been received to date as a result of the sign on the property.

Should the Planning Committee endorse this application and Council grant 1st reading to Richmond Zoning Bylaw 8500, Amendment Bylaw 9740, it will be forwarded to a Public Hearing, where area residents and other interested parties will have the opportunity to comment. Public notification for the Public Hearing will occur as per *Local Government Act* requirements.

Analysis**Built Form and Architectural Character**

The Arterial Road Policy specifies a typical density of 0.60 to 0.70 FAR (Floor Area Ratio) for townhouse developments along arterial roads, subject to location of a subject site within 800 m of a City Community Centre, and on corner lots with required frontage improvements on two or more streets. The proposal for seven townhouses with a density of 0.65 FAR has met the policy requirements through the provision of a functional road design (Attachment 3) that includes a 1.0 road dedication along Williams Road, a 4 m x 4 m curb cut dedication at the corner of Williams Road and Ash Street, and significant improvements along both the Williams and Ash frontages.

Conceptual development plans are contained in Attachment 4. The proposed seven (7) unit town housing complex will have two (2) buildings in total. Five (5) units front Williams Road in one (1) building and two (2) units are located in one (1) building at the rear of the subject site.

The rear building will have a setback of 4.5 m at ground level for 50 % of building face, 6.0 m for the remainder of the north facing elevation, and 6.0 m above the first storey. However, the proposed front yard setback is 4.5 m and there is a proposed projection of 0.9 m into the front setback for the columns of one-storey entry porches. The front entry porches will have no negative impact on the streetscape. At Development Permit stage, two variances – for the building face and single-storey front entry porches - from the regulations in the “Medium Density Townhouses (RTM2)” zone will be required because the minimum front yard setback is 6.0 m.

Existing Legal Encumbrances

A Statutory Right-of-Way for City access to underground utilities is registered on the subject site and located along the south property line. As identified in the rezoning conditions (Attachment 5) this must be removed and replaced with a new Statutory Right-of-Way for City access to the upgraded underground infrastructure.

Transportation and Site Access

Access to the development site will be provided along the Statutory Right-of-Way for Public Passage that is registered on the title of the adjacent property at 9451 Williams Road, and each garage door entry for the new development will be sited along the internal east-west drive aisle.

The rezoning conditions include requirements for a 1.0 m wide road dedication along the Williams Road frontage, a 4 m x 4m dedicated curb cut, and a functional road design that shows the improvements along Williams Road and Ash Street road widening and frontage improvements. Specifically, the applicant is required to widen the intersection of Ash Street at Williams Road, and to provide new widened sidewalk and grass/tree boulevards improvements along both the Ash Street and Williams Road frontages, as shown in the functional road design.

As per Richmond Zoning Bylaw 8500, the proposal requires a total of 16 parking spaces including 14 spaces for resident parking and two spaces for visitor parking. The proposal satisfies this requirement with a total of 14 spaces for residents in side-by-side arrangement. Resident parking stalls includes 12 standard spaces and 2 small sized spaces. Two visitor spaces are proposed. Registration of a legal agreement that prohibits conversion of tandem parking spaces into habitable area is included in the rezoning conditions.

The plan also includes a total of 12 resident bicycle parking spaces (Class 1) in individual garages and a visitor bicycle rack (Class 2) with four (4) spaces located within the outdoor amenity space, consistent with Richmond Zoning Bylaw 8500.

Tree Retention and Replacement

The applicant has submitted a Certified Arborist's Report that identifies on-site and off-site tree species, assesses tree structure and condition, and provides recommendations on tree retention and removal in relation to the proposed development. The Report assesses two (2) bylaw-sized trees on the subject property, two (2) trees on City property (Ash Street and Williams Road frontages), and two (2) trees located on adjacent properties (9971 Ash Street and 9451 Williams Road).

The City's Tree Preservation Coordinator and a City staff arborist have reviewed the Arborist's Report, and support the applicant's Arborist's findings with the following comments:

- Two (2) trees (tags #OS1, #OS2) on adjacent properties should be retained and protected with measures that comply with the City's Tree Protection Information Bulletin Tree-03.
- Two (2) trees (tag#4242, #4243) on the subject site should be retained and protected with measures that comply with the City's Tree Protection Information Bulletin Tree-03.
- Two (2) trees (tag #C1, #C2) within road areas should be retained and protected with measures that comply with the City's Tree Protection Information Bulletin Tree-03.

Tree Protection

A total of six (6) trees are to be retained and protected. The applicant has submitted a tree protection plan that shows the trees to be retained and the measures taken to protect them at

development stage (Attachment 6). To ensure that the trees identified for retention are protected in the construction phase, the applicant is required to complete the following items:

- Prior to final adoption of the rezoning bylaw, provide \$14,690 as security to ensure the protection of trees. This amount includes \$1,000 per tree for four trees on private lands, and a total of \$10,690 for two trees within City road ways.
- 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.

Variance Requested

The applicant is requesting two variances from the "Medium Density Townhouses (RTM2)" zone standard for minimum front yard setback:

- Reduction of minimum front yard setback from 6.0 m to 4.5 m.
- Projection of columns for single-storey front entry porches for a maximum of 0.9 m.

While the front yard setback is less than the required minimum 6.0 m in the "Medium Density Townhouses (RTM2)" Zone, this provides for a rear yard setback that is a good interface to the existing single family dwelling lot to the north, as envisioned in the OCP design guidelines for townhouse development on Arterial Roads. Both the proposed front and rear yard setbacks will be further considered and refined at Development Permit application review stage.

Affordable Housing Strategy

Consistent with the Affordable Housing Strategy, the applicant proposes to make a cash contribution to the Affordable Housing Reserve Fund. As the proposed development is grandfathered to the previous rate of \$4.00/per buildable ft², the contribution is \$40,356.

Townhouse Energy Efficiency and Renewable Energy

Consistent with the OCP energy policy for townhouse rezoning applications, the applicant has committed to design and build each townhouse unit so that it scores 82 or higher on the EnerGuide scale, and so that all units will meet the BC Solar Hot Water Ready Regulations.

Prior to adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 9731, the applicant is required to meet the complete the following as rezoning conditions:

- Registration on title of a restrictive covenant to secure the design and construction of all townhouse units in compliance with the Building Energy Report and to comply with BC Solar Hot Water Ready Regulations.
- Submit a Building Energy Report prepared by a Certified Energy Advisor that confirms the proposed design and construction will achieve EnerGuide 82, or higher, based on the energy performance of at least one unit built to building code minimum requirements including the unit with the poorest energy performance of all the proposed units.

Amenity Space

Consistent with the OCP and Council Policy 5041, the applicant will provide a cash-in-lieu contribution of \$7,000 (\$1,000/unit), prior to Council approval of Richmond Zoning Bylaw Amendment Bylaw 9740, in-lieu of the provision of the on-site indoor amenity space.

For individual outdoor amenity space, all seven (7) units would have a private yard. Four (4) of the units would have larger than required (30 m^2 or 333 ft^2) outdoor areas ranging from 50 m^2 (534 ft^2) to 126 m^2 ($1,356 \text{ ft}^2$) and three (3) units will have slightly less than standard amenity spaces (27 m^2 or 289 ft^2). However, all units will be located in close proximity to the large communal outdoor amenity space, and child play area.

Outdoor amenity space is proposed to be located in the northwest section of the subject site. In the preliminary plan, the proposed outdoor amenity space is 738 m^2 which exceeds the OCP minimum requirement of 6 m^2 per unit (42 m^2). Staff will continue to work with the applicant at the Development Permit application review stage to ensure the design of this outdoor amenity space will comply with all the applicable design guidelines in the OCP.

Site Servicing and Frontage Improvements

Prior to rezoning, the applicant must enter into a Servicing Agreement for the design and construction of servicing connections, upgrades and frontage improvements as outlined in the rezoning conditions. These works include, but are not limited, to: review of street lighting levels along the Williams Road and Ash Street frontages and upgrade to City standards; widened corner cut at the Ash Street and Williams Road intersection and widening of Ash Street for two (2) south-bound departure lanes and one (1) northbound receiving lane; widening of sidewalks and new curb, gutter and grass/tree boulevard improvements along the Ash Street and Williams Road frontages; and the removal of all the existing driveways from Williams Road.

Development Permit Application Considerations

A Development Permit application is required for the proposal to ensure consistence with the applicable OCP policies and design guidelines for townhouses.

Further refinements to architectural, landscape and urban design will be made as part of the Development Permit application review process including, but not limited to, the following:

- A detailed design of the outdoor amenity space.

- A detailed landscape design with trees, shrubs, plantings and hard surface treatments.
- Architectural expression, detailing and colour palette and exterior building materials.
- Features that incorporate Crime Prevention through Environmental Design (CPTED).

Interior plans must demonstrate that all of the relevant accessibility features are incorporated into the proposed Convertible Unit design and that aging-in-place (i.e. adaptable unit) features can be incorporated into all units.

Financial Impact or Economic Impact

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

Conclusion

This application is to rezone 9511 and 9531 Williams Road from the “Single Detached (RS1/E)” zone to the “Medium Density Townhouses (RTM2)” zone in order to permit the development of seven (7) townhouses.

The townhouse proposal is consistent with the OCP land use designation and is generally consistent with the OCP Arterial Road Policy for townhouses. The conceptual development plans attached are generally consistent with all applicable OCP design guidelines and will be further refined in the Development Permit application review process.

It is recommended that Richmond Zoning Bylaw 8500, Amendment Bylaw 9740, be introduced and given first reading.

Helen Cain

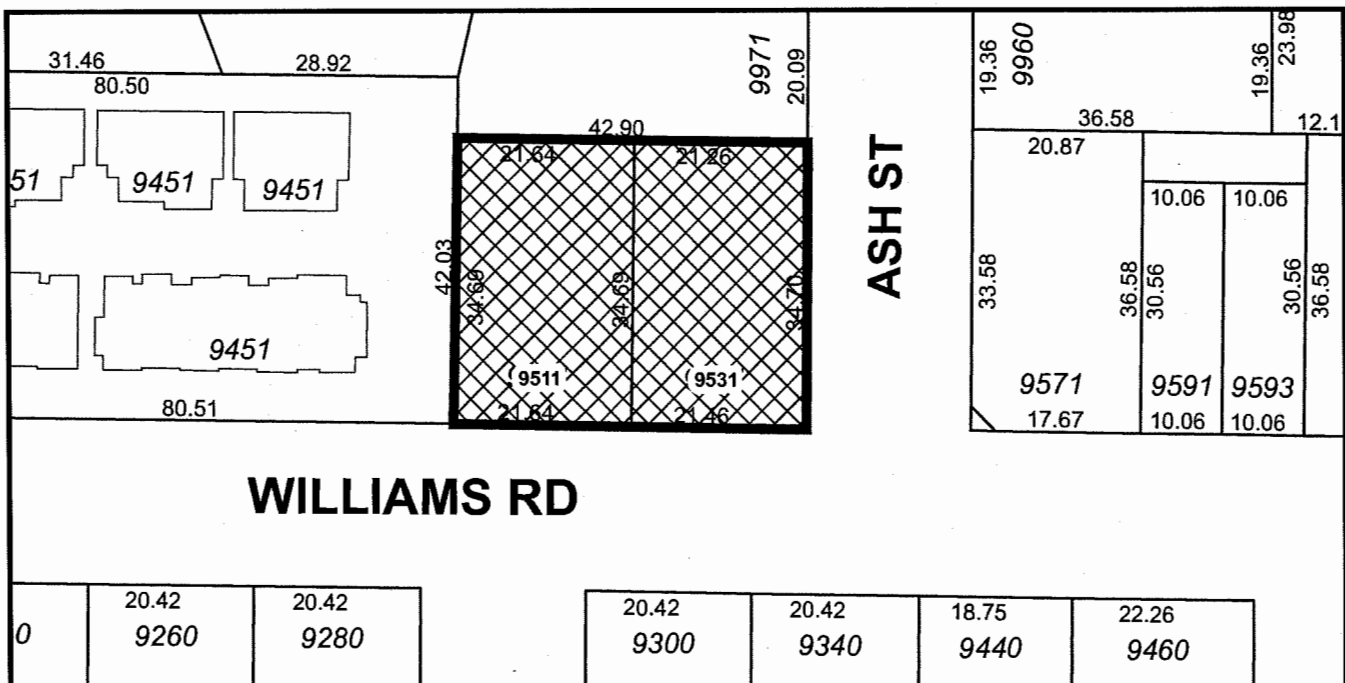
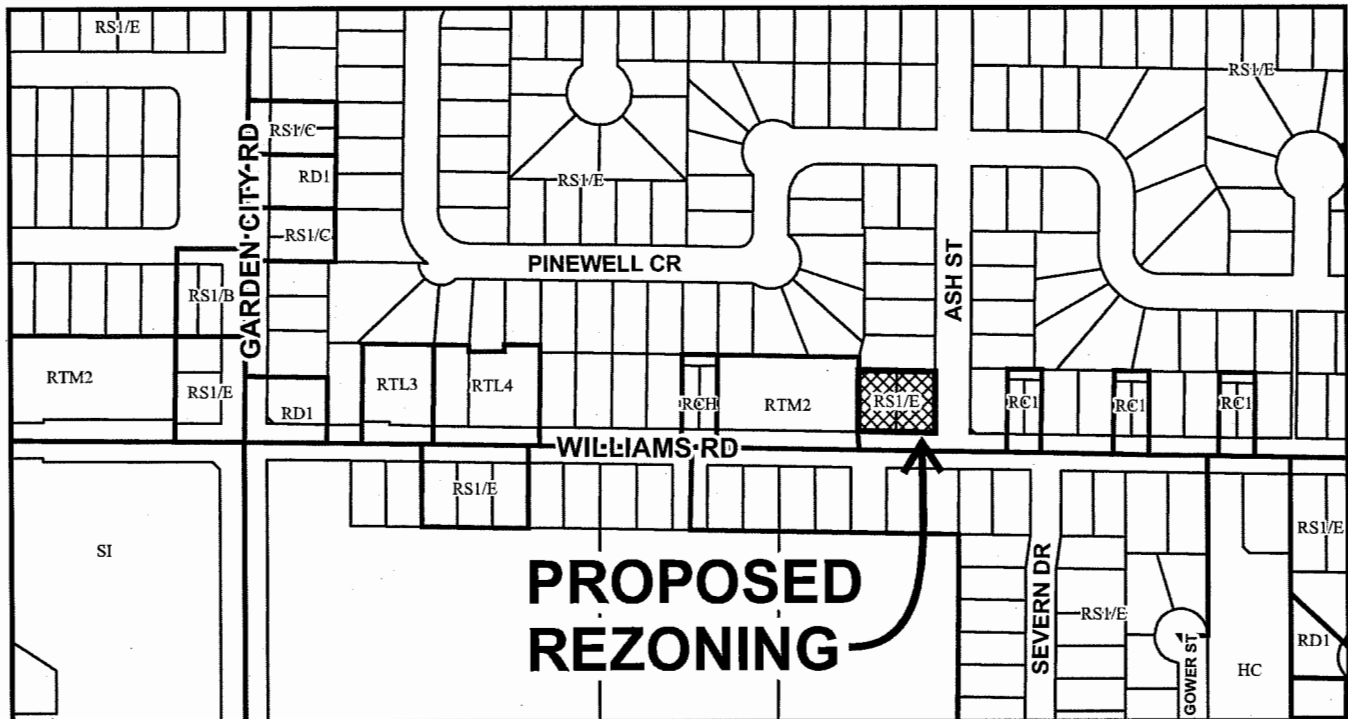
Helen Cain, MCIP RPP
Planner 2

HC:cas

Attachment 1: Location Map
Attachment 2: Development Application Data Sheet
Attachment 3: Functional Road Design
Attachment 4: Conceptual Development Plans
Attachment 5: Rezoning Considerations
Attachment 6: Tree Retention Plan



City of Richmond



RZ 15-703334

Original Date: 07/22/15

Revision Date:

Note: Dimensions are in METRES



City of Richmond



RZ 15-703334

Original Date: 07/22/15

Revision Date:

Note: Dimensions are in METRES



RZ 15-703334

Attachment 2

Address: 9511 and 9531 Williams Road

Applicant: Yamamoto Architecture Inc.

Planning Area(s): Broadmoor

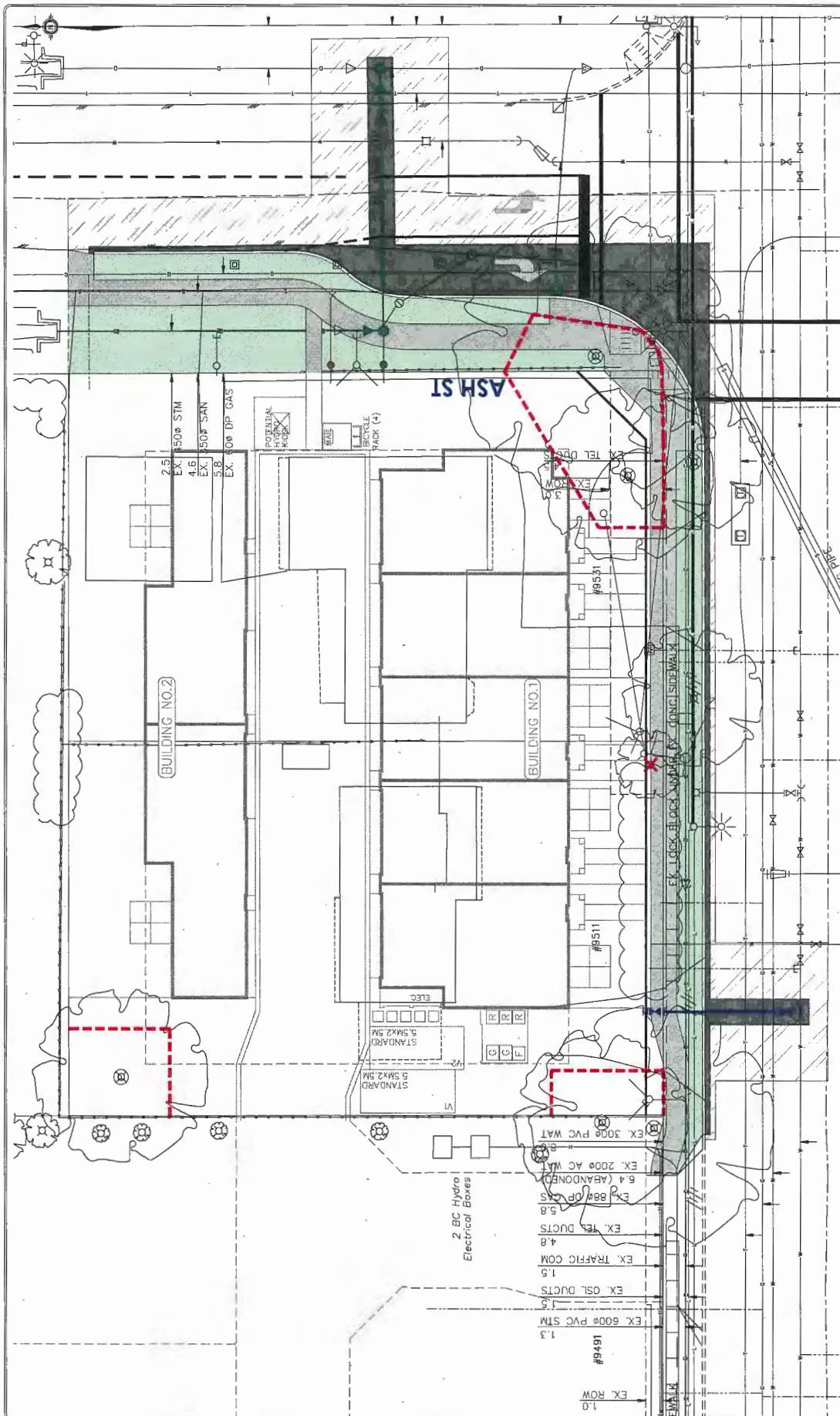
	Existing	Proposed
Owner:	Weilan Zhang and Zhi Yong Gu	No change
Site Size (m²):	1,493 m ² (16,070 ft ²)	1,441.80 m ² (15,519.30 ft ²) (after 1.0 m road dedication and dedication of 4m x 4 m curb cut)
Land Uses:	Single-detached dwelling	7 townhouse units
OCP Designation:	Neighbourhood Residential	No change
Area Plan Designation:	None	No change
702 Policy Designation:	None	No change
Zoning:	Single Detached (RS1/E)	Medium Density Townhouses (RTM2)
Number of Units:	2	7
Other Designations:	Arterial Road Policy for location of new townhouses	Consistent with the Arterial Road Policy

On Future Subdivided Lots	Bylaw Requirement	Proposed	Variance
Floor Area Ratio:	Max. 0.65	0.65	none permitted
Lot Coverage (% of lot area):	Building: Max. 40% Non-porous Surfaces: Max. 65% Total: Max. 65%	Building: Max. 36.6% Non-porous Surfaces: Max. 61.1% Total: Max. 62%	none
Lot Size:	N/A	N/A	none
Lot Dimensions (m):	Width: 30 m Depth: 35 m	Width: >30 m Depth: >35 m	none
Setback – Front Yard (m):	Min. 6.0 m	Min. 4.5 m Except for projection of unenclosed single-storey entry porch only to max. 0.9 m	yes
Setback – Rear Yard (m):	Min. 3.0 m	4.5 m – 50% first storey 6.0 m – 50% first storey	none
Setback – Side Yard (m):	Min. 3.0 m	3.0 m	none
Height (m):	Max. 12.0 m	12.0 m	none

On Future Subdivided Lots	Bylaw Requirement	Proposed	Variance
Off-street Parking Spaces – Regular (R) / Visitor (V):	2 (R) and 0.2 (V) per unit	2 (R) and 0.2 (V) per unit	none
Off-street Parking Spaces – Total:	16	16	none
Tandem Parking Spaces:	Permitted – Maximum of 50% of required spaces	none	none
Amenity Space – Indoor:	Min. 50 m ² or Cash-in-lieu	Cash-in-lieu	none
Amenity Space – Outdoor:	Min. 6 m ² per unit (42 m ²)	69 m ² (743ft ²)	none

Other: 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

KEY PLAN

9511 & 9531 WILLIAMS ROAD
CITYFILE:

DESIGN: JBP	CHECK: JBP	DATE: 12 MAY 2018
DRAWN: JBP	CHECK: JBP	DATE: 12 MAY 2018
ENGINEER: JBP	CHECK: JBP	DATE: 12 MAY 2018
PROJECT: 17-4-5	SEC: No. 27-4-5	SHEET: 1 OF 1

NO.	DATE	BY	CHK	DESCRIPTION
1	24 MAR 2017	JBP	JBP	REVISED

NO.	DATE	BY	CHK	DESCRIPTION
1	24 MAR 2017	JBP	JBP	REVISED

Core Concept CONSULTING LTD.
#230-4609
1000 Highway 104, Unit 104
Richmond, BC V6V 3B7
www.coreconcept.ca

BECKY CHAN
Core Concept Consulting Project No. 16063
DMC, 2 OF 3

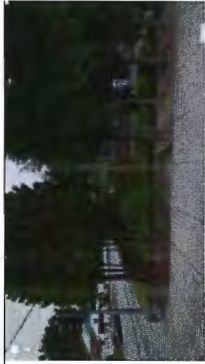
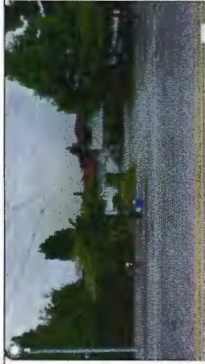
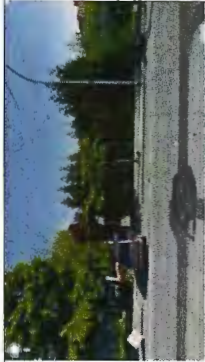
NOTES:

ALL UTILITIES ARE TO BE EXPOSED AND REPAIRED TO EXISTING CONDITIONS. EXPOSED UTILITIES SHALL BE PROTECTED BY A 150MM MIN. THICKNESS OF CONCRETE OR OTHER APPROVED METHOD. EXPOSED UTILITIES SHALL BE PROTECTED BY A 150MM MIN. THICKNESS OF CONCRETE OR OTHER APPROVED METHOD. EXPOSED UTILITIES SHALL BE PROTECTED BY A 150MM MIN. THICKNESS OF CONCRETE OR OTHER APPROVED METHOD.

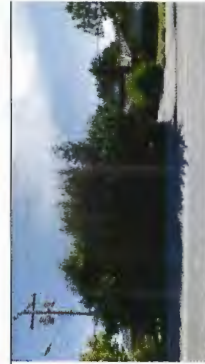
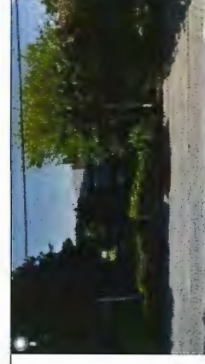
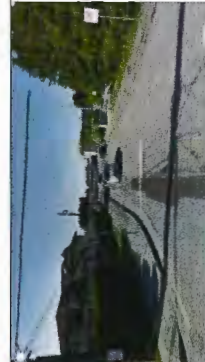
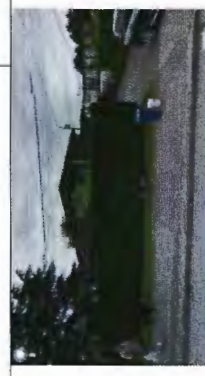
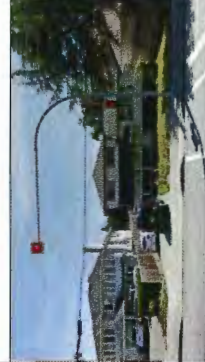
THE CONSULTANT'S LIABILITY IS LIMITED TO THE AMOUNT OF THE FEE PAID FOR THE CONSULTANT'S SERVICES. THE CONSULTANT SHALL NOT BE RESPONSIBLE FOR ANY DAMAGE TO OR LOSS OF ANY PROPERTY OR PERSONAL INJURY OR DEATH, INCLUDING BUT NOT LIMITED TO, DAMAGE TO OR LOSS OF ANY PROPERTY OR PERSONAL INJURY OR DEATH, INCLUDING BUT NOT LIMITED TO, DAMAGE TO OR LOSS OF ANY PROPERTY OR PERSONAL INJURY OR DEATH.



WILLIAMS RD. - NORTH STREETSCAPE



WILLIAMS RD. - SOUTH STREETSCAPE (ACROSS)



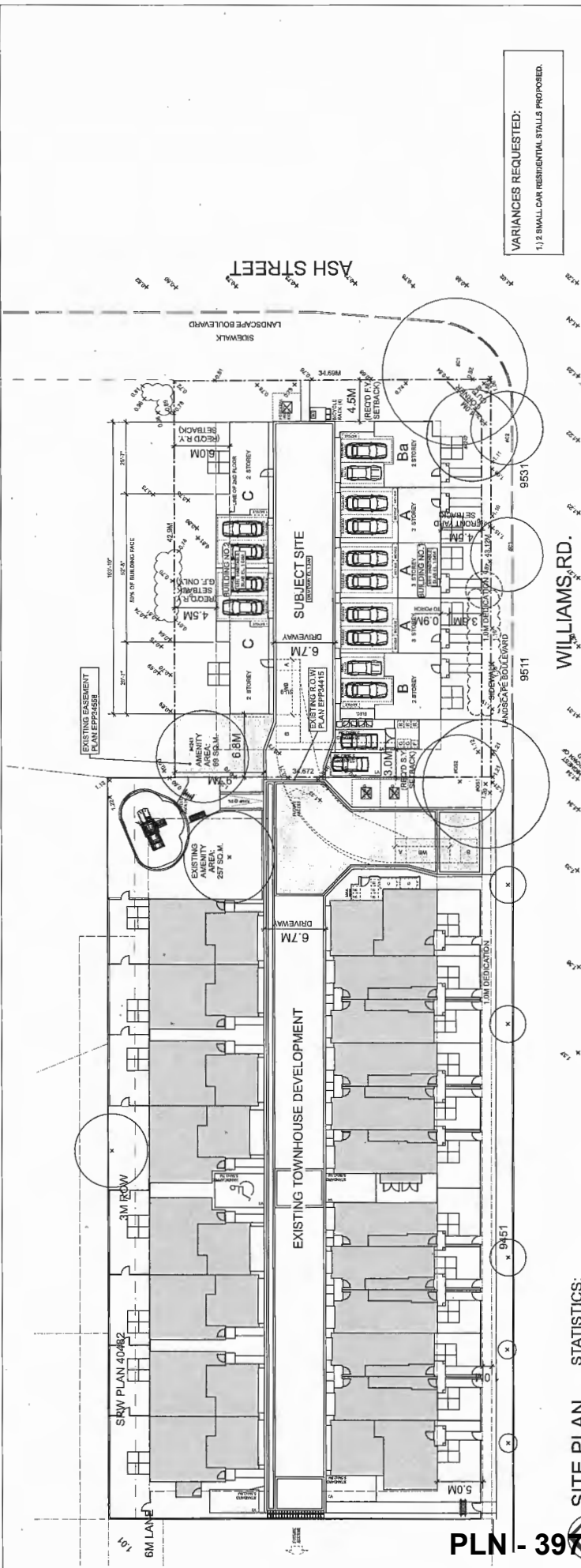
ASH ST. - EAST STREETSCAPE



ASH ST. - WEST STREETSCAPE (ACROSS)



PROJECT -		CONTEXT PHOTOS	
8 UNIT TOWNHOUSE DEVELOPMENT		SCALE - 1/2" = 1'	SHEET NO. -
YAMAMOTO ARCHITECTURE		DATE - MAY 15, 2018	a-cp
2022 - 15 East 8th Avenue Vancouver, BC V6T 1B5 P: 604.731.1117 F: 604.731.1227		DRAWN - EP	NO. 101 - 1008
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VARIANCES REQUESTED:
1) 2 SMALL CAR RESIDENTIAL STALLS PROPOSED.

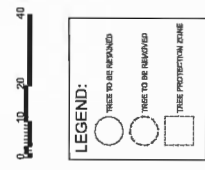


CONTEXT PLAN
SCALE: N.T.S.

2.8 SPACES x 7 UNITS 0.2 SPACES x 1 UNITS TOTAL	14 SPACES (RESIDENTS) 1.4 SPACES (VISITORS) TOTAL	2 CAR GARAGES x 7 UNITS OPEN VISITORS PARKING TOTAL	1.26 SPACES x 7 UNITS 0.2 SPACES x 1 UNITS TOTAL	2 SPACES x 6 GARAGES 1 SPACE x 2 GARAGES BICYCLE RACK TOTAL	MIN. 70 SQ.M. (793.5 SQ.FT.) 42 SQ.M. (452 SQ.FT.) PAYMENT IN LIEU 89 SQ.M. (742 SQ.FT.) 278 SQ.M. (2995 SQ.FT.)
REQUIRED PARKING:	PROVIDED:	REQUIRED BICYCLE:	PROVIDED BICYCLE:	AMENITY AREA REQUIRED INDOOR OUTDOOR PROVIDED INDOOR OUTDOOR COMBINED (EXISTING)	

STATISTICS: CIVIC ADDRESS: 9511, 9531 WILLIAMS ROAD LOT 15 & 16 SEC 27 BLK 11 RGSW PL 19110 SUBURBAN BLOCK G ZONING: RTM2 LOT AREA (GROSS): 1,463 SQ.M. (16,070 SQ.FT.) LOT AREA (NET): 1,441.8 SQ.M. (15,513.3 SQ.FT.) - AFTER DEDICATION MAX. LOT COVERAGE: BLDG: 1,441.8 SQ.M. x 40 % = 576 SQ.M. (6,207 SQ.FT.) PROPOSED: BLDG. / PORCHES: 628.0 SQ.M. - 36.6% TOTAL IMPERVIOUS: 833.0 SQ.M. - 45.9% TOTAL: 881.3 SQ.M. - 61.1% MIN. LIVE PLANT MATERIAL: 1,441.8 SQ.M. x 26 % = 360.5 SQ.M. (3,880.4 SQ.FT.) PROPOSED: 578.0 SQ.M. (PERMEABLE) - 40.1% MAX. BUILDING HEIGHT: 12.0M (THREE STOREYS) PROPOSED: 12.0M (THREE STOREYS) 50% MAX. BUILDING FACE ALLOWED INTO REAR YARD SETBACK: 62'-8" (16.06M) BUILDING FACE	PROPOSED FLOOR AREA: MAX. ALLOWED FLOOR AREA (0.05): 1,441.8 SQ.M. x 65% = 937.5 SQ.M. (10,091 SQ.FT.) MAX. ALLOWED GARAGE AREA: 59 SQ.M. x 18 UNITS = 400 SQ.M. (4,265 SQ.FT.) GARAGE AREA UNIT A (6 BR+2D) x 3 UNITS = 470.4 SQ.M. UNIT B (6 BR+2D) x 1 UNIT = 114.2 SQ.M. UNIT C (6 BR+2D) x 2 UNITS = 228.4 SQ.M. UNIT D (6 BR+2D) x 7 UNITS = 824.2 SQ.M. - 64.1% SUBTOTAL = 212.8 SQ.M. ADDITIONAL AREA: GARAGE / RECYCLE: 8.8 SQ.M. ELEC. ROOM: 4.3 SQ.M. TOTAL = 527.3 SQ.M. (5,687 SQ.FT.) - 55.2%
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SITE PLAN
SCALE: 3/32"=1'-0"



PLAN #1

YAMAMOTO ARCHITECTURE

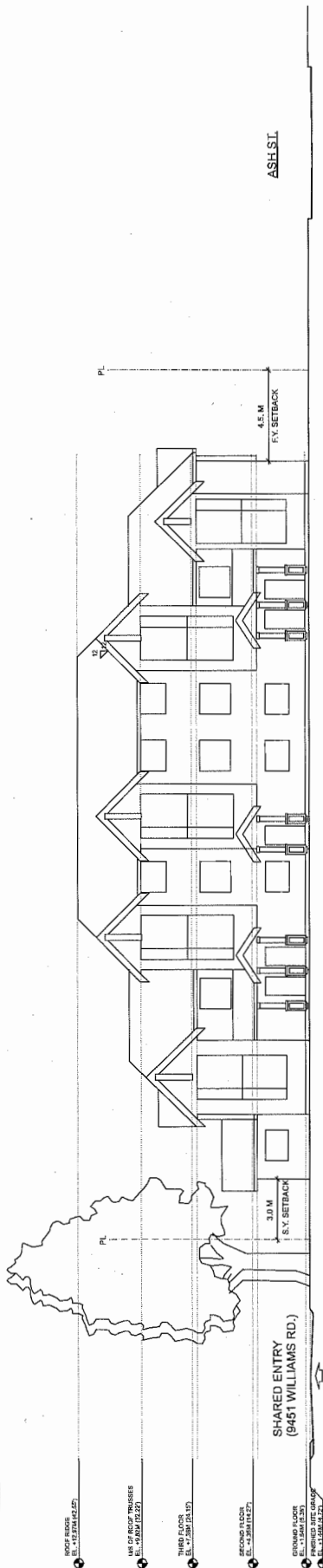
7 UNIT TOWNHOUSE DEVELOPMENT

DATE: 2018.05.10
BY: YAMAMOTO ARCHITECTURE
PROJECT: 7 UNIT TOWNHOUSE DEVELOPMENT

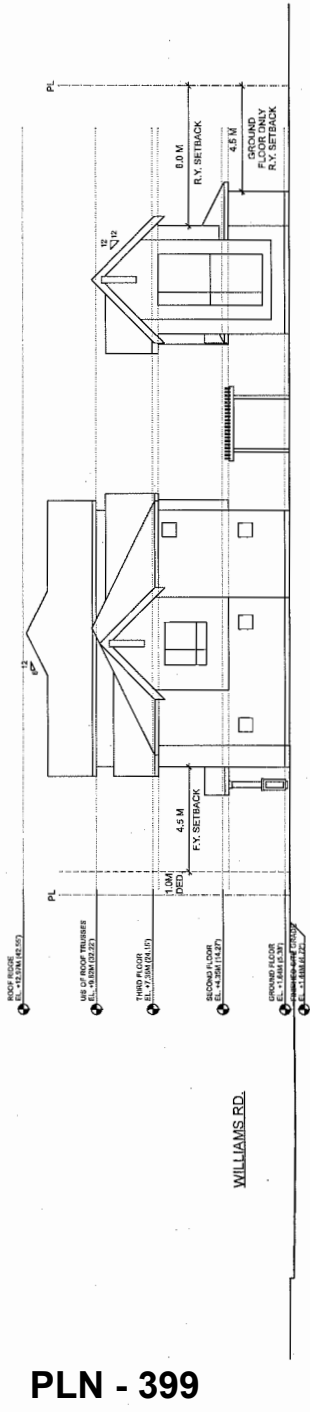
SCALE: 1/8"=1'-0"

DATE: 2018.05.10
BY: YAMAMOTO ARCHITECTURE
PROJECT: 7 UNIT TOWNHOUSE DEVELOPMENT

3	DATE: 2018.05.10	BY: YAMAMOTO ARCHITECTURE	PROJECT: 7 UNIT TOWNHOUSE DEVELOPMENT
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1	DATE: 2018.05.10	BY: YAMAMOTO ARCHITECTURE	PROJECT: 7 UNIT TOWNHOUSE DEVELOPMENT
1	DATE: 2018.05.10	BY: YAMAMOTO ARCHITECTURE	PROJECT: 7 UNIT TOWNHOUSE DEVELOPMENT



BUILDING NO. 1
SOUTH ELEVATION (WILLIAMS RD.)

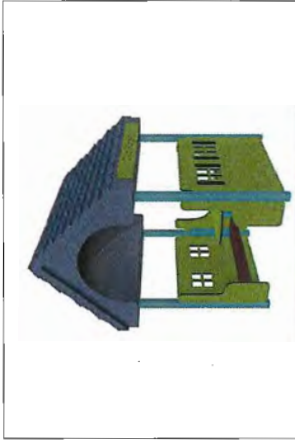


BUILDING NO. 1
EAST ELEVATION (ASH ST.)

PLN - 399

PROJECT -		ELEVATIONS	
7 UNIT TOWNHOUSE DEVELOPMENT		SHEET NO. - 24.1	
801 & 901 WILLIAMS RD. BETHESDA, MD		DATE - 2013.03.08	
YAMAMOTO ARCHITECTURE		DRAWN - KP	
300 - 25 East 8th Avenue Washington, DC 20519 T - 204.271.1827 F - 204.271.1327		CHECKED -	
APPROVED -		DATE -	

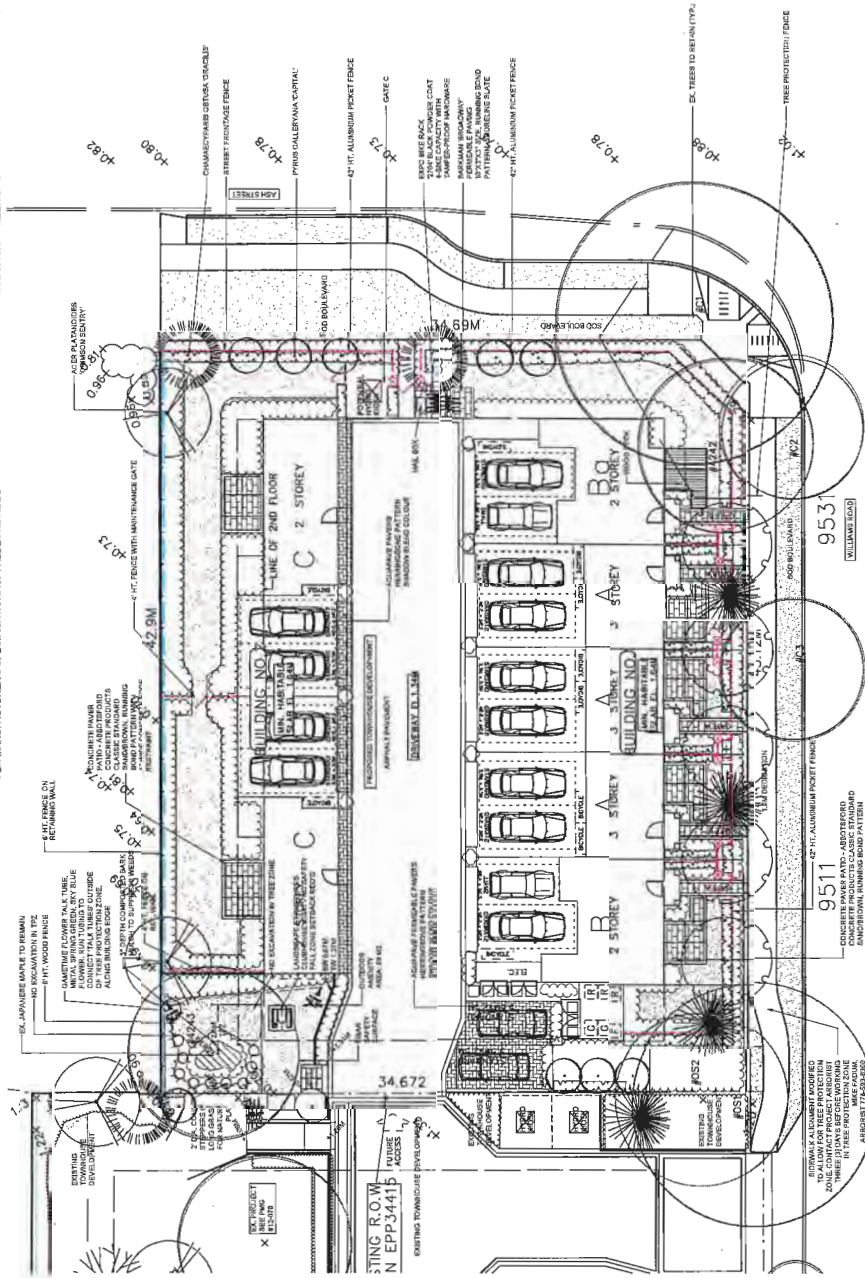
2	APR. 22, 2017	REV. 1	REVISED
1	DEC. 18, 2016	REV. 2	REVISED
1	NOV. 1, 2016	REV. 3	REVISED



LANDSCAPE STRUCTURES CLUBHOUSE '3047'
PER MANUFACTURER'S SPECIFICATION: NO FALL ZONE REQ'D



GAMETIME FLOWER TALK TUBE - SPECIFIED COLOURS NOT SHOWN.
USE SPRING GREEN METAL & SKY BLUE FLOWER COLOURS.

[illegible]

REAL:

REV.	DATE	REVISION DESCRIPTION	DWG.
0			
1	16.AUG.78	UPDATES FOR NEW SET PAIR	E09
2	16.OCT.82	REPLACE PLATE GROUND CONNECTIONS	E09
3	16.MAY.83	UPDATES FOR NEW SET PAIR	E09
4	16.JUL.83	UPDATES FOR NEW SET PAIR	W
5	16.AUG.88	UPDATES FOR CONNECT	E09

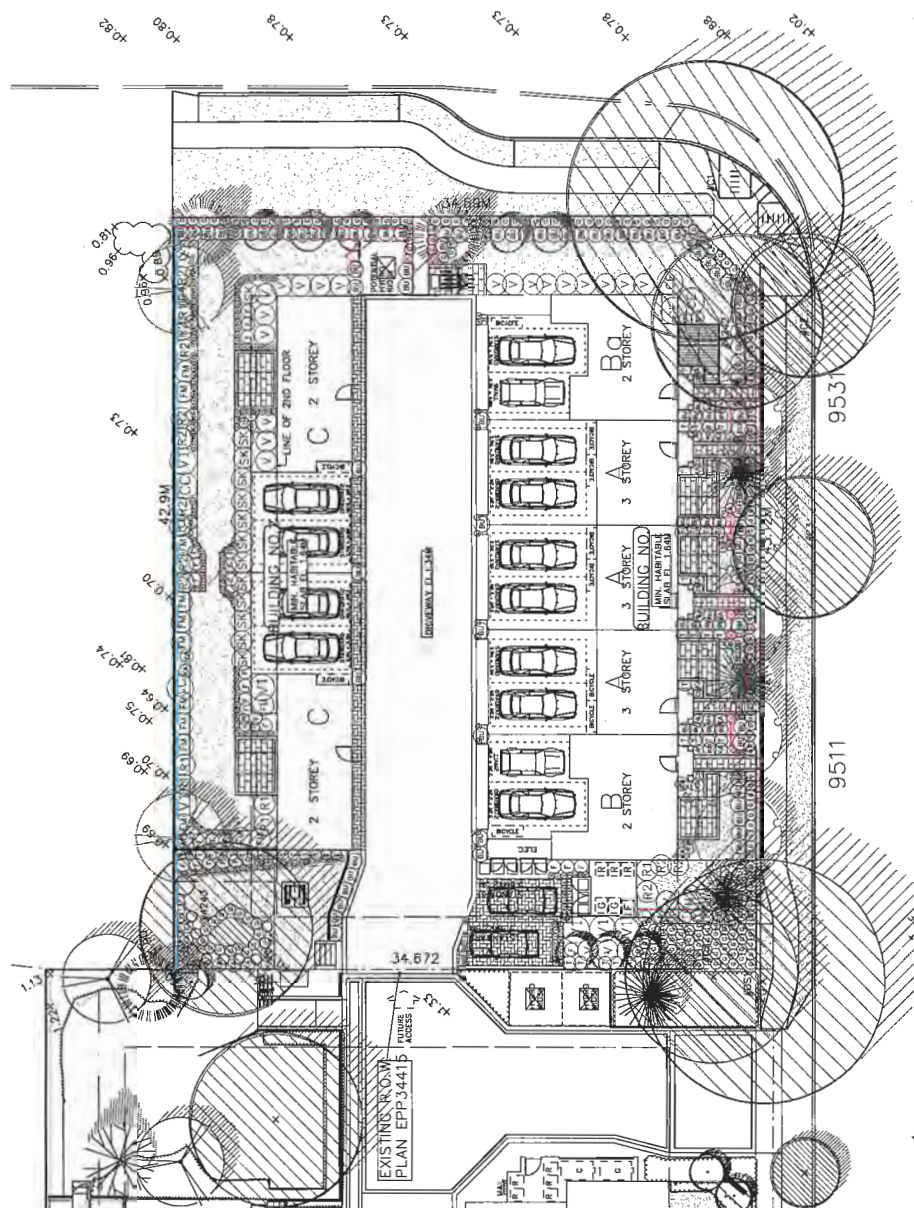
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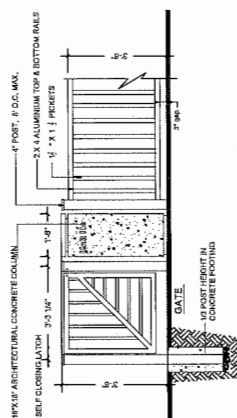
TOWNHOUSE DEVELOPMENT
511 & 9531 WILLIAMS ROAD
RICHMOND, B.C.

DRAWING TITLE:
SHRUB
PLAN

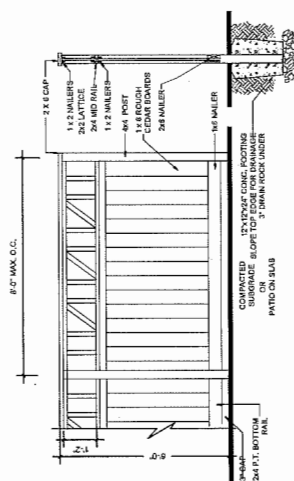
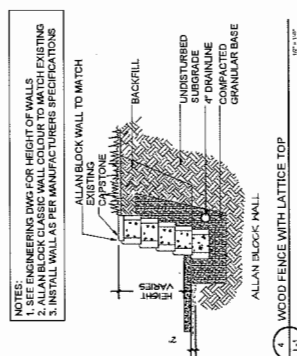
DATE: 18 MAY 20
SCALE: 2021=1'-0"
DRAWN: MM
REVISION: MM
SHEET: 3C OF 5

PROJECT NUMBER:

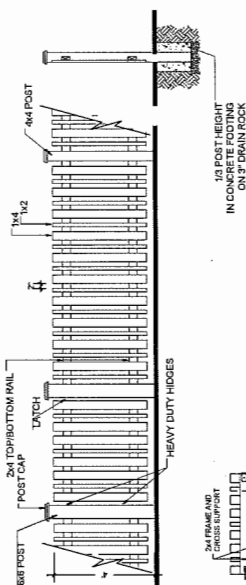
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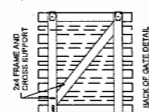
- NOTES:**
- 1. METAL MATERIAL: ALUMINUM TO BE POWDER COATED BLACK, TWO COATS.
 - 2. ALL HARDWARE TO BE HOT DIPPED GALVANIZED, MEDIUM GAUGE.
 - 3. GATE HARDWARE TO BE CHOSEN BY OWNER.
 - 4. INSTALL PER MANUFACTURER'S INSTRUCTIONS.
 - 5. ALUMINUM FENCE TO BE POWDER COATED SEM-GLOSS BLACK.



1. ALL POSTS PRESSURE TREATED TO CSA STANDARD AND END CUTS TREATED WITH PRESERVATIVE.
2. ALL OTHER MEMBERS TO BE CEDAR #2 (CONSTRUCTION) GRADE MINIMUM.
3. ALL HARDWARE HOT DIPPED GALVANIZED.
4. APPLY 2 COATS EXTERIOR STAIN TO MANUFACTURERS SPECIFICATION, FINISH TO MATCH TRIM COLOUR, CONFIRM WITH ARCHITECT
5. ALL FENCES TO BE LEVEL, CHANGES IN GRADE TO BE IN 12" HIG STEPS (MAX.), GAPS TO GRADE TO FOLLOW FINISH GRADE, GAP TO BE 3/4".



- NOTE**
1. ALL POSTS PRESSURE TREATED TO CSA STANDARD AND END CUTS TREATED WITH PRESERVATIVE.
 2. ALL OTHER MEMBERS TO BE CEDAR, #2 (CONSTRUCTION GRADE MINIMUM).
 3. ALL HARDWARE NOT DIPPED GALVANIZED.
 4. APPLICATE EXTERIOR STAIN TO MANUFACTURERS SPECIFICATION. FINISH SELECTION AS APPROVED BY PROJECT ARCHITECT.
 5. ALLOWANCES TO LEVEL CHANGES MUST BE IN 12" - 16" STEPS (MAX.).



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pmg
LANDSCAPE
ARCHITECTS
1000 West 10th Avenue
Suite 100
Vancouver, British Columbia, V6C 1G9
P: 604 284-8811 F: 604 284-0522

SEAL:

NO.	DATE	REVISION DESCRIPTION	BY
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CLIENT:

PROJECT:

TOWNHOUSE DEVELOPMENT
9511 & 9531 WILLIAMS ROAD
RICHMOND, B.C.

DRAWING TITLE:

OUTDOOR AMENITY AREA
CALCULATION

DRAWING NUMBER:

3E

DATE: 16 MAY 20

SCALE: 100% = 1:1

DRAWN: MM

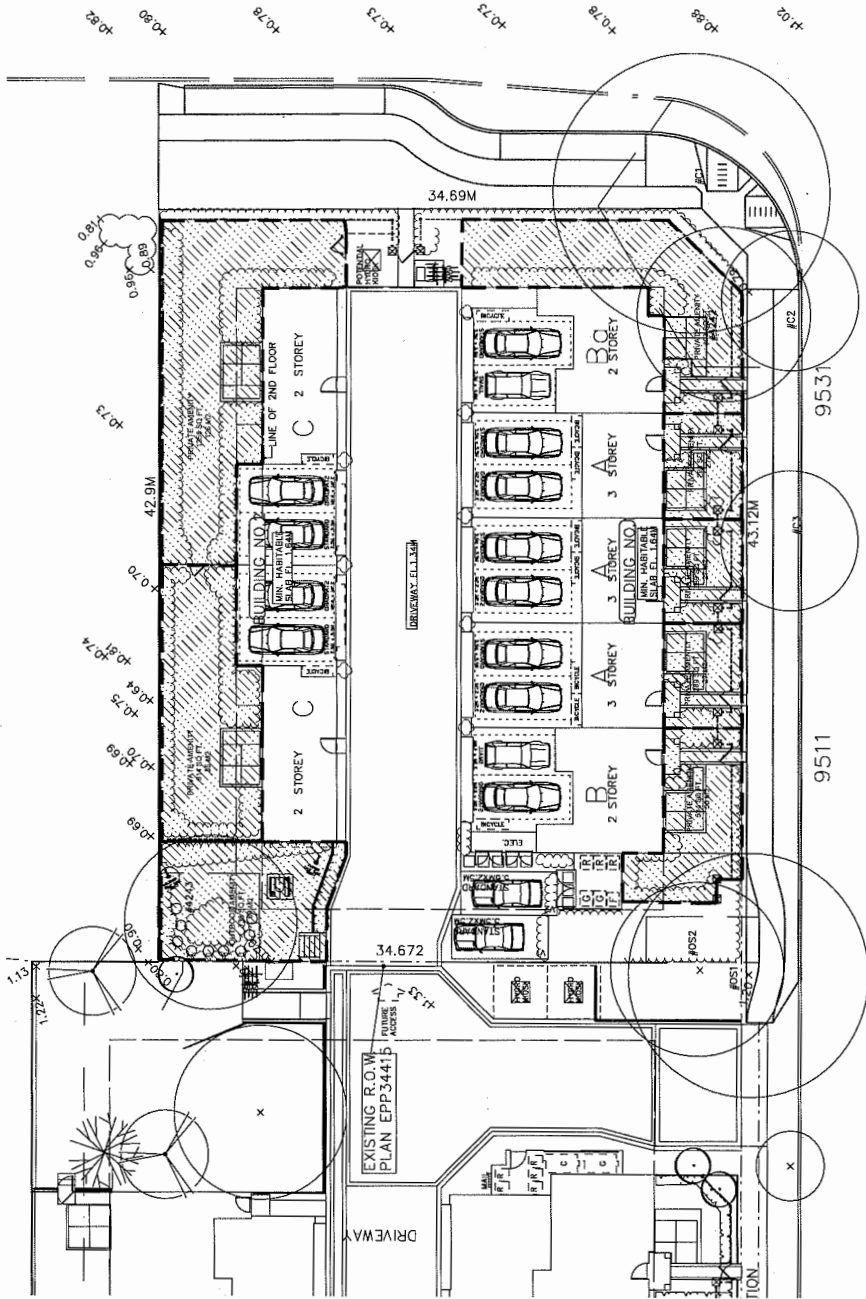
DESIGN: MM

CHECK: MM

OF 5

1E-008

15488-839





City of Richmond

Rezoning Considerations

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

Address: 9511 and 9531 Williams Road

File No.: RZ 15-703334

Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 9740, the developer is required to complete the following:

1. 1.0 wide road dedication along the entire Williams Road frontage is required and a dedicated 4 m x 4 m corner cut at the northwest corner of the Williams Road at Ash Street intersection (i.e. southeast corner of the development site) is also required.
2. Consolidation of all the lots into one development parcel (which will require the demolition of the existing dwellings).
3. Submission of a Contract entered into between the applicant and a Certified Arborist for supervision of any on-site works conducted within the tree protection zone of the trees to be retained. 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.
4. Submission of a Tree Survival Security to the City in the amount of \$14,690 (\$1,000 per tree for four trees on private lands and \$10,690 for two trees in City road ways) for the six (6) trees to be retained.
5. Registration of a flood indemnity covenant on title.
6. The submission and processing of a Development Permit* completed to a level deemed acceptable by the Director of Development.
7. Contribution of \$1,000 per dwelling unit (e.g. \$7,000) in-lieu of on-site indoor amenity space.
8. City acceptance of the developer's offer to voluntarily contribute \$4.00 per buildable square foot (e.g. \$40,356) to the City's affordable housing fund.
9. 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.

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

1. Complete 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. Enter into a Servicing Agreement* for the design and construction of engineering infrastructure improvements. Works include, but may not be limited to:

Water Works:

- Using the OCP Model, there is 649.0 L/s of water available at a 20 psi residual at the Williams Road frontage. Based on your proposed development, your site requires a minimum fire flow of 220.0 L/s.
- The Developer is required to:
 - Submit Fire Underwriter Survey (FUS) or International Organization for Standardization (ISO) fire flow calculations to confirm the development has adequate fire flow for onsite fire protection. Calculations must be signed and sealed by a Professional Engineer and be based on Building Permit Stage and Building designs.
- At Developer's cost, the City will:
 - Cut and cap all existing water service connections along the Williams Road frontage.
 - Install one (1) new water service connection complete with meter and meter box along the Williams Road frontage.

Storm Sewer Works:

- The Developer is required to:
 - Upgrade the existing storm sewer fronting Ash Street to 600mm pipe diameter from the north property line to STMH2076 on the east side of Ash Street, approximately 34m in length. MH upgrades required.
- At Developer's cost, the City will:
 - Cut and cap all existing service connections and remove all existing IC's along all property frontage of the development site.

Sanitary Sewer Works:

- At Developers cost, the City will:
 - Cut, cap and abandon the existing sanitary service connection at the existing MH (SMH1725) and remove the existing IC along the Ash Street frontage.
 - Install a new sanitary service connection and IC along the Ash Street frontage.

Frontage improvements:

- Prepare a functional road design plan with cross-sections to show the Ash Street road widening and the frontage improvements along the Ash Street and Williams Road frontages.
- Williams Road
 - No direct vehicular access (driveway crossings) to the site is permitted along the Williams Road development frontage.
 - Remove the existing sidewalk next to the curb and backfill the area to provide a minimum 1.5 m wide grass/treed boulevard (width of the boulevard is exclusive of the 0.15 m wide top of curb).
 - Consult Parks on the requirements for tree protection/placement including tree species and spacing as part of the frontage works.
 - Construct a new 1.5 m wide concrete sidewalk behind the new boulevard (connecting to the existing sidewalk west of the site).
 - The existing driveways to provide access to the site from Williams Road are to be closed permanently. Remove the existing driveway crossings and replace with barrier curb/gutter, boulevard and sidewalk. The applicant is responsible for the design and construction of curb/gutter, sidewalk and boulevard as per City standards, as part of the driveway closure works, in addition to all other Williams Road frontage improvements.
 - Review street lighting levels along the frontage of the development site and upgrade lighting to meet City standards.
- Ash Street
 - No direct vehicular access (driveway crossings) to the site is permitted along the Ash Street development frontage.
 - Widen Ash Street (west side of the road) along the development frontage from the existing 5.9 m wide pavement to 8.5 m. At the Williams Road/Ash Street intersection, widen the north leg of the

- intersection to provide a 11.2 m wide pavement to accommodate two departure lanes (southbound right turn and southbound left turn) and a northbound receiving lane.
 - Construct new curb/gutter at the edge of the new pavement (west side of the road) along the development frontage (connecting to the existing curb/gutter on Williams Road).
 - Remove the existing asphalt walkway and bollards and construct a minimum 1.5 m wide grass/treed boulevard (width of the boulevard is exclusive of the 0.15 m wide top of curb) behind the new curb and gutter.
 - Consult Parks on the requirements for tree protection/placement including tree species and spacing as part of the frontage works.
 - Construct a new 1.5 m wide concrete sidewalk behind the new boulevard with connection to the existing asphalt walkway to the north of the site.
 - The existing driveway to provide access to the site from Ash Street is to be closed permanently. Remove the existing driveway crossing and replace with barrier curb/gutter, boulevard and sidewalk per standards described above. The applicant is responsible for the design and construction of curb/gutter, sidewalk and boulevard as per City standards, as part of the driveway closure works, in addition to all other required Ash Street frontage improvements.
 - Review street lighting levels along the frontage of the development site and upgrade lighting to meet City standards.
- The Developer is also required to coordinate with BC Hydro, Telus and other private communication service providers:
 - Underground Hydro service lines.
 - When relocating/modifying any of the existing power poles and/or guy wires within the property frontages.
 - Determine if above ground structures are required and coordinate their locations on-site (e.g. Vista, PMT, LPT, Shaw cabinets, Telus Kiosks, etc).

General Comments:

- Discharge the existing Statutory Right-of-Way (40482) for City access to underground utilities along the south property line of the development site. Discharge is only permitted once the existing infrastructure is removed or abandoned using flowable concrete and a signed letter of confirmation shall be submitted to the City.
 - Registration on title of a new Statutory Right-of-Way for City access to underground utilities to accommodate the proposed service connections. Details to be determined during the SA process.
 - 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.
4. 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

Date

[illegible]

THE DEBUT

1850

TOWNHOUSE DEVELOPMENT
9511 & 9531 WILLIAMS ROAD
RICHMOND, B.C.

ATTACHMENT 6

DRAWING TITLE:
**TREE MANAGEMENT
PLAN**

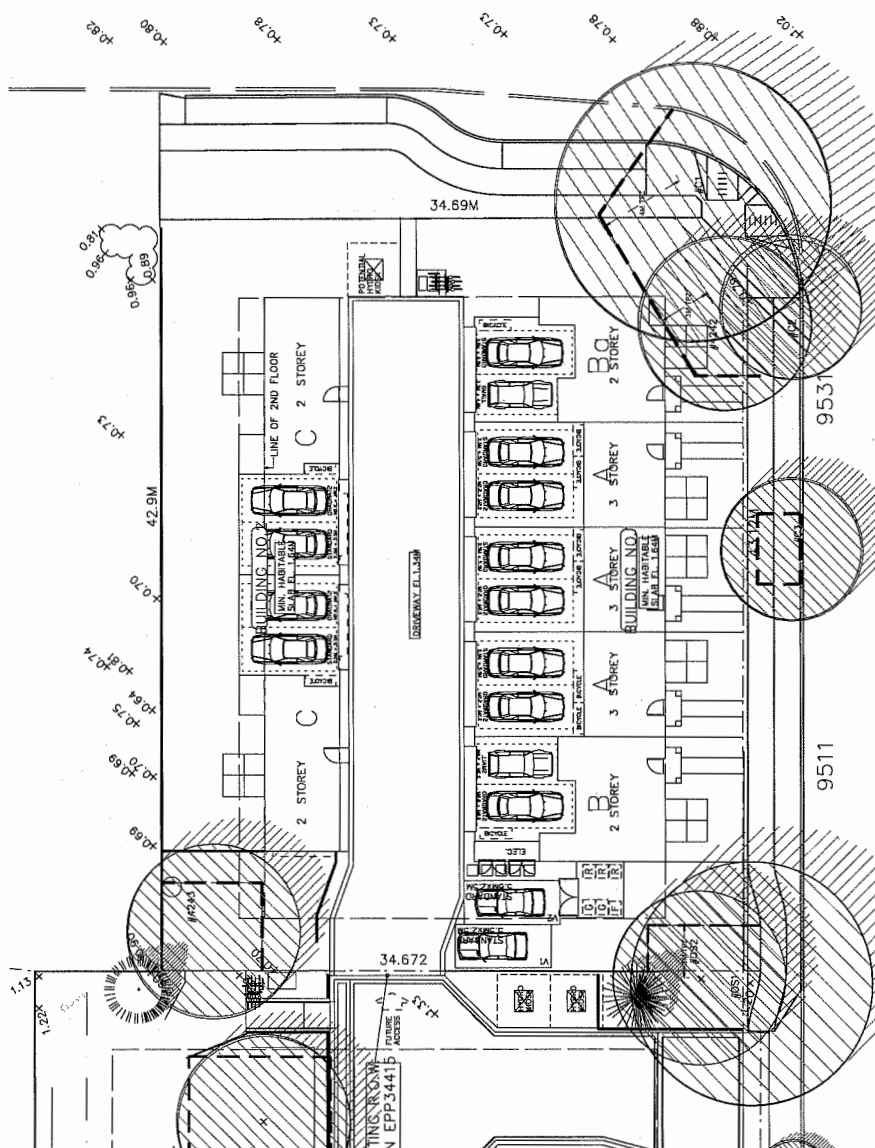
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3B

OF 5

PROJECT NUMBER:

627-9180



EX TREE LEGEND

TREE TO BE RETAINED
WITH TREE RETENTION FENCE

TREE TO BE REMOVED



**Richmond Zoning Bylaw 8500
Amendment Bylaw 9740 (RZ 15-703334)
9511 and 9531 Williams 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 TOWNHOUSES (RTM2)"**.

P.I.D. 010-341-234

Lot 15 Block "G" Section 27 Block 4 North Range 6 West New Westminster District Plan 18110

and

P.I.D. 010-341-242

Lot 16 Block "G" Section 27 Block 4 North Range 6 West New Westminster District Plan 18110

2. This Bylaw may be cited as **"Richmond Zoning Bylaw 8500, Amendment Bylaw 9740"**.

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

ADOPTED

CITY OF RICHMOND
APPROVED by 
APPROVED by Director or Solicitor 

MAYOR

CORPORATE OFFICER



City of Richmond

Report to Committee Planning and Development Division

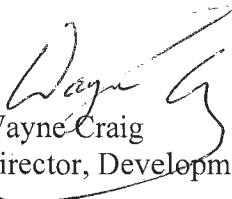
To: Planning Committee
From: Wayne Craig
Director, Development

Date: July 10, 2017
File: RZ 17-772644

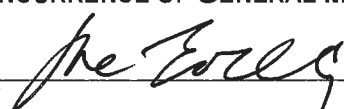
Re: Application by Beedie (Graybar Rd) Richmond Property Ltd. to Establish "Light Industrial (IL)" Zoning and Discharge "Land Use Contract 127" on a Portion of 6311 Graybar Road

Staff Recommendations

1. That Richmond Zoning Bylaw 8500, Amendment Bylaw 9741, to rezone a 0.71 ha. portion of 6311 Graybar from "Land Use Contract 127" to the "Light Industrial (IL)" zone, be introduced and given first reading; and
2. That "Land Use Contract 127" entered into pursuant to "Farrell Estates Ltd. Land Use Contract Bylaw No. 3613", be discharged from 6311 Graybar Road.


Wayne Craig
Director, Development

WC:mm
Att. 4

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

Staff Report

Origin

Beedie (Graybar Rd) Richmond Property Ltd. has made an application to discharge "Land Use Contract 127" from a 0.71 ha. (1.76 acre) portion of a split-zoned property located at 6311 Graybar Road and to zone this portion to "Light Industrial (IL)" in order to construct a new 2,665 m² (28,690 ft²) light industrial building (Attachment 1). The proposed zoning is consistent with the "Light Industrial (IL)" zoning now in place on the remainder of the subject property.

The subject Land Use Contract (LUC) 127 was registered on the front portion of the subject property adjacent to Graybar Road and other properties to the south and east of Graybar Road at the time of the subdivision of the area in 1979. The *Local Government Act* provides that all LUCs will expire on June 30, 2024 and require municipalities to establish underlying zoning for LUC properties by June 30, 2022. The owner has applied to discharge LUC 127 at this time so that the front portion of the property will have the same "Light Industrial (IL)" zoning as the large western portion of the property to the rear. This applicant proposes to construct a light industrial complex of three (3) buildings with two (2) of the proposed buildings located on the portion of the site already zoned "Light Industrial (IL)"; and a further 2,665 m² (28,690 ft²) building proposed for the front portion of the property under the current application.

Findings of Fact

A Development Application Data Sheet providing details about the development proposal is attached (Attachment 2).

Surrounding Development

The subject property is surrounded by large properties with light industrial and business park uses.

- To the North: A property, occupied by a light industrial building, zoned "Industrial Business Park (IB1)".
- To the South: A property, occupied by a light industrial building, under "Land Use Contract 127".
- To the East: Properties, occupied by light industrial buildings, zoned "Industrial Business Park (IB1)" and "Light Industrial (IL)".
- To the West: The remainder of the subject vacant light industrial property zoned "Light Industrial (IL)".

Related Policies & Studies**Official Community Plan/East Richmond Area Plan**

The proposed zoning is consistent with the OCP “Mixed Employment (MEMP)” land use designation applicable to the property.

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 subject zoning amendment and LUC discharge 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 1st 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.

Public notification for the Public Hearing will be provided as per the *Local Government Act*.

Analysis**Built Form and Architectural Character**

The applicant proposes to build three (3) large light industrial buildings as permitted under the “Light Industrial (IL)” zone with driveways leading from Graybar Road (Attachment 3). The proposed 2,665 m² (28,690 ft²), flat-roofed building on the subject front portion of the property will include six (6) units with:

- Ground level and second floor/mezzanine space in the front portion of each unit facing Graybar Road.
- Areas with higher ceilings occupying the remainder of the ground floor in the rear portion of each of unit.
- The two (2) storey front building elevation having substantial glazing, with concrete architectural frames and vertical fin/buttress elements to provide façade articulation and to separate each unit.
- Additional glazing at the southeast corner of the building near the main driveway and use of three (3) paint colours to provide visual interest.

- Large loading bays, with high garage doors, for each unit on the rear (west) elevation of the building.

The proposed landscaping plan includes 29 trees within the 3.0 m (10.0 ft.) wide landscape buffer along the Graybar Road frontage and 1.5 m (5.0 ft.) landscape strips located along the north property line and to rear of the parking lot for the subject building. There are also other well landscaped areas breaking up the parking lot. The applicant will provide a \$44,024 landscape security as a Rezoning Consideration to ensure the landscaping is completed.

Transportation and Site Access

The subject site will include two (2) driveways from Graybar Road. These driveways will provide access to the front portion of the site being zoned “Light Industrial (IL)” and the larger remainder of the site currently zoned “Light Industrial (IL)”.

The proposed building on the east portion of the site will provide 73 parking spaces and six (6) medium size (SU9) loading spaces. This will exceed the 38 parking spaces and one (1) loading space required under Zoning Bylaw 8500. The building will also provide the required eight (8) Class 1 (Tennant) and eight (8) Class 2 (Visitor) bicycle parking spaces.

Tree Retention and Replacement

The applicant has submitted a Certified Arborist’s Report 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 14 bylaw-sized trees on the subject property and a hedge on the City’s road allowance.

On Site Trees

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

- 14 on-site bylaw-sized trees are proposed to be removed.
- 28 replacement trees based on the 2:1 ratio as per the OCP are required.

The applicant has agreed to plant 29 trees that are included on the landscape plan with a \$44,024 security being provided to ensure the replacement trees are planted. The required replacement trees are to be of the 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
26	6 cm	
3		3.5 m

Off-Site Trees

The arborist report identifies a hedge within Graybar Road which needs to be removed for the development and servicing works. The applicant will make a contribution to the City's Tree Compensation Fund of \$27,950 for the net loss of 43 trees within the hedge proposed to be removed.

Site Servicing and Frontage Improvements

The applicant will enter into a Servicing Agreement under the Rezoning Considerations (Attachment 4) which includes the following works.

Servicing Works

The Servicing Agreement will include substantial upgrading of the existing storm mains extending northwards along Graybar Road approximately 90 m (300 ft.) and eastwards along Gordon Way for approximately 90 m (300 ft.).

The applicant will also relocate an existing sanitary sewer located within a Statutory-Right-of-Way (SRW) located along the front of the property into the Graybar Road allowance and upgrade this main further northward. This SRW, registered under charge no. RD109525, would be discharged after construction of a replacement main within the adjacent Graybar Road fronting the site under the Servicing Agreement.

The applicant will also register Statutory Right of Ways over existing storm drainage lines along the front (east) property line adjacent to 6511 Graybar Road and the rear (west) property line.

Frontage Works

The applicant will construct the following frontage works along Graybar Road:

- A 1.5m (5.0 ft.) wide concrete sidewalk, and treed/grassed boulevard along the entire property frontage along Graybar Road.
- A 1.5 m (5.0 ft.) wide interim asphalt walkway behind the existing curb/gutter from the northern edge of the development to the intersection of Graybar Road and Westminster Highway.

Contaminated Sites Regulation

A Ministry of Environment (MOE) Certificate of Compliance or alternative approval regarding potential site contamination will need to be issued by MOE prior to the zoning amendment bylaw be considered for adoption as per the *Contaminated Sites Regulation*. This is a standard MOE requirement for such a site with previous industrial activities which requires further site investigation and possible remediation to be determined by an environmental consultant.

Financial Impact or Economic Impact

There is no financial impact to the City.

Conclusion

The subject application will establish "Light Industrial (IL)" zoning and discharge "Land Use Contract 127" on a portion of 6311 Graybar Road, which is consistent with the "Light Industrial (IL)" zoning and the OCP "Mixed Employment (MEMP)" land use designation on the larger remainder of the site.

It is recommended that Richmond Zoning Bylaw 8500, Amendment Bylaw 9741 be introduced and given first reading.



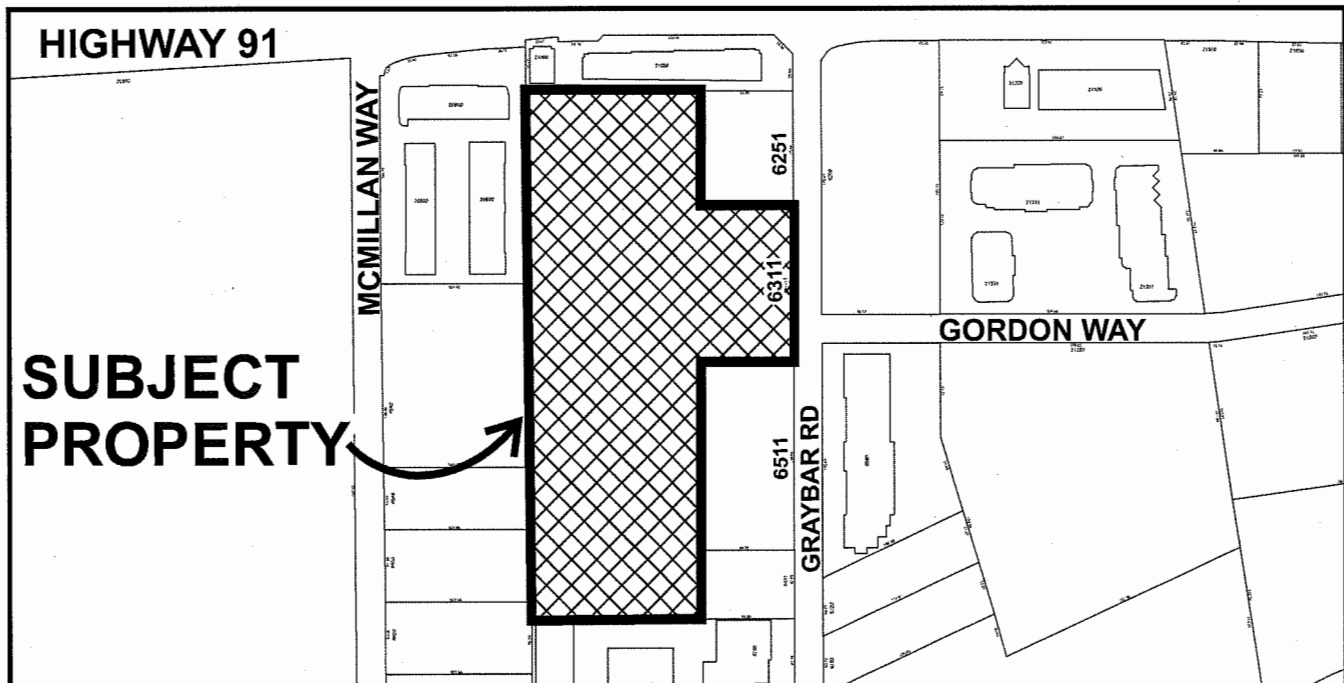
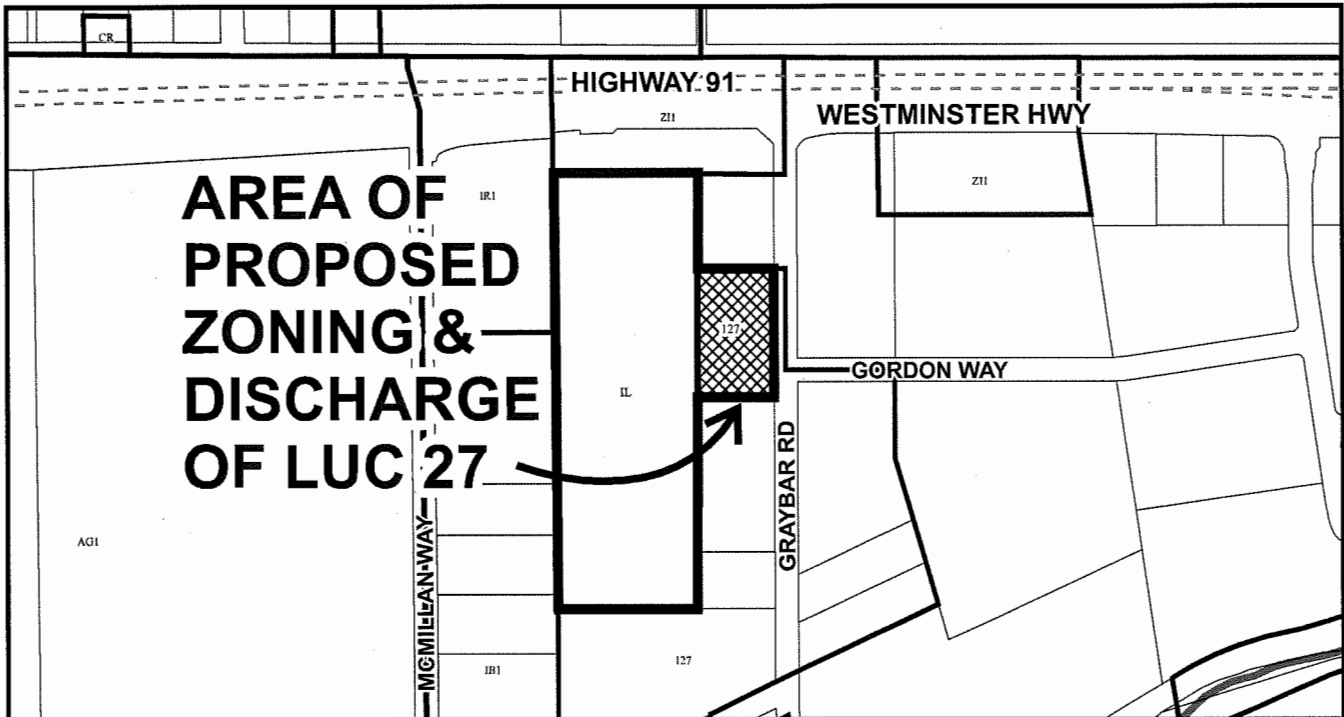
Mark McMullen
Senior Coordinator - Major Projects

MM:rg

- Attachment 1: Location Map
- Attachment 2: Conceptual Development Plans
- Attachment 3: Development Application Data Sheet
- Attachment 4: Rezoning Considerations



City of
Richmond



RZ 17-772644

Original Date: 06/20/17

Revision Date: 07/12/17

Note: Dimensions are in METRES



City of
Richmond



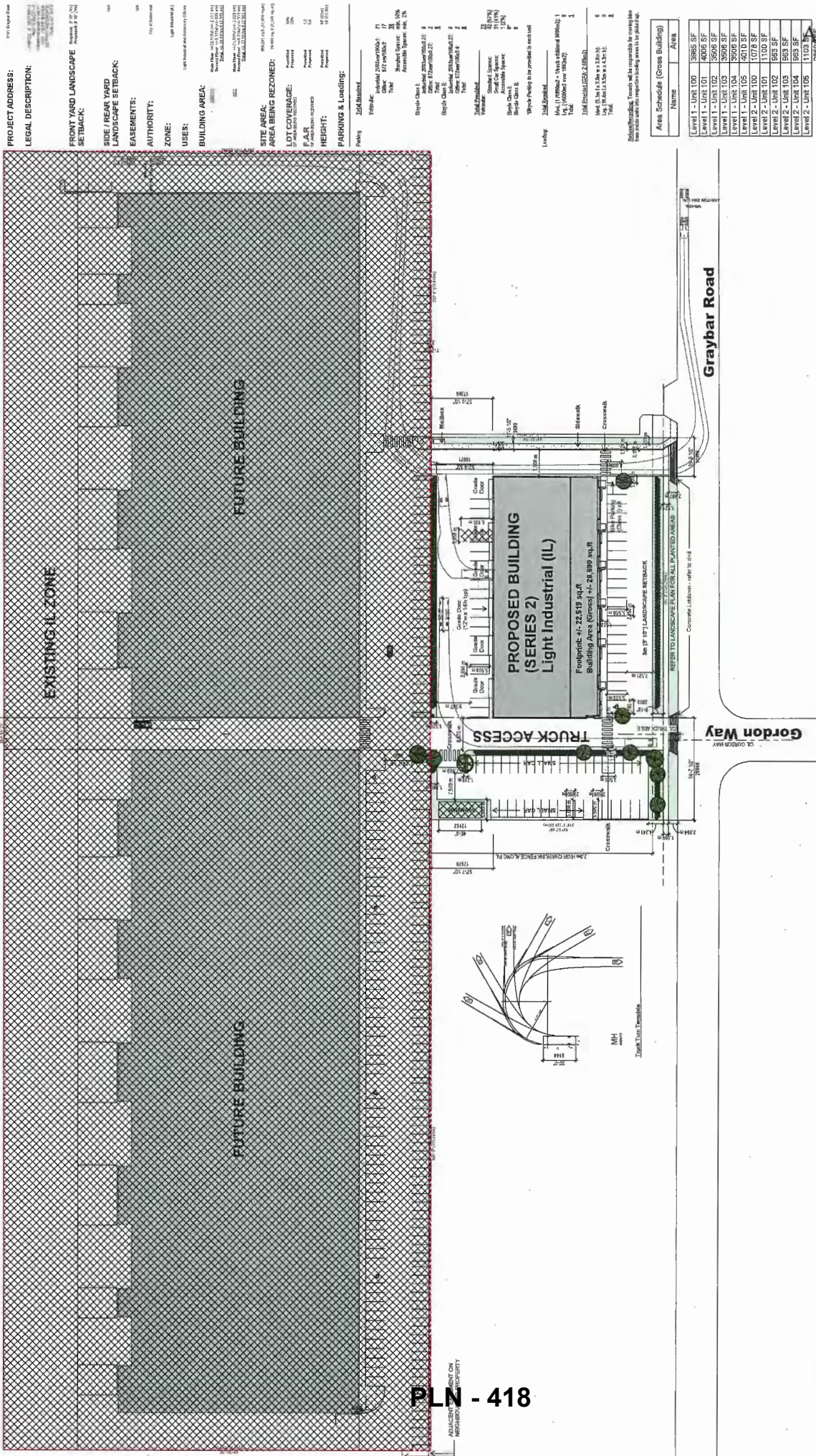
RZ 17-772644

Original Date: 06/20/17

Revision Date: 07/12/17

Note: Dimensions are in METRES

PLN - 417



PROJECT ADDRESS:

LEGAL DESCRIPTION:

FRONT YARD LANDSCAPE SETBACK:

SIDE / REAR YARD LANDSCAPE SETBACK:

EASEMENTS:

AUTHORITY:

ZONE:

USES:

BUILDING AREA:

SITE AREA:

AREA BEING REZONED:

LOT COVERAGE:

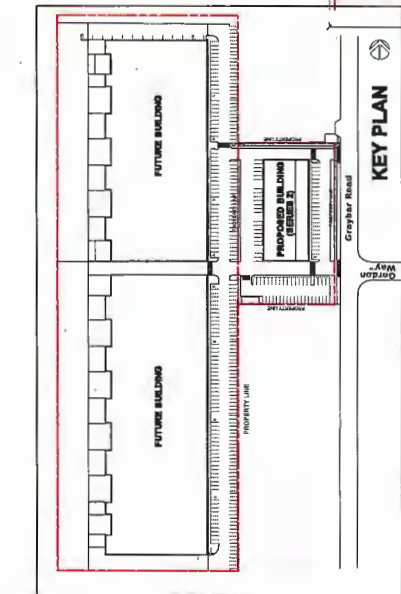
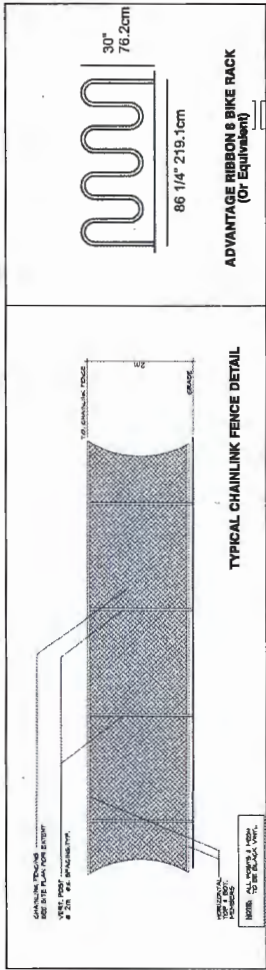
F.A.R.

HEIGHT:

PARKING & Loading:

Area Schedule (Gross Building)

Name	Area
Level 1 - Unit 100	13865 SF
Level 1 - Unit 101	4006 SF
Level 1 - Unit 102	3500 SF
Level 1 - Unit 103	3500 SF
Level 1 - Unit 104	3500 SF
Level 1 - Unit 105	4010 SF
Level 2 - Unit 100	1075 SF
Level 2 - Unit 101	1100 SF
Level 2 - Unit 102	993 SF
Level 2 - Unit 103	993 SF
Level 2 - Unit 104	993 SF
Level 2 - Unit 105	1103 SF



SYMBOL	QTY.	BOTANICAL NAME	COMMON NAME	SIZE
	7	Acer rubrum 'Nimbus'	Common Maple Inc.	6cm dbh / 1.8m std.
	10	Fraxinus americana 'Nutans Prager'	Ash Inc.	6cm dbh / 1.8m std.
	9	Betula pumila 'Cardinal Royal'	Mountain Ash Inc.	6cm dbh / 1.8m std.
	5	Crataegus canadensis	Hedgehog Cyprip	2.5m H.
	11	Aster spicata 'Coral Bell'	Japanese Aster	#3 pot
	70	Philadelphus	Philadelphus	#3 pot
	94	Lonicera xylonum	Engelmann's Honeysuckle	#3 pot
	203	Chamaecyparis stricta 'Nana'	Vegetated Japanese Sedge	#1 pot
	281	Liriodendron tulipifera 'Big Bear'	Blue Tulip	#1 pot
	142	Prunella 'Coral Lark'	Coral Lark	#3 pot
	30	Rhododendron 'Vanguard'	Rhododendron Inc.	#3 pot
	28	Viburnum dentatum	Viburnum	#2 pot / 1.8m
	227	Aspidodaphne xanthophylla	Waxflower Ash	#4 pot, 1.8m H.

PLN - 419

Beeble Development Group
 3030 OILCREE DRIVE, BURNABY, BC V5G 3B4
 TEL: (604) 435-3321 FAX: (604) 432-7349

LANDSCAPE ARCHITECT



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NO.	DATE	DESCRIPTION
1	MAY 1977	Issued for Planning
2	JULY 1977	Revised for Review
3	MAY 1977	Issued for Planning
4	MAY 1977	Issued for Planning
5	MAY 1977	Issued for Planning
6	MAY 1977	Issued for Planning
7	MAY 1977	Issued for Planning
8	MAY 1977	Issued for Planning

SEAL

Project Name:
 Series Business Centre - Series 2
Address: 5311 Graybar Road, Richmond, B.C.
Owner:

LANDSCAPE PLAN



PROJECT - DRAWING NUMBER
 L-1

Graybar Road

Gordon Way

Offsite Landscape Under Servicing Agreement

KEYNOTE LEGEND

TAG	DESCRIPTION
CTUP1	CONCRETE TILT UP - PAINTED P1
CTUP2	CONCRETE TILT UP - PAINTED P2
CMV1	CURTAIN WALL - TYPE 1
MWC	METAL WALL CLADDING - TYPE 1
MWC2	METAL WALL CLADDING - TYPE 2
OWD	OVERHEAD DOOR
SP1	SKUP FRONT GLAZING - TYPE 1

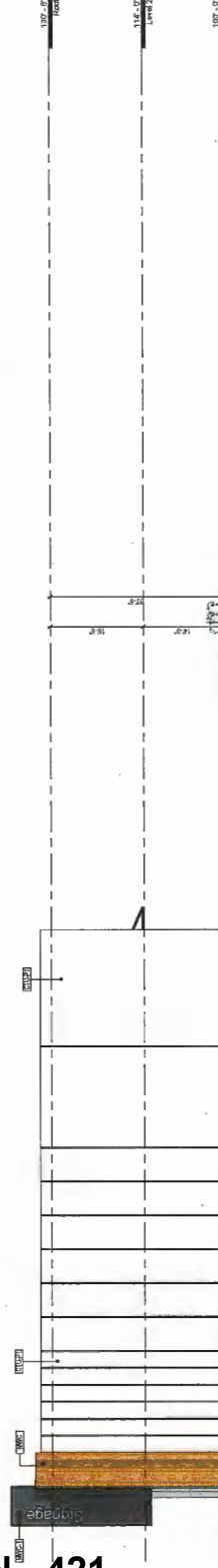


① Series 2 - East Elevation
3/32" = 1'-0"



② Series 2 - West Elevation
3/32" = 1'-0"

PLN - 421



③ Series 2 - North Elevation
3/32" = 1'-0"



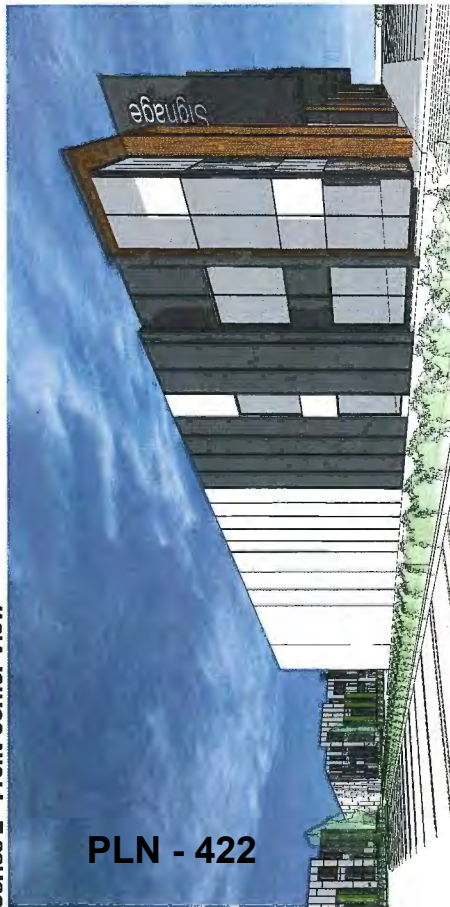
④ Series 2 - South Elevation
3/32" = 1'-0"



Series 2 - Front Corner View



Series 2 - Front Corner 2



Series 2 - Looking North



Series 2 - Loading Bays



City of Richmond

Development Application Data Sheet

Development Applications Department

RZ 17-772644

Attachment 3

Address: 6311 Graybar Road

Applicant: Beedie (Graybar Rd) Richmond Property Ltd.

Planning Area(s): East Richmond

	Existing	Proposed
Owner:	Beedie (Graybar Rd) Richmond Property Ltd.	Beedie (Graybar Rd) Richmond Property Ltd.
Site Size (m²):	51,866 m ²	51,866 m ²
Land Uses:	Former Wood Products Manufacturing (Vacant)	Light Industrial
OCP Designation:	Mixed Employment	Mixed Employment
Area Plan Designation:	N/A	N/A
Zoning:	"Land Use Contract 127"	"Light Industrial (IL)"
Number of Units:	N/A	6

On Future Subdivided Lots	Bylaw Requirement	Proposed	Variance
Floor Area Ratio(of total lot area):	Max. 1.0	0.05 (of total lot) 0.4 (under application)	none permitted
Lot Coverage (of total lot area):	Max. 60%	4.0%(of total lot) 29.0%(under application)	none
Lot Size:	N/A	N/A	none
Lot Dimensions (m):	Width: N/A Depth: N/A	Width: N/A Depth: N/A	none
Setbacks (m):	Front: Min. 3.0 m Rear: Min. 0.0 m Side (north): Min. 0.0 m Side (south): Min. 0.0 m	Front: Min. >3.0 m Rear: Min. >0.0 m Side (north): Min. >0.0 m Side (south): Min. >0.0 m	none
Height (m):	12 m	11.6 m	none
Off-street Parking Spaces – Total:	38	73	none

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



Address: 6311 Graybar Road

File No.: RZ 17-772644

Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 9741, the developer is required to complete the following:

1. Ministry of Environment (MOE) Certificate of Compliance or alternative approval to proceed granted from MOE regarding potential site contamination issues.
2. Submission of a Landscape Security in the amount of \$44,024 to ensure that the landscaping and 29 replacement trees proposed in Appendix 'A' are planted within one (1) year of adoption of Bylaw 9741 with 10% of this security to be held by the City as a maintenance security for year (1) after substantial completion of the landscape.
3. Contribution to the City's Tree Compensation Fund of Compensation Fund of \$27,300 for the net loss of 42 trees within the hedge proposed to be removed.
4. Granting of a 3.0 m wide statutory right-of-way on the subject property adjacent to the entire length of the western property line for the purposes of access, maintenance and construction by the City for the existing and future storm drainage works with indemnification of the owner from liability related to the works.
5. Registration of a flood plain covenant on title identifying a minimum habitable elevation of 3.5 m GSC.
6. Enter into a Servicing Agreement* for the design and construction of engineering and road works as described on Appendix 'B' below, and with the following conditions:
 - a) The existing City Statutory Right of Way (registered under charge no. RD109525), adjacent to the Graybar Road frontage for an existing sanitary main, is to be discharged from Title after construction of a replacement main within the adjacent Graybar Road allowance under the Servicing Agreement (It should be noted that Telus and BC Hydro are also covenant grantees and their approval will be needed to secure full discharge of the covenant).
 - b) The granting of a possible 6.0 m wide statutory right-of-way on the subject property adjacent that portion of the eastern property line adjacent to 6511 Graybar Road for the purposes of access, maintenance and construction by the City for storm drainage works with indemnification of the owner from liability related to the works; the extent (if any) of the SRW length to be registered is to be confirmed through the Servicing Agreement.

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 measures satisfying the Green Roof Bylaw No. 8385 as applicable at the time of issuance of a Building Permit.
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.

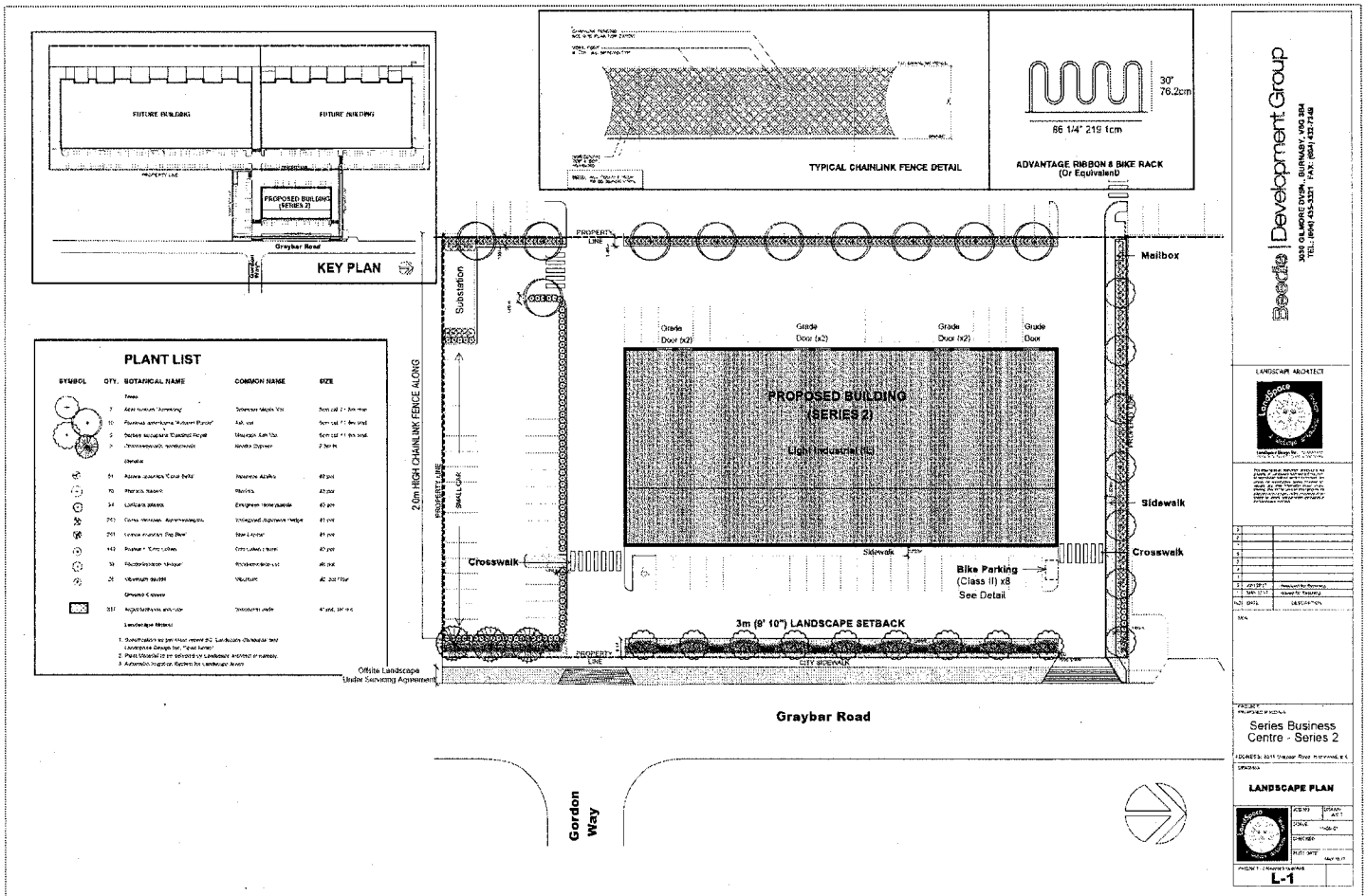
The preceding agreements shall provide security to the City including indemnities, warranties, equitable/rent charges, letters of credit and withholding permits, as deemed necessary or advisable by the Director of Development. All agreements shall be in a form and content satisfactory to the Director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

Date

Appendix 'A' – On-Site Landscaping



Appendix 'B' – Servicing Agreement

A Servicing Agreement is required to design and construct the following works.

A. Engineering Works

1) Water Works:

- a) Using the OCP Model, there is 234.0 L/s of water available at a 20 psi residual at the Graybar Road frontage. Based on your provided Fire Underwriter Survey (FUS) calculations, your site requires a minimum fire flow of 216.7 L/s.
- b) The Developer is required to:
 - i) Submit, at Building Permit stage, Fire Underwriter Survey (FUS) or International Organization for Standardization (ISO) fire flow calculations to confirm development has adequate fire flow for onsite fire protection. Calculations must be based on Building Permit stage building designs and signed and sealed by a Professional Engineer.
- c) At Developer's cost, the City is to:
 - i) Install one new water service connection, complete with meter and meter box. Meter to be located onsite in a right of way provided by the Developer at no cost to the City. Right of way dimensions to be finalized during the servicing agreement stage.
 - ii) Cut and cap all existing water service connections serving the development site.

2) Storm Sewer Works:

- a) The Developer is required to:
 - i) Upgrade the existing 600 mm storm sewer to 675 mm along the Graybar Road frontage from a new manhole at the intersection of Graybar Road and Gordon Way to the new manhole at the northeast corner of the property installed by the City capital project fronting 6251 Graybar Road, approximately 90 m, complete with catch basins per City specifications. The new storm sewer shall be in the roadway in the alignment established by the City project to the north.
 - ii) Reconnect the existing storm sewer in Graybar Road south of Gordon Way to the proposed storm sewer.
 - iii) Upgrade the existing 600 mm storm sewer to 1050 mm along Gordon Way from manhole STMH6428 to manhole STMH9025, approximately 90 m, complete with catch basins per City specifications and new manholes at both tie-in points. The new storm sewer shall be located within the roadway.
 - iv) Reconnect all existing service connections and catch basins to the proposed storm sewer.
 - v) Remove the existing 600 mm storm sewers from manhole STMH6427 to manhole STMH9025.
 - vi) Cut, cap, and remove all existing storm service connections serving the development site.
 - vii) Install one new storm service connection off of the proposed manhole at the corner of Gordon Way and Graybar Road. No onsite drainage may connect to the proposed 675 mm storm sewer.
 - viii) Video inspect the existing onsite storm sewer from manhole STMH6464 to manhole STMH6462, and from manhole STMH6462 to Graybar Road, to **PLN-427** in use by lots other than the development site. If the

Initial: _____

storm sewer or portions of storm sewer are still in use, that portion shall be retained and the developer shall provide, at no cost to the City, a 6.0 m-wide SRW along the length to be retained. Any portions of the storm sewer not in use shall be removed. The video inspection report shall be included within the first servicing agreement submission.

- ix) Provide, at no cost to the City, a 3.0 m-wide Utility SRW along the entire western property line of the development site for maintenance and access purposes for the existing perimeter drain.
- x) Provide a sediment and erosion control plan within the servicing agreement design.
- b) At Developer's cost, the City is to:
 - i) Complete all tie-ins for the proposed works to existing City infrastructure.

3) Sanitary Sewer Works:

- a) The Developer is required to:
 - i) Relocate into the roadway the existing 200 mm sanitary sewer from the new manhole near the north property line to be built by the City capital project to slightly east of the existing manhole SMH6156 to the south, in the alignment to be established by the City capital project.
 - ii) Reconnect all existing connections to the proposed 200 mm sanitary sewer.
 - iii) Install one new sanitary service connection, complete with inspection chamber, for the proposed development.
- b) At Developer's cost, the City is to:
 - i) Cut and cap at main all existing sanitary service connections serving the development site, and remove inspection chambers.
 - ii) Perform all tie-ins for the proposed works to existing City infrastructure.

4) Frontage Improvements:

- a) The Developer is required to:
 - i) Employ a professional geotechnical engineer to review site stripping and confirm suitable subgrade for the roadway, boulevard, sidewalk, and pipe trenches, review roadway materials and placement, and review density testing of subgrade and roadway and pipe trench structure. A geotechnical engineer's assessment of the existing conditions along Graybar Road and recommendations for the construction of the roadway, boulevard, sidewalk, and pipe trenches shall be attached to the first servicing agreement submission.
 - ii) Coordinate with BC Hydro, Telus and other private communication service providers:
 - (1) Before relocating/modifying any of the existing power poles and/or guy wires within the property frontages.
 - (2) To locate/relocate all above ground utility cabinets and kiosks required to service the proposed development within the developments site (see list below for examples). A functional plan showing conceptual locations for such infrastructure shall be included in the development process design review. Please coordinate with the respective private utility companies and the project's lighting and traffic signal consultants to confirm the requirements (e.g., statutory right-of-way dimensions) and the locations for the aboveground structures. If a private utility company does not require an aboveground structure, that company shall confirm this via a letter to be submitted to the City. The

following are examples of statutory right-of-ways that shall be shown in the functional plan and registered prior to SA design approval:

- BC Hydro PMT – 4mW X 5m (deep)
- BC Hydro LPT – 3.5mW X 3.5m (deep)
- Street light kiosk – 1.5mW X 1.5m (deep)
- Traffic signal kiosk – 2mW X 1.5m (deep)
- Traffic signal UPS – 1mW X 1m (deep)
- Shaw cable kiosk – 1mW X 1m (deep) – show possible location in functional plan
- Telus FDH cabinet-1.1 m W X 1 m (deep – show possible location in functional plan
-

iii) Review street lighting levels on Graybar Road and upgrade as required.

5) General Items:

a) The Developer is required to:

- i) Discharge the existing utility right of way along the development's Graybar Road frontage that will no longer be required due to the storm and sanitary sewer being relocated into the roadway.
- i) Coordinate with BC Hydro, Telus, Shaw, Fortis BC, and other private utility companies to confirm that there are no existing private utilities within the right of way along the Graybar Road frontage prior to right of way discharge. Additional rights of ways may be required by those companies if private utilities exist within the City right of way.
- ii) Provide, prior to installation of pre-load or within the first servicing agreement submission, whichever comes first, a geotechnical assessment of preload and soil preparation impacts on the existing utilities fronting the development site and provide mitigation recommendations.
- iii) Provide pre- and post-construction elevation surveys of adjacent roads, underground utilities (e.g. manhole rims, manhole inverts, service boxes, etc.) and property lines to determine settlement amounts. At their cost, the developer is responsible for rectifying any settlement, damage, or other impact as a result of the construction works.
- iv) Enter into, if required, 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, 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. Transportation Works

1. The developer responsible for the design and construction of the following frontage works along Graybar Road:

- Along the entire development frontage: from the property line to east, a 1.5m wide concrete sidewalk and remaining area (approx. 2.0 m wide) to the curb/gutter be treed/grassed boulevard.
- From northern edge of the development to Westminster Highway: a 1.5m wide interim asphalt walkway behind the existing curb / gutter generally as shown below.



**Richmond Zoning Bylaw 8500
Amendment Bylaw 9741
(RZ 17-772644)
(To Discharge LUC 127 and Establishing Zoning on Portion 6311
Graybar 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 designating that portion outlined in bold and shown on "Schedule A attached to and forming part of Bylaw 9741" as "**LIGHT INDUSTRIAL IL**".
2. That the Mayor and Clerk are hereby authorized to execute any documents necessary to discharge "Land Use Contract 127", having charge number RD85962, including all amendments, modifications and extensions to charge number RD85962 from the following area:

P.I.D. 018-315-097

PARCEL "A" SECTIONS 9 AND 10 BLOCK 4 NORTH RANGE 4 WEST NEW WESTMINSTER DISTRICT REFERENCE PLAN LMP 10878

3. This Bylaw may be cited as "**Richmond Zoning Bylaw 8500, Amendment Bylaw 9741**".

FIRST READING

PUBLIC HEARING

SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

ADOPTED

MAYOR

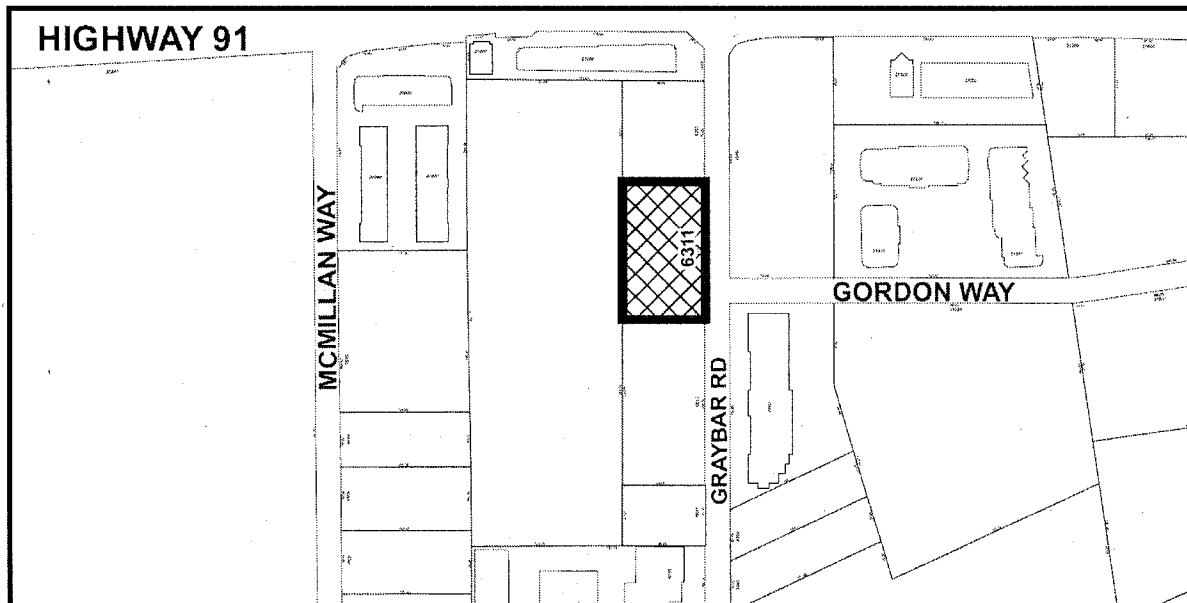
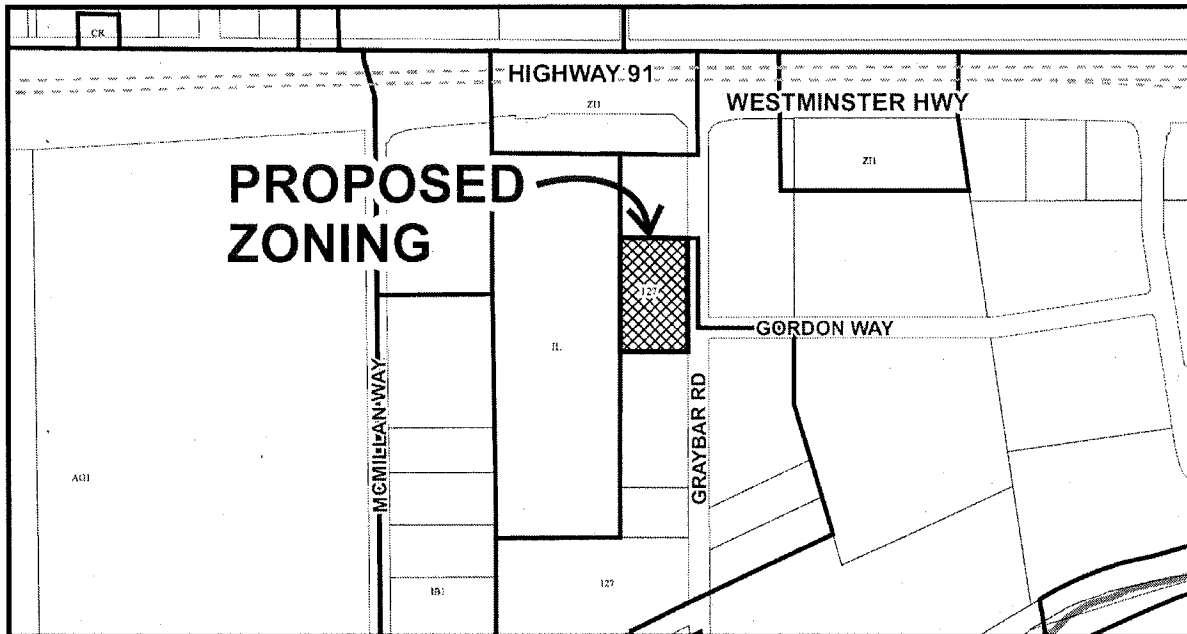
CORPORATE OFFICE



"Schedule A attached to and forming part of Bylaw 9741"



City of
Richmond



RZ 17-772644

Original Date: 06/20/17

Revision Date: 07/05/17

Note: Dimensions are in METRES



To: Planning Committee

Date: June 26, 2017

From: Wayne Craig
Director, Development

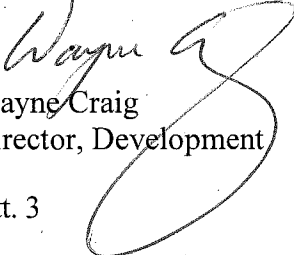
File: 08-4000-01/2017-Vol 01

Re: Including Existing Community Amenity Contribution Rates in Council Policies
Within the Official Community Plan and Area Plans

Staff Recommendation

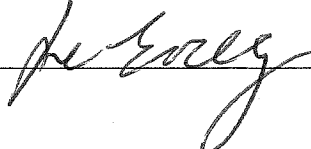

1. That Official Community Plan Bylaw 9000, Amendment Bylaw 9625, which amends Official Community Plan Bylaw 9000 by amending Section 14.4.5D of the Development Permit Guidelines to include the cash-in-lieu of indoor amenity contribution rates now within Council Policy 5041 (Cash In Lieu of Indoor Amenity Space), be introduced and given first reading.
2. That Official Community Plan Bylaw 7100, Amendment Bylaw 9626, which amends Official Community Plan Bylaw 7100, by:
 - a) Amending Section 4.0 of Schedule 2.4 - Steveston Area Plan to include the heritage contribution rates now within the Steveston Village Conservation Strategy and Implementation Program; and
 - b) Amending Section 9.3.2 of Schedule 2.11A - West Cambie Area Plan to include the affordable housing, childcare, city beautification and community planning contribution rates now within Council Policy 5044 (West Cambie – Alexandra Interim Amenity Guidelines);be introduced and given first reading.
3. That Bylaw 9625 and Bylaw 9626, 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 9625 and Bylaw 9626, having been considered in accordance with Official Community Plan Bylaw Preparation Consultation Policy 5043, are hereby found not to require further consultation.

5. That Council Policy 5041(Cash in Lieu of Indoor Amenity Space) and Council Policy 5044 (West Cambie – Alexandra Interim Amenity Guidelines), be repealed upon adoption of Bylaw 9625 and Bylaw 9626.


Wayne Craig
Director, Development

Att. 3

MM/TC:blg

REPORT CONCURRENCE		
ROUTED TO: Arts, Culture & Heritage Affordable Housing Community Social Development Recreation Law	CONCURRENCE <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	CONCURRENCE OF GENERAL MANAGER 
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: CJ	APPROVED BY CAO (CAO name) 

Staff Report

Origin

Since 2003, the City has adopted amendments to the Official Community Plan (OCP), Area Plans, and Council Policies to include a range of developer required planning, affordable housing and amenity contributions (i.e., monetary contributions in lieu of providing facilities) that are in place today. While most of the specific developer contributions are already included in the OCP and Area Plans, three (3) types of required developer contributions are in separate policies as follows:

- *Council Policy 5041: Cash in Lieu of Indoor Amenity Space*
- *Council Policy 5044: West Cambie – Alexandra Interim Amenity Guidelines*
- *Steveston Village Heritage Conservation Strategy*

This Staff Report presents minor administrative housekeeping changes to include the above required developer contributions in the City-wide OCP and Area Plans, to facilitate referencing them by having them in one place (the OCP).

A Staff Report will be provided to Committee in the future that discusses how the contribution rates may be adjusted to catch up for past inflation increases and include future inflation increases.

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

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

Related Policies & Studies

City-Wide Official Community Plan Bylaw 9000: Cash in Lieu of Indoor Amenity Space

- *Development Permit Area Guidelines:* Section 14.4.5D includes guidelines that require developers to provide indoor amenity space in multi-family developments as follows:
 - 1 to 3 units: None
 - 4 to 19 units: 50m² (538 ft²)
 - 20 to 39 units: 75m² (807 ft²)
 - 40 or more units: 100m² (1,076 ft²)
- If a developer does not provide the above-noted multi residential development indoor amenity space, they must make a monetary contribution required under *Council Policy 5041: Cash in Lieu of Indoor Amenity Space* (adopted in 2003), by providing cash in lieu in during the Development Permit application process (Attachment 1) as follows:
 - 1st to 3rd units: None
 - 4th to 19th units: \$1,000 per unit; plus
 - 20th to 39th units: \$2,000 per unit; plus
 - 40th unit & above: \$3,000 per unit for the remaining units.

Area Plans Within Official Community Plan Bylaw 7100: West Cambie and Steveston

- *Schedule 2.11A – West Cambie Area Plan:* Section 9.3.2, Objective 3 includes policies to provide developer-required affordable housing (\$5.10 per ft²), childcare (\$0.60 per ft²), city beautification (\$0.60 per ft²), and community engineering and planning contributions (\$0.07 per ft²), for rezoning applications by referencing *Council Policy 5044: West Cambie – Alexandra Interim Amenity Guideline* (adopted in 2006) to be collected for example, in lieu of providing the facility, in the West Cambie Area Plan Alexandra area (Attachment 2).
- *Schedule 2.4 - Steveston Area Plan:* Section 4.0 includes a policy that requires developer financial contributions (\$47.00 per ft²) during Village rezonings which involve density bonuses by referencing the *Steveston Village Heritage Conservation Strategy* (adopted in 2009), to be used for a Steveston Heritage Conservation Grant Program aimed at cost sharing the conservation of Village heritage buildings identified in the Strategy (See Bulletin in Attachment 3).

Analysis

The above-noted contribution rates are proposed to be included within the OCP and Area Plans as follows:

- *OCP Amendment Bylaw 9000 (Bylaw 9625)*
This proposed amendment bylaw will add the existing developer required cash in lieu of indoor amenity space contribution rates to the Development Permit Guidelines which is now included in *Council Policy 5041 (Cash in Lieu of Indoor Amenity Space)* which is proposed to be then repealed by Council concurrently with the adoption of proposed Bylaw 9625 by Council.
- *OCP Amendment Bylaw 7100 (Bylaw 9626)*
This proposed amendment bylaw will:
 - Add the existing developer required heritage conservation contribution rate now in the *Steveston Village Conservation Strategy*, to the Steveston Area Plan (Bylaw 7100, Schedule 2.4).
 - Add the existing developer required city beautification, child care, affordable housing and community planning contribution rates now in *Council Policy 5044: West Cambie – Alexandra Interim Amenity Guidelines*, to the West Cambie Area Plan (Bylaw 7100, Schedule 2.11A).

Consultation

The following includes a summary of the consultation required for the proposed Official Community Plan Amendment Bylaws:

Stakeholder	Referral Comment (No Referral necessary)
BC Land Reserve Co.	No referral necessary.
Richmond School Board	No referral necessary.
The Board of the Greater Vancouver Regional District (GVRD)	No referral necessary, as the proposed amendments are consistent with the Regional Growth Strategy.
The Councils of adjacent Municipalities	No referral necessary as adjacent municipalities are not affected.
First Nations (e.g., Sto:lo, Tsawwassen, Musqueam)	No referral necessary.
TransLink	No referral necessary as no transportation road network changes are proposed.
Port Authorities (Vancouver Port Authority and Steveston Harbour Authority)	No referral necessary.
Vancouver International Airport Authority (VIAA) (Federal Government Agency)	No referral necessary.
Richmond Coastal Health Authority	No referral necessary.
Stakeholder	Referral Comment (No Referral necessary)
Community Groups, Industry Groups and Neighbours	No referral necessary.
All relevant Federal and Provincial Government Agencies	No referral necessary.

Richmond Official Community Plan Bylaw 9000, Amendment Bylaw 9625 and Richmond OCP Bylaw 7100, Amendment Bylaw 9626, having been considered in accordance with OCP Bylaw Preparation Consultation Policy 5043, are hereby found to not require further consultation.

The public will have an opportunity to comment further on all of the proposed amendments at the Public Hearing.

School District

The proposed bylaws were not referred to School District No. 38 (Richmond) because they do not have the potential to generate 50 or more school aged children. According to OCP Bylaw Preparation Consultation Policy 5043; which was adopted by Council and agreed to by the School District, residential developments which generate less than 50 school aged children do not need to be referred to the School District (e.g., typically around 295 multiple-family housing units). The proposed bylaws involve no changes in the planned and possible multiple-family housing units which may be developed within the City.

Financial Impact or Economic Impact

None, as the proposed OCP Amendment Bylaws consolidate existing contribution rates and there are no financial impacts to the developer contributions.

Conclusion

The proposed OCP Amendment Bylaws consolidate existing contribution rates into the OCP and Area Plans for consistency and ease of reference.

It is recommended that Official Community Plan Bylaw 9000, Amendment Bylaw 9625, and Official Community Plan Bylaw 7100, Amendment Bylaw 9626 be introduced and given first reading.



Mark McMullen
Senior Coordinator - Major Projects



Terry Crowe
Manager, Policy Planning

MM/TC:blg

Attachments:

- 1) Council Policy 5041: Cash in Lieu of Indoor Amenity Space
- 2) Council Policy 5044: West Cambie – Alexandra Interim Amenity Guidelines
- 3) Bulletin – Planning-01: Steveston Village Conservation



City of Richmond

Policy Manual

Page 1 of 1

Adopted by Council: Dec 15, 2003

POLICY 5041

File Ref:

CASH IN LIEU OF INDOOR AMENITY SPACE

It is Council Policy that:

1. Payment of cash, in-lieu of providing indoor amenity space for multi-family developments, may be provided as an option as part of the Development Permit process.
2. The rates for cash in lieu are set as follows:

Number of Dwelling Units In a Multi-Family Project	Amount of cash-in-lieu payment
0 – 3 units	None
4 – 19 units	\$1000 per unit up to 19 units (exempt where the average unit size exceeds 148 m ²)
20 – 39 units	\$1,000 per unit up to 19 units + \$2000 per unit over 19 units (exempt where the average unit size exceeds 148 m ²)
40 units or more	\$1,000 per unit up to 19 units + \$2000 per unit over 19 units + \$3000 per unit over 39 units (exempt where the average unit size exceeds 148 m ²)

3. Cash in lieu funds are to be deposited in a Recreation Facility Reserve account.
4. The funds are to be used for indoor public amenity space as identified by the Parks, Recreation and Cultural Services Department and as set out in their Master Plan which outlines the facility and amenity needs of the community.
5. Both local and City wide needs will be considered in the application of the funds.



Page 1 of 1	Adopted by Council: July 24, 2006	Policy 5044
File Ref: 08-4045-20-11	West Cambie – Alexandra Interim Amenity Guidelines	

Policy 5044:

West Cambie- Alexandra Interim Amenity Guidelines**(1.) Purpose**

- The purpose of the West Cambie- Alexandra Interim Amenity Guidelines is to establish guidelines for voluntary developer contributions (elements and rates), for certain non-DCC and other community amenities, to complement West Cambie Area Plan Bylaw No. 8029.
- The West Cambie Alexandra Interim Amenity Guidelines apply, until the City establishes more formal amenity bylaws and policies.

(2.) Applicable area

The West Cambie Area Plan - Alexandra neighbourhood, in Richmond.

(3.) Details**(a.) Affordable Housing (For rezonings involving residential uses)**

Target: Collected Contributions: \$16 Million.

Formulas:

1. In the Multi Family Housing Area (townhouses, apartments)
 - If developers choose not to build affordable housing, the City will accept a developer's financial contribution of \$5.10 per buildable square foot for affordable housing, based on the proposed FAR in the development. The maximum permitted density will be 1.5 FAR.
2. In the Multi Family Housing Area (townhouses)
 - If developers choose not to build affordable housing the City will accept a developer's financial contribution of \$5.10 per buildable square foot for affordable housing, based on the proposed FAR in the development. The maximum permitted density will be 0.65 FAR.
3. In the Mixed Use (housing over small floor plate retail)
 - If developers chose not to build affordable housing, the City will accept a developer's financial contribution of \$5.10 per buildable square foot, for affordable housing, based on the proposed FAR in the development. The maximum permitted density will be 1.25 FAR.

Notes:

- Staff will monitor the collected amount for affordable housing and advise Council of its options and ability to build affordable housing with any collected dollars.

(b.) Community and Engineering Planning Costs

Target: \$365,000

Formula: For each buildable square foot, the City will accept a developer's financial contribution of \$.07, per buildable square foot, based on the proposed FAR in the development, to assist in paying for community planning and engineering costs to plan community land use, services and infrastructure.

(c.) Child Care

Target: \$1.8 Million - one child care facility (land and construction)

Formula: For each buildable square foot, the City will accept a developer's financial contribution of \$.60, per buildable square foot, based on the proposed FAR in the development, to assist in paying for child care

(d.) City Beautification

Target: \$3.3 Million

Formula: For each buildable square foot the City will accept a developer's financial contribution of \$.60, per buildable square foot, based on the proposed FAR in the development, to assist in paying for city beautification works [e.g. "High Street" streetscaping; public realm, walkways, plazas, feature landscaping).



**City of
Richmond**

Bulletin

Policy Planning Division
6911 No. 3 Road, Richmond, BC V6Y 2C1

www.richmond.ca

Tel: 604-276-4000 Fax: 604-276-4052

Steveston Village Conservation

No.: PLANNING-01

Date: 2009-09-24

Purpose:

The purpose of this bulletin is to highlight the new Steveston Village Conservation Strategy and Implementation Program.

Background:

On June 22, 2009, Council approved the following documents:

- The Steveston Village Conservation Strategy;
- A Revised Steveston Area Plan with heritage and non-heritage conservation policies, and a new Heritage Conservation Area (HCA) (see Map 1);
- An Implementation Program which establishes new financial incentives, design guidelines and permit requirements for redeveloping and altering buildings and property in the Heritage Conservation Area.

This means that there are new heritage policies, incentives and permit requirements in Steveston Village when altering:

- The Identified Heritage Resources which include the:
 - exteriors of 17 buildings in the Village;
 - small lot sizes that are a legacy of the 1892 Village Survey Plan;
 - other unique Village features, such as streetscapes and river views;
- All other Village buildings, structures and landscaping, in order to complement the heritage character of the Village.

Significance:

The significance of these documents is that, for the first time, Steveston Village's heritage buildings and resources are comprehensively identified so that they can be better conserved for future generations.

Similarly, the documents identify how the other properties in the Village can be redeveloped in a complementary manner.

This approach provides clarity and certainty for all and better conserves the Village's heritage. As well, there are financial incentives for owners of heritage buildings to assist them when undertaking heritage conservation.

Steveston Village Conservation Strategy:

The Steveston Village Conservation Strategy identifies **WHAT** may be conserved for heritage purposes.

Steveston Area Plan:

The revised Steveston Area Plan identifies:

- For Heritage Resources - the actual buildings and resources that are to be conserved and receive heritage conservation treatment;
- For Non Heritage Resources - how the remaining buildings and resources will be managed.

Implementation Program:

The Implementation Program identifies **HOW** all properties are to be managed, regulated and given financial incentives in return for conserving heritage.

Thus, there are new requirements when altering all properties in the Steveston Village Heritage Conservation Area (see Map 1).

Cooperative Emphasis:

The Strategy emphasizes that the City will work co-operatively with all property owners to balance the City's and property owners' interests with sound conservation practices and enable owners to access financial assistance in doing so.

Properties with Identified Heritage Value:

For the 17 identified heritage buildings:

- The exteriors are to be conserved, and there is flexibility for interior redevelopment;
- Heritage conservation is to occur in accordance to Parks Canada "Standards and Guidelines for the Conservation of Historic Places in Canada";
- Financial incentives are possible by rezoning to a new Steveston Conservation Zone which enables:
 - increases in density to achieve heritage conservation. The increases in density vary but generally involve an increase, from the existing 1.0 floor area ratio (FAR), to between 1.2 FAR (along Moncton Street) and 1.6 FAR elsewhere in the Village;
 - up to a 33% reduction in parking requirements;
- Access to the City's new Steveston Village Heritage Grant Program, which provides 50/50 cost-sharing assistance to conserve the 17 identified heritage properties, when the City has sufficient funds in the Steveston Heritage Grant Program Fund.

For All Other Properties:

For all other Steveston Village properties:

- The revised Area Plan design guidelines including "Sakamoto" guidelines for exterior alterations and new buildings apply;
- Financial incentives are possible by rezoning to a new Steveston Conservation Zone which enables:
 - increases in density in return for contributing to the Steveston Village Heritage Grant Program. The increases in density vary but generally involve an Increase, from the existing 1.0 Floor Area Ratio (FAR), to between 1.2 FAR (along Moncton Street) and 1.6 FAR elsewhere in the Village;
 - up to a 33% reduction in parking requirements.

Heritage Alteration Permit (HAP) Requirements:

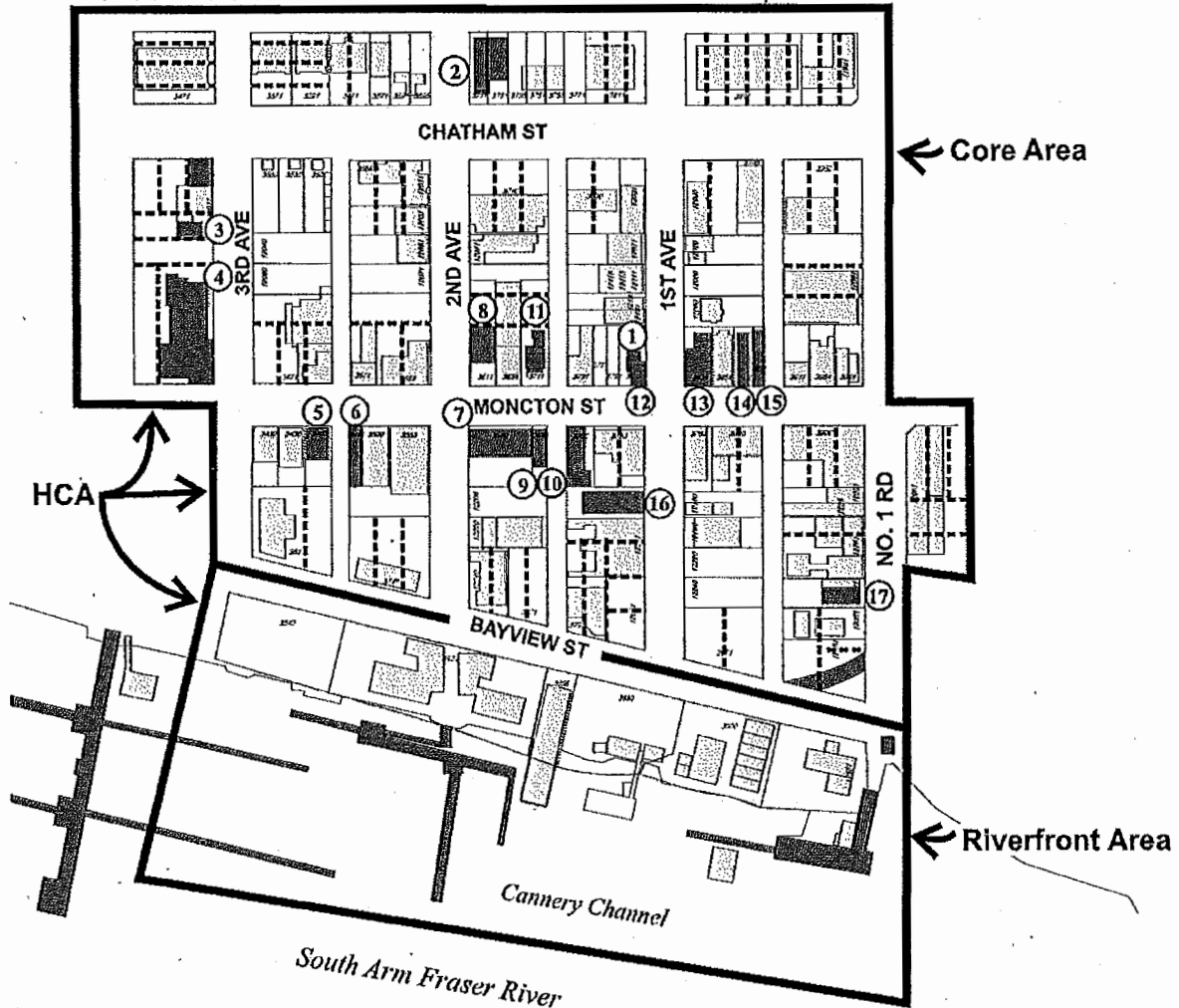
In addition to the normal requirements for rezonings, subdivision approvals and permits for development, demolition, buildings and signs, a Heritage Alteration Permit (HAP) is now required for changes to the exterior of all buildings and properties within the Steveston Village Heritage Conservation Area (HCA) (see Map 1).

The HAP approval process involves:

1. A preliminary discussion of proposed alterations between property owner and City staff.
2. A formal HAP application.
3. Staff review.
4. Approval.

For all more information, please contact Terry Brunette, Heritage Planner 2 at 604-276-4279.

Map 1 - Steveston Village Heritage Conservation Area (HCA):
Resources and Modified 1892 Historic Lot Lines Map



LEGEND

	Non Heritage Building		Identified Heritage Resource		Historic Lot Lines
①	3811 Moncton St.: "Japanese Doctors'/Hospital Office" relocated from 4091 Chatham St.	⑦	3580 Moncton Street "Hepworth Block"	⑬	3831 Moncton Street "Ray's Drygoods/Budget Appliance"
②	3711/3731 Chatham Street "Steveston Methodist Church"	⑧	3611 Moncton Street "Marine Garage"	⑭	3871 Moncton Street "Bare Basics"
③	12011 3 rd Avenue "Steveston Courthouse"	⑨	3680 Moncton Street "Wakita Grocery"	⑮	3891 Moncton Street "Tasaka Barbershop"
④	12111 3 rd Avenue "Sockeye/Steveston Hotel"	⑩	3700 Moncton Street "Redden Net/ Atagi Building"	⑯	12191 1 st Avenue "Japanese Buddhist Temple"
⑤	3460 Moncton Street "Dave's Fish & Chips"	⑪	3711 Moncton Street "Cannery Café"	⑰	12311 No 1 Road "Prickly Pear Garden Center"
⑥	3480 Moncton Street "Watilda Building/ Riverside Art Gallery"	⑫	3811 Moncton Street "Steveston Museum/Northern Bank"		

Sept 8, 2009



**Richmond Official Community Plan Bylaw 9000
Amendment Bylaw 9625
(Inclusion of Contribution Rates in Council Policy 5041
(Cash-In-Lieu of Indoor Amenity Space))**

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

1. Richmond Official Community Plan Bylaw 9000 is amended by:
 - a) Inserting a new sub-section b) at the end of Section 14.4.5D – Amenity Space as follows:
 - “• Contributions of cash-in-lieu of providing indoor amenity space for multi-family developments required under the Development Permit Guidelines, may be provided by an applicant/developer as an alternative option as set out below.

Number of Dwelling Units in a Multi-Family Project	Amount of Cash-In-Lieu Payment (exempt where the average unit size exceeds 148 m ²)
1 st to 3 rd units	None
4 th to 19 th units	\$1,000 per unit; plus
20 th to 39 th units	\$2,000 per unit; plus
40 th unit & above	\$3,000 per unit for the remaining units.

- Cash-in-lieu funds are to be deposited in a Leisure Facilities Reserve Fund to be used for indoor public amenity space as identified by the Community Services Division and in alignment with Council priorities for facility and amenity needs for the local community and City-wide.”

This Bylaw may be cited as **“Richmond Official Community Plan Bylaw 9000, Amendment Bylaw 9625”**.

FIRST READING

PUBLIC HEARING

SECOND READING

THIRD READING

ADOPTED

CITY OF RICHMOND
APPROVED by <i>TC</i>
APPROVED by Manager or Solicitor <i>JH</i>

MAYOR

CORPORATE OFFICER



**Richmond Official Community Plan Bylaw 7100
Amendment Bylaw 9626
(Inclusion of Contribution Rates in Council Policy 5044
(West Cambie – Alexandra Interim Amenity Guidelines), and the
Steveston Heritage Conservation Program)**

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

1. Richmond Official Community Plan Bylaw 7100 is amended:
 - a) At Schedule 2.4 - Steveston Area Plan, Section 4.0, Objective 1, by adding Policy p) as follows:

“p) For those sites designated within the ‘Steveston Village Land Use Density and Building Height Map’ with a base density of 1.2 FAR and maximum density of 1.6 FAR, the maximum density may be permitted if:

 - A contribution of \$505.72 per m² (\$47.00 per ft²) for the net building floor area in the density bonus from the 1.2 FAR base density to the 1.6 FAR maximum density is provided;
 - That this contribution is to be allocated for funding of the Steveston Village Heritage Conservation Grant (SVHCG) Program; and
 - That such SVHCG Program contributions may be reduced by the amount of any cash-in-lieu contributions received under the City’s Affordable Housing Strategy for the same development.”
 - b) At Schedule 2.11A – West Cambie Area Plan, Section 9.3.2 Alexandra Development Framework, Objective 3, by deleting Policy f) in its entirety and replacing it with the following:

“Developer Contributions – Public Amenities

f) For rezoning applications for all other sites depicted on the ‘Alexandra Neighbourhood Land Use Map’, the City will accept developer/applicant contributions as follows:

 - Affordable Housing: With the exception of the ‘Mixed Use Employment Residential Area’ designation, where a development does not build affordable housing, contributions of \$54.88 per m² (\$5.10 per ft²) to Affordable Housing Statutory Reserve Fund will be accepted (and no density bonus for affordable will be granted).

- Child Care: The City will accept a developer's contribution of \$6.45 per m² (\$0.60 per ft²) on the proposed total net floor area (based on the proposed FAR) to assist in paying for child care facilities.
 - City Beautification: The City will accept a developer's contribution of \$6.45 per m² (\$0.60 per ft²) on the proposed total net floor area (based on the proposed FAR) to assist in paying for City beautification works (e.g. "High Street" streetscaping; public realm, walkways, plazas, feature landscaping).
 - Community and Engineering Planning Costs: The City will accept a developer's contribution of \$0.75 per m² (\$0.07 per ft²) on the total net floor area (based on the proposed FAR) to assist in paying for community planning and engineering costs to plan community land use, services and infrastructure."
2. This Bylaw may be cited as **"Richmond Official Community Plan Bylaw 7100, Amendment Bylaw 9626"**.

FIRST READING

PUBLIC HEARING

SECOND READING

THIRD READING

ADOPTED

MAYOR

CORPORATE OFFICER




City of Richmond

Report to Committee

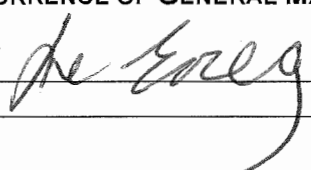
To: Planning Committee
From: Wayne Craig
Director, Development
Date: July 13, 2017
File: AG 16-734186
Re: **Application by Sanstor Farms Ltd. for an Agricultural Land Reserve Non-Farm Use (Sand Storage) at 14671 Williams Road**

Staff Recommendation

That authorization for Sanstor Farms Ltd. to apply to the Agricultural Land Commission for a non-farm use to allow the storage of sand at 14671 Williams Road, be denied.


Wayne Craig
Director, Development

WC:jh
Att. 11

REPORT CONCURRENCE
CONCURRENCE OF GENERAL MANAGER 

Staff Report

Origin

Sanstor Farms Ltd. has applied to the City of Richmond for permission to apply to the Agricultural Land Commission (ALC) for a non-farm use for the property at 14671 Williams Road (Attachment 1 – Location Maps). The Agricultural Land Reserve (ALR) non-farm use application proposes to use approximately 5 ha (12.35 acres) of the eastern portion of the site for an outdoor sand storage facility. The remaining 3.3 ha (8.15 acres) of the site is proposed to be improved and used for soil based agricultural production. Attachment 2 indicates the location of the proposed land uses.

This ALR non-farm use application requires consideration and endorsement by Council. If endorsed by Council, the ALR non-farm use application will be forwarded to the ALC for their consideration.

If the non-farm use application is permitted by the ALC, the applicant would have to apply to the City of Richmond to rezone the property to allow a sand storage facility on the subject site, and a Development Permit to address guidelines related to an environmentally sensitive area.

Findings of Fact

A Development Application Data Sheet providing details about the development proposal is contained in Attachment 3.

The current use of the site includes a single-family dwelling near Triangle Road and Williams Road. The western portion of the site is cleared and the eastern portion of the site is a forested wetland, dominated by birch and shrub species.

Mathers Bulldozing, which is a subsidiary of Sanstor Farms Ltd., currently operates a dredged river sand storage facility on lands adjacent to the subject property at 15111 Williams Road. The sand storage facility provides a service to the agricultural community in Richmond by providing salt free river sand to cranberry growers, turf farms, and golf courses. According to the applicant, 25% of their business is from farmers whereas the other 75% of their business is used for non-farm uses such as commercial pre-load for construction sites.

Mathers Bulldozing currently lease a portion of the site at 15111 Williams Road from Ecowaste Industries Ltd. The site is zoned for industrial uses and has been recently approved to redevelop into an industrial logistics park. This redevelopment will result in the eventual displacement of the Mathers Bulldozing depot. Staff have spoken with representatives from Ecowaste Industries Ltd., and subject to the two parties working out an appropriate lease agreement, Ecowaste has advised the use could continue to operate from the Ecowaste property for potentially another 5 years.

The applicant has identified the adjacent subject site as a preferred new location for its sand storage operation because it is close to its current location and existing drainage infrastructure, and is located close to where the river sand is sourced.

Proposed Use

Sand Storage Use: The proposal for the subject property is to use approximately 5 ha (12.35 acres) of the eastern portion of the site for the relocated sand storage facility (Attachment 2). Approximately 150,000 m³ of dredged river sand would be stored on site with sand piles approximately 5 m (16.4 ft.) high. The footprint of the sand would be approximately 2 ha (5 acres) which is similar to their current operations on the Ecowaste site.

The sand is proposed to be pumped from the Fraser River directly to the site. The dredging infrastructure which is composed of buried and surface input pipe and drainage water conduit are already installed along the western boundary of the existing sand storage facility and would be reconfigured to fit the new site. A detailed engineering review would be conducted by the City, and other relevant agencies, to manage any risks associated with the dredging infrastructure should Council and the ALC approve this non-farm use application.

The area of the property for the sand storage facility would have almost all of the trees and vegetation removed. The surface organic soil would be moved to the adjacent clear area of the property for agricultural purposes. A one to two metre high perimeter berm would be constructed with structural fill built around the sand storage facility to provide isolation from adjacent lands, including the agricultural portions of the subject property. Inside the berm, an intercept drainage canal would be constructed to collect any drainage water from the dredge pumping activity. This water would then be serviced by another pump and piped back into the Fraser River. Inside the intercept canal, a larger berm approximately four to five metres high would be constructed with structural fill to provide containment of the dredged sand. This berm will also provide pre-load stability to the soil to prevent any lateral movement once the sand storage pile is commenced. Water would be used to mitigate dust when it is windy.

As the proposed sand storage use does not have a defined end date, it will impact the site's ability to be used for agricultural purposes. In the event that the sand storage operation is decommissioned, the applicant would reclaim this area for agricultural use. This would involve removal of sand and infrastructure, installation of a sub-surface drainage system, and remediation of the soil, improving it to a Class 2 soil classification. If the non-farm use application is approved by Council and the ALC, staff would secure the proposed soil remediation plan and financial security through the rezoning process.

The site would include proper access for trucks and farming equipment, a scale, an equipment shed, and repurposing of the existing dwelling as an office.

Agricultural Use: The remaining 3.3 ha (8.15 acres) of the site is proposed to be improved and used for soil based agricultural production (Attachment 2). The proposal is to improve this area from a Class 5 to a Class 2 soil classification. This would be done by moving the surface organic soil from the sand storage facility to this area of the subject property, placement of additional subsurface drainage improvements, and improvements to the soil through lime and fertilizer to prepare the soil for a wide range of crops. The soil improvements and subsequent farm plan would be secured through the rezoning process should Council and the ALC approve the non-farm use application.

In BC, the classification system describes seven land capability classes for agriculture (Classes 1 to 7). Class 1 land is considered the best soil for farming with minimal limitations whereas the limitations increase between Class 2 to Class 5 lands. Class 6 and 7 lands have limitations that preclude arable agricultural activities yet are capable of sustaining native and/or perennial uncultivated agriculture.

Surrounding Development

To the North: an “Agriculture (AG1)” zoned property that is largely covered in trees. This property, which is owned by Ecowaste Industries Ltd. is located in the ALR and is part of an upland forest Environmentally Sensitive Area (ESA).

To the East: an “Industrial (I)” zoned property which is proposed to be developed into a multi-phased industrial development (15111 Williams Road). The property is owned by Ecowaste Industries Ltd. and is not located in the ALR. Mathers Bulldozing currently leases part of this property for their current sand storage operations, but will be displaced once construction begins on the new industrial development.

To the South: on the west side of Triangle Road, an “Agriculture (AG1)” zoned property that contains a single detached house, greenhouse farming activity and soil based agriculture. On the east side of Triangle Road, a “Light Industrial (IL)” zoned property that is currently vacant and clear of most vegetation. This site is owned by the City of Richmond.

To the West: an unimproved road right-of-way which is treed and part of an upland forest ESA, and to the west of the road right-of-way is an “Agriculture (AG1)” zoned property containing soil based agricultural activities. The property is located in the ALR.

Related Policies & Studies

2041 Official Community Plan

The subject site is designated as “Agriculture” in the 2041 Official Community Plan (OCP), which permits farming, food production and supporting activities, including those activities permitted in the ALR. Related agricultural policies in the OCP aim to protect, enhance, and “...encourage the use of Richmond’s ALR land for farming and to discourage non-farm uses” [Policy j) on page 7-6 of the 2041 OCP].

The proposed outdoor sand storage facility is not consistent with the City’s agricultural policies in the 2041 OCP, and therefore requires a non-farm use application to be approved by Council and the ALC. A sand storage facility would be more suited on property that is designated “Industrial” in the 2041 OCP.

Richmond Agricultural Viability Strategy

The Richmond Agricultural Viability Strategy (RAVS), which was adopted by Council in 2003, establishes a long-range strategy for improving the viability of farmland within the City. The RAVS provides a long term vision for the future growth and viability of the agricultural sector in the City, and many of the policies in the 2041 OCP originated from the RAVS. One of several

recommendations in the RAVS is to limit non-farm uses that remove land from agricultural production and to direct non-farm uses to non-ALR lands. The sand storage facility would remove approximately 5 ha (12.35 acres) of land from potential agricultural production, and would not enhance agricultural uses.

Employment Lands Strategy

The 2041 Employment Lands Strategy, which was adopted by Council in 2011, was used in preparation of the 2041 OCP to determine how Richmond can optimize its land base to create a healthy, balanced, diversified and growing economy. With respect to agricultural land, the Employment Lands Strategy indicates that the agricultural land base should be protected and that there is no need to remove land from agricultural production to meet the 2041 Employment Lands Strategy needs.

Zoning – Agricultural (AG1)

The subject property is zoned “Agricultural (AG1)” which provides for a wide range of farming and compatible land uses consistent with the provisions of the ALR. A sand storage facility is not permitted in the AG1 zone. If the proposed non-farm use application is permitted by the ALC, a rezoning application would be required to allow a sand storage facility for the subject site.

Environmentally Sensitive Area Designation

The eastern portion of the subject property (5.39 ha), which makes up 65% of the site, is located within an area that is designated as an Environmentally Sensitive Area (ESA) (Attachment 4). The ESA is part of a 31.4 ha (77.6 acres) freshwater wetland area. The intent of the freshwater wetland ESA is to maintain the areal extent and condition of fresh water wetland preserving vegetation and soils, and maintaining predevelopment hydrology, drainage patterns and water quality. The sand storage facility proposal would have a significant impact on this ESA as most of the vegetation would be removed.

This site is also part of a larger hub site within the Ecological Network Management Strategy (ENMS) that Council adopted in 2015. The ENMS is an ecological blueprint for the preservation of natural land city wide. Through the ENMS the City has committed to protect, restore and connect natural lands and avoid habitat fragmentation.

Any activity or soil disturbance not related to agriculture in this ESA would require a Development Permit (DP). While ESA DPs are considered on a site by site basis, the ENMS focuses at the ecosystem level. The hub that the site is a part of is bordered by existing and potential corridors, and riparian management areas. In the context of private lands covered by DP Areas, the ENMS provides a broader context for how the City assesses natural areas in private lands. As part of the DP application, the applicant would have to assess the impact to the ENMS and identify how those impacts could be mitigated. This will be extremely challenging to accomplish as almost all of the ESA is proposed to be removed.

It is important to note that an ESA DP may be exempt for agricultural activities. To be exempted from an ESA DP, the property owner must prove that they can farm the site, or would be leasing the site to a proven farmer.

Riparian Management Area

A Riparian Management Area (RMA) runs along the south side of the subject property which is part of the Williams Road watercourse. Any impacts to the RMA would form a part of the hydrological and ecological assessment at the DP stage, and the 5m (16.4 ft.) setback would need to be protected from adjacent development as it would be considered industrial land activity and subject to compliance with the Federal Riparian Areas Protection Act, and the Provincial Riparian Area Regulations. Approximately 2,062 m² (22,195 ft²) of site area would be included in the 5 m (16.4 ft.) wide RMA.

Consultation

The subject proposal was reviewed by the City's Agricultural Advisory Committee (AAC), with the following motion supported by the AAC (see Attachment 5 for an excerpt of the July 14, 2016 AAC meeting minutes):

That the ALR application as presented to the AAC to allow a sand storage facility on 5 ha of the eastern portion of the site provided that the remaining 3.3 ha of the site is improved for agricultural uses at 14671 Williams Road be supported.

Staff Comments

Potential Alternative Sites for a Sand Storage Facility

Based on the 2041 OCP and related agricultural policies, an outdoor sand storage facility would be more suited on property that is designated Industrial in the OCP. The property that Mathers Bulldozing currently operates on is designated Industrial in the OCP and is zoned "Industrial (I)". The City's "Industrial (I)" and "Industrial Storage (IS)" zones both allow outdoor storage uses and would allow a sand storage facility. Attachment 6 indicates properties that are designated Industrial in the OCP, and properties that allow outdoor storage uses based on existing zoning.

The applicant has indicated that suitable vacant industrial zoned sites for dredged sand storage are difficult to secure along the Fraser River. Further, the applicant has indicated they would need approximately 5 ha (12.35 acres) of land to support their sand storage business. The applicant has worked with staff from Economic Development and Real Estate to find an alternate site that is large enough, close to the river, and economically feasible. The applicant has also indicated that they have worked with commercial real estate companies, and they have determined that it is extremely difficult to find suitable industrial land along the river for a sand storage facility. Despite these efforts, the applicant purchased the subject property in early 2016 knowing the risks involved in applying for an ALR non-farm use application.

City Real Estate staff recently met with the proponent about the possibility of using two City owned properties at 14940 and 14960 Triangle Road as a sand storage facility. The City owned properties are located across Williams Road from the subject property, on the east side of Triangle Road. The site could accommodate a sand storage facility, subject to rezoning the property from "Light Industrial (IL)" to an appropriate industrial zone.

The City owned properties, which are identified in Attachment 4, would meet the criteria for an outdoor sand storage facility as they are:

- vacant and currently unoccupied;
- not in the ALR, or in an ESA,
- designated Industrial in the 2041 OCP and zoned “Light Industrial (IL)”;
- large enough (4.73 ha [11.7 acres]) to accommodate a sand storage facility; and
- near the river sand source and existing dredging infrastructure that the proponent uses at their existing sand storage operations.

City staff presented a lease offer to the proponent, and after considering the terms, the proponent rejected the offer as it was not economically feasible and they expressed concern over the proposed 10 year lease duration. The proponent requested that this application for an ALR non-farm use for the subject property be considered by Council.

At a subsequent meeting with the proponent on July 12, 2017, staff reiterated willingness to revisit the lease discussion given the proponents expressed concern over the term of the lease. City staff also indicated that if a lease arrangement did not provide the long-term certainty required that the City would be willing to consider a potential sale of the City owned properties, subject to Council approval, if the site at 11700 No. 5 Road, which is owned by the proponent, was involved in the transaction (Attachment 7).

Hydro-Geology Assessment

At the request of staff, the applicant submitted a high level overview assessment of the hydrogeology of the subject property (Attachment 8). The report observes that the subject property or adjacent undisturbed sites have not been impacted by adjacent filling activities. Further, the report concludes that the proposed sand storage facility should not have any significant impacts on the hydrogeology of the lands surrounding it so long as the proposed mitigation measures are in place. Mitigation measures would include a berm and canal system surrounding the sand storage facility which would provide effective isolation of the sand storage facility and its activities from adjacent lands, including the agricultural portions of the subject property.

Environmental Assessment

If the non-farm use proposal is approved, the proponent proposes to remove almost all of the trees that comprise of the ESA on the subject property, subject to issuance of an ESA DP. At the request of staff, the applicant has submitted a high level environmental assessment (Attachment 9) of the site to support the non-farm use application and a preliminary tree assessment (Attachment 10). The objective of the environmental assessment was to assess potential mitigation measures to maintain habitat functionality.

Although the applicant proposes to retain remnant vegetation and some narrow corridors that would connect with the larger ESA ecological hub to the north, the proposed sand storage facility would essentially remove most of the existing ESA on the site; this would also occur if the site were farmed. As removal of a significant portion of the ESA would be in conflict with many of the ESA DP guidelines, the applicant would have to consider environmental compensation on

other sites in order to achieve the OCP's policy of net gain, including tree replacement. Even with off-site compensation it is unlikely that a net gain could be achieved. The tree assessment report indicates that the existing forested area is comprised largely of European Birch that are in an advanced state of decline. As the proposal for a sand storage facility would not be exempt from Tree Protection Bylaw No. 8057, a tree removal, retention and replacement plan will be required.

The submitted environmental assessment recognizes that the ESA plays an important role in the ENMA, but also acknowledges that further study is required to assess the impacts of the ENMS. If the non-farm use application is approved by Council and the ALC, this would be reviewed as part of the DP process.

If the non-farm use application is denied, the property owner could farm the entire site. Agricultural cultivation activities including land clearing, field drainage, irrigation, and growing crops are all exempt from the ESA DP guidelines. If the entire site is farmed, this would bring 8.35ha (20.6 acres) of land into agricultural production that is currently fallow. This would be consistent with the 2041 OCPs policies, ALC regulations, and the overall purpose of the ALR to preserve and enhance agricultural land.

To be exempted from an ESA DP, the property owner must prove that they can farm the site, or would be leasing the site to a proven farmer. To demonstrate that the property owner or farmer who is leasing the property is a proven farmer, they would have to submit information indicating they have generated legitimate agricultural income (e.g., government tax records), and this information is to be supplemented by other sources (e.g., a government Farm Number, BC Assessment information, City tax or assessment information).

As part of the ESA DP exemption process for agricultural activities, the applicant would need to submit an approved farm plan and provide security for implementing the farm plan. The applicant has indicated that it would cost up to \$300,000 to bring the entire site into agricultural production. This estimate would be revised and secured if the applicant chooses to farm the entire site.

Soil Conditions

According to the applicant's agricultural capability report, the subject property does not contain soil or vegetation which would be typical of a peat bog (Attachment 10). The existing soils have a Class 5 unimproved capability due to poor drainage, high water table, and acidic soil conditions. Any deep rooted crops (e.g., annual or perennial crops) would suffer serious damage. However, shallow rooted crops (e.g., blueberries or leafy vegetables) could be grown if there are some minor improvements that would bring the soil classification to Class 4 (e.g., subsurface drainage improvements, successive applications of lime and excessive irrigation).

The applicant's agricultural capability report indicates that the 3.3 ha (8.15 acres) area that the applicant proposes to farm has been farmed in the past. The proposal is to improve this area to a Class 2 soil classification through the placement of additional organic soil from the area that is proposed for the sand storage facility, additional subsurface drainage and soil improvements. In

the event that the applicant decommissions the sand storage, they propose to reclaim the entire site to a Class 2 soil classification.

Analysis

Option 1: Deny Non-Farm Use Application (Recommended)

Staff recommend denying this non-farm use application as a proposed sand storage facility would remove viable farmland from production and such a use should occur on Industrial designated lands. A sand storage facility is not consistent with the following City bylaws and Council adopted strategies:

- Agricultural policies in the OCP which encourages the use of ALR land for farming and discourages non-farm uses;
- Agriculture land use designation in the OCP which is defined as those areas of the City where the principal use is agricultural and food production, but may include other land uses if permitted by the ALC;
- AG1 zone which does not permit an outdoor sand storage facility;
- The Richmond Agricultural Viability Strategy which recommends that ALR lands should be protected and enhanced for farming, and to direct non-farm uses to non-ALR lands; and
- The 2041 Employment Lands Strategy which indicates there is no need to remove land from agricultural production to meet the 2041 Employment Lands Strategy needs.

Staff recognize that the existing sand storage business provides a valuable resource to farmers, and also to non-farmers. However, the purpose of land in the ALR, in the City's Agriculture land use designation, and City's AG1 zone, is to preserve land for agricultural activities, not activities that are accessory or ancillary to agricultural uses such as a sand storage business.

Staff also recommend denying this application as there are alternative sites that could be used rather than utilizing valuable agricultural land. An outdoor sand storage facility would be more suited on industrial designated land, which may be subject to rezoning, or on land that has zoning that already allows outdoor storage. The City's "Industrial (I)" and "Industrial Storage (IS)" zones both allow outdoor storage uses and would allow a sand storage facility. Attachment 6 indicates properties that are designated Industrial in the OCP that have potential to be rezoned for outdoor storage uses, and properties that allow outdoor storage uses based on existing zoning.

The proponent has indicated they cannot find a suitable privately owned or Port owned site due to limited availability and the high costs to either purchase or lease those properties at industrial land rates for a sand storage facility. Further, the proponent has rejected an offer from the City to use City owned land that would meet their siting criteria (e.g., close to river sand source, large enough to accommodate a sand storage facility, not in the ALR). The offer was rejected due to financial reasons reflecting the fact that industrial land has a significantly higher value than agricultural land. Staff are concerned that if the proposed sand storage facility is approved on

ALR land that this could lead to increased speculation on other agricultural land for industrial purposes.

Option 2: Endorse Non-Farm Use Application and Forward to ALC (*not recommended*)

An alternative option is to endorse the non-farm use application and forward it to the ALC for their consideration. If the non-farm use application is permitted by the ALC, the applicant would have to apply to rezone the property to allow a sand storage facility on the subject site, and have a DP issued which addresses the guidelines related to the freshwater ESA.

As part of the rezoning application, the following would be addressed:

- Regulations on the height and volume of the sand piles, in addition to establishing minimum setbacks;
- Registration of a restrictive covenant to secure legal agreements and the final engineering design related to the dredging infrastructure;
- Registration of a restrictive covenant to secure the 5 m (16.4 ft.) RMA buffer along the south side of the property (this would include 2,060 m² [22,170 ft²] of site area), including a riparian management plan;
- Approval of a traffic management plan to ensure public safety of truck traffic;
- Registration of a restrictive covenant to secure dust mitigation measures, and the berm and canal system which may also include financial security;
- Registration of a flood plain covenant, if applicable, identifying a minimum habitable elevation of 3.0 m (9.8 ft.) GSC;
- Registration of a restrictive covenant for soil improvements and a farm plan with a financial security to ensure the 3.3 ha (8.15 ac) area of subject property is farmed; and
- Registration of a restrictive covenant to secure the proposed soil remediation plan and financial security if the sand storage business is decommissioned and reclaimed. This would include removing the sand and infrastructure, installation of a sub-surface drainage system, and remediation of the soil, improving it to a Class 2 soil classification.

As indicated above, a riparian management plan would be required for the industrial portion of the site. For the riparian area along the agricultural portion of the site, farm activity is recognized under the Right to Farm Act and would be exempt from the RMA. However, the City's ENMS supports environmental farm practices that still enhance the form and function of the watercourse. In many cases, riparian setbacks support effective drainage integral to farm activities.

As part of the rezoning process, an ESA DP would be required. As part of the ESA DP process, the following would be required to begin the application review process:

- Impacts, mitigation and compensation measures on the freshwater ESA, including submitting a detailed inventory and conversation evaluation which would include an assessment and recommendations to maintain connectivity to the surrounding ecological network which is part of the ENMS;

- Impacts and mitigation measures on the Riparian Management Area (RMA); and
- Tree removal, retention and replacement plan.

Financial Impact

None.

Conclusion

Sanstor Farms Ltd. has applied to the City of Richmond for permission to apply to the Agricultural Land Commission (ALC) for a non-farm use for the property at 14671 Williams Road. The non-farm use application proposes to use approximately 5 ha (12.35 acres) of the eastern portion of the site for a sand storage facility. The remaining 3.3 ha (8.15 acres) of the site is proposed to be improved and used for agricultural production.

This Agricultural Land Reserve (ALR) non-farm use application requires consideration and endorsement by Council. If endorsed by Council, the ALR non-farm use application will be forwarded to the ALC for their consideration.

Staff recommend that the ALR non-farm use application at 14761 Williams Road to store sand be denied by Council and that Council not forward the ALR non-farm use application to the ALC as this proposal would not be consistent with the City's 2041 OCP agricultural policies, would remove agricultural land out of production, and could lead to increased speculation on agricultural land for industrial purposes. Alternative sites are available, both private and City owned, that are not in the ALR and are industrially zoned which could be suitable for a sand storage facility.



John Hopkins
Senior Planner
(604-276-4279)

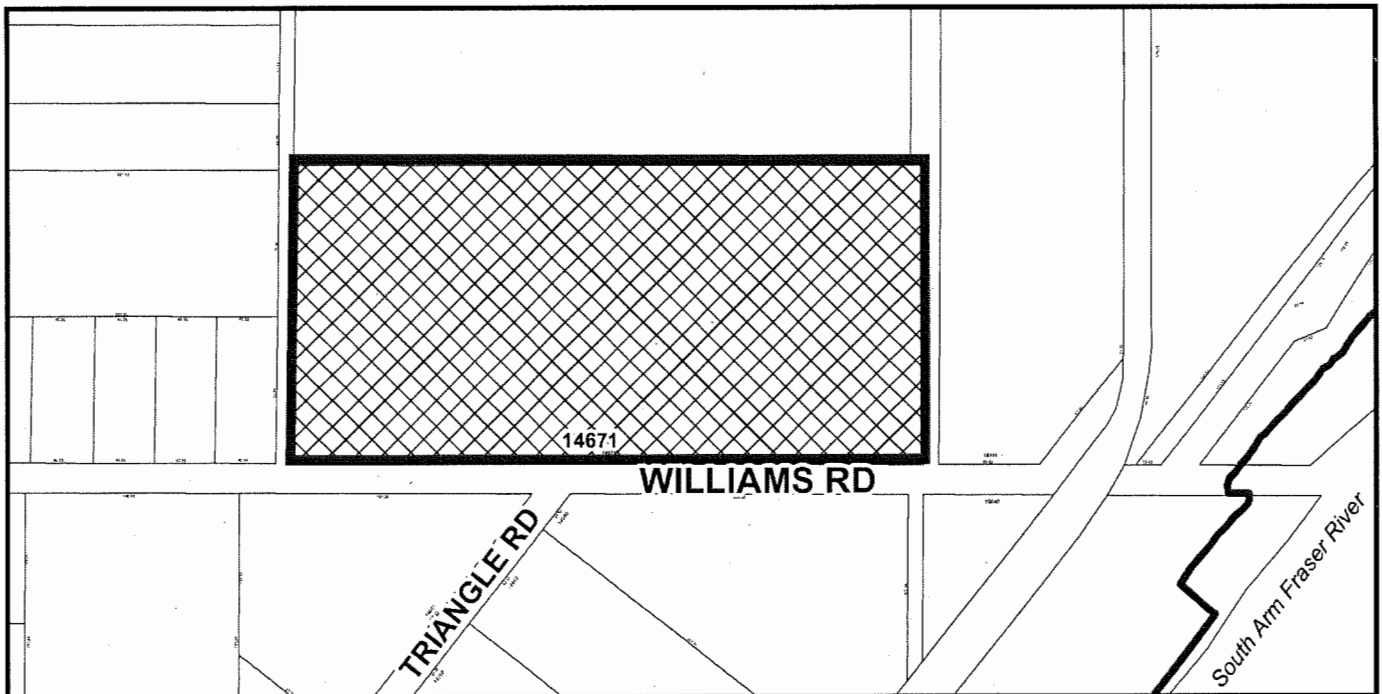
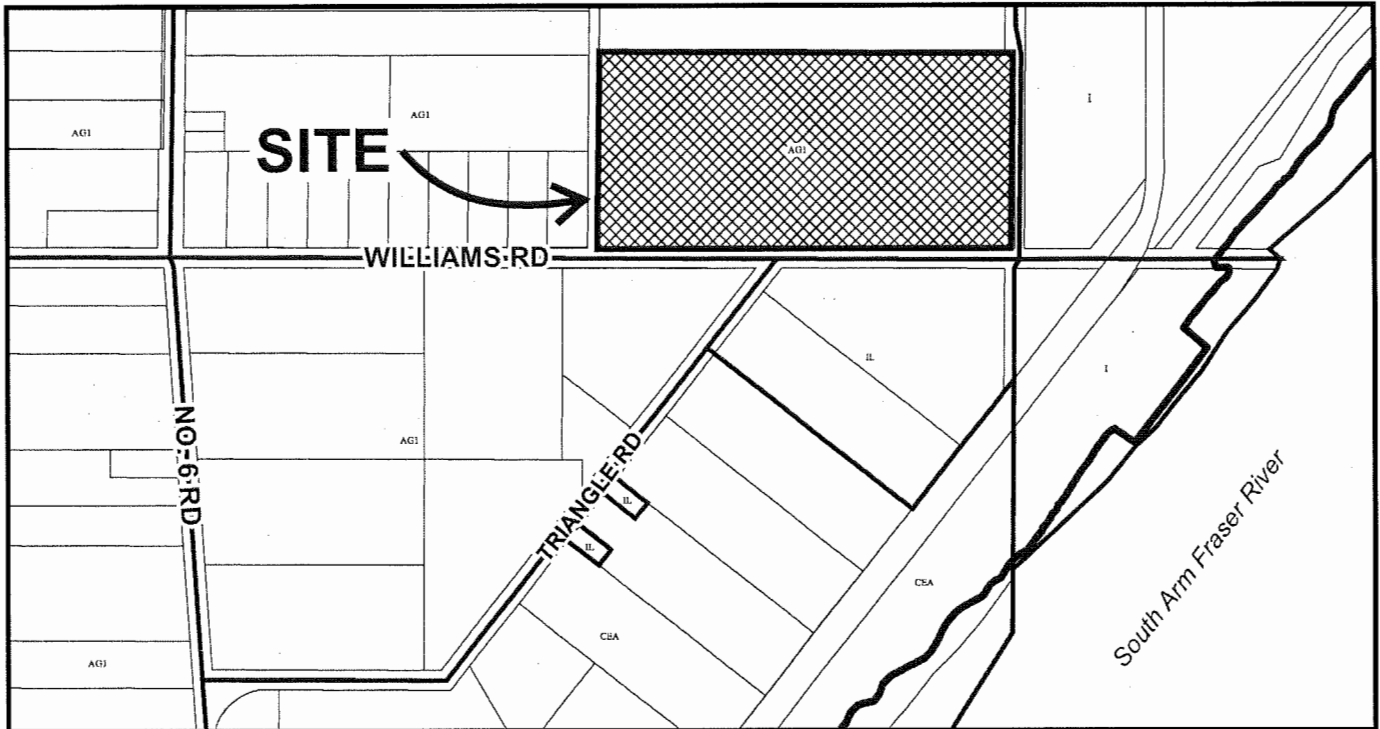
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- Att. 1: Location Maps
- 2: Map of Proposed Land Uses
 - 3: Development Application Data Sheet
 - 4: Reference Map for Subject Property, City Owned Lands, and Environmentally Sensitive Areas
 - 5: Excerpt from July 14, 2016 minutes of the Agricultural Advisory Committee
 - 6: Industrial Designated Properties and Properties that Allow Outdoor Storage as a Permitted Use in the City's Zoning Bylaw
 - 7: Map of 11700 No. 5 Road
 - 8: High Level Hydro Geology Assessment prepared by C&F Land Resource Consultants Ltd. dated December 10, 2016

- 9: Environmental Overview Assessment prepared by Sutherland Environmental Association, Applied Ecological Solutions Corporation, and Strix Environmental Consultants dated February 22, 2017
- 10: Preliminary Tree Assessment prepared by Arbortech Consulting dated December 14, 2016
- 11: Agricultural Capability Assessment prepared by C&F Land resource Consultants Ltd. dated April 20, 2016



City of
Richmond



AG 16-734186

Original Date: 07/04/16

Revision Date:

Note: Dimensions are in METRES

PLN - 460



City of Richmond



AG 16-734186

Original Date: 07/04/16

Revision Date:

Note: Dimensions are in METRES

PLN - 461



Legend



Subject Property - 14671 Williams Road



ALR Boundary

Note:

The information shown on this map is compiled from various sources and the City makes no warranties, expressed or implied, as to the accuracy or completeness of the information.

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PLN - 462



City of
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July 11, 2017
Prepared by Onkar Buttar





**City of
Richmond**

Development Application Data Sheet
Development Applications Division

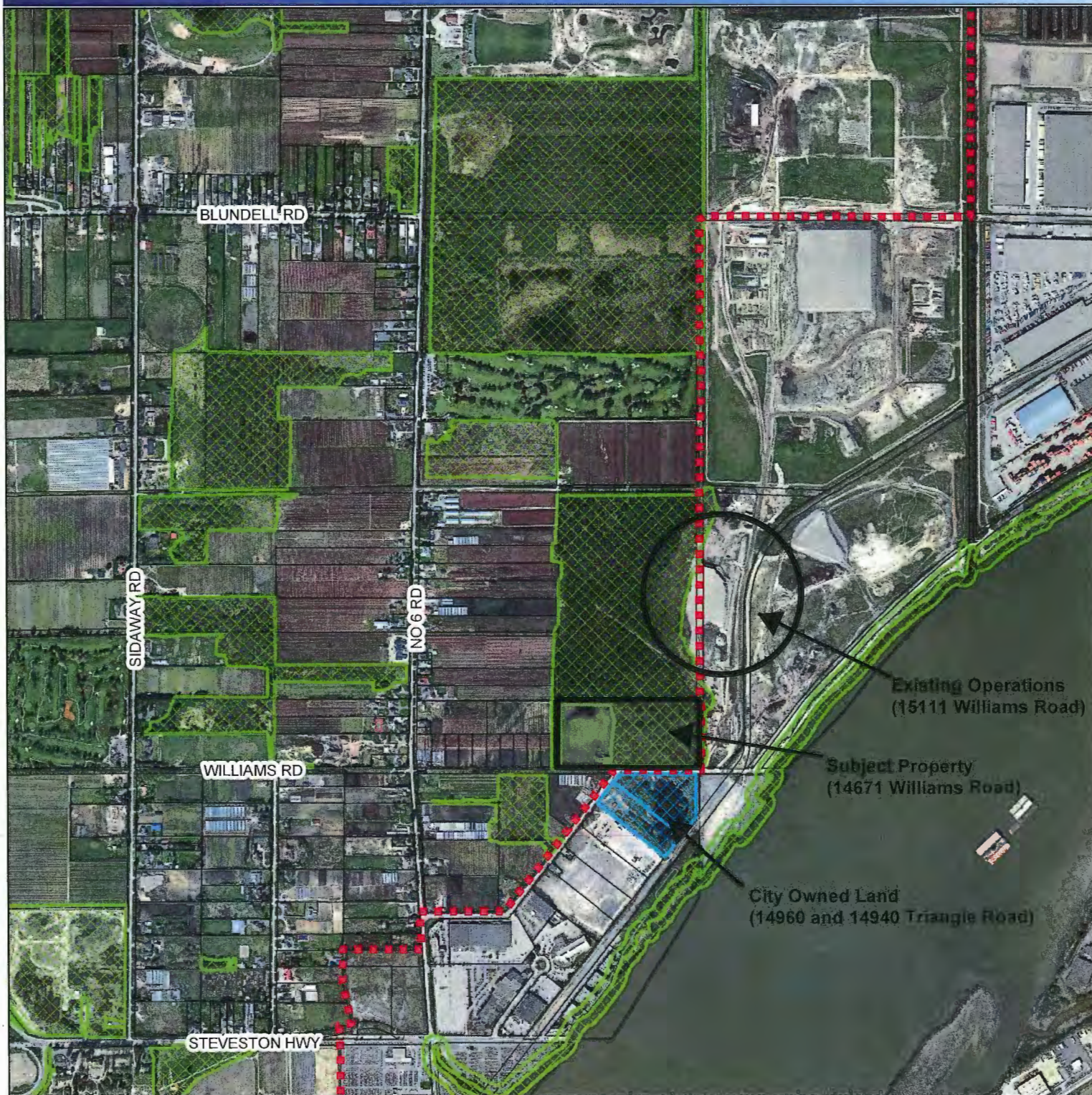
AG 16-734186

Attachment 3





Address: 14671 Williams Road

Applicant: Sanstor Farms Ltd.

	Existing	Proposed
Owner:	Sanstor Farms Ltd.	No change
Site Size (m²):	8.3 ha (20.5 acres)	8.3 ha (20.5 acres)
Land Uses:	Single-family dwelling	5 ha (12.35 acres) for a sand storage facility and 3.3 ha (8.15 acres) for agricultural uses.
Agricultural Land Reserve:	In the Agricultural Land Reserve	No change
OCP Designation:	Agriculture	No change
Zoning:	Agriculture (AG1)	No change – will require a site specific text amendment to allow a sand storage facility on an Agriculture (AG1) zoned property.
Other Designations:	Environmentally Sensitive Area (ESA)	Significant impacts to the ESA as a result of the proposed sand storage facility. Will require issuance of an ESA Development Permit.



Legend

-  Subject Property - 14671 Williams Road
-  ALR Boundary
-  Environmentally Sensitive Areas
-  City Owned Industrial Land

July 5, 2017
Prepared by Onkar Buttar

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PLN - 464



City of
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3. Development Proposal – ALR Non-Farm Use Application at 14671 Williams Road

Staff provided an overview of the ALR non-farm use application to use the easterly 5 ha of the subject property for a sand storage facility and to improve the remaining 3.3 ha for agricultural production. The reason for the proposal is that the proponent, which currently operates on an industrially zoned property adjacent to the subject property, will be required to move their operations. This is due to a recently approved development concept for the adjacent property where the business had operated for the past 25 years. The proponent has searched for an appropriate property to relocate their sand storage business, but has had difficulty finding a site that is close to the river and on an industrially zoned property.

The Committee had the following questions and comments:

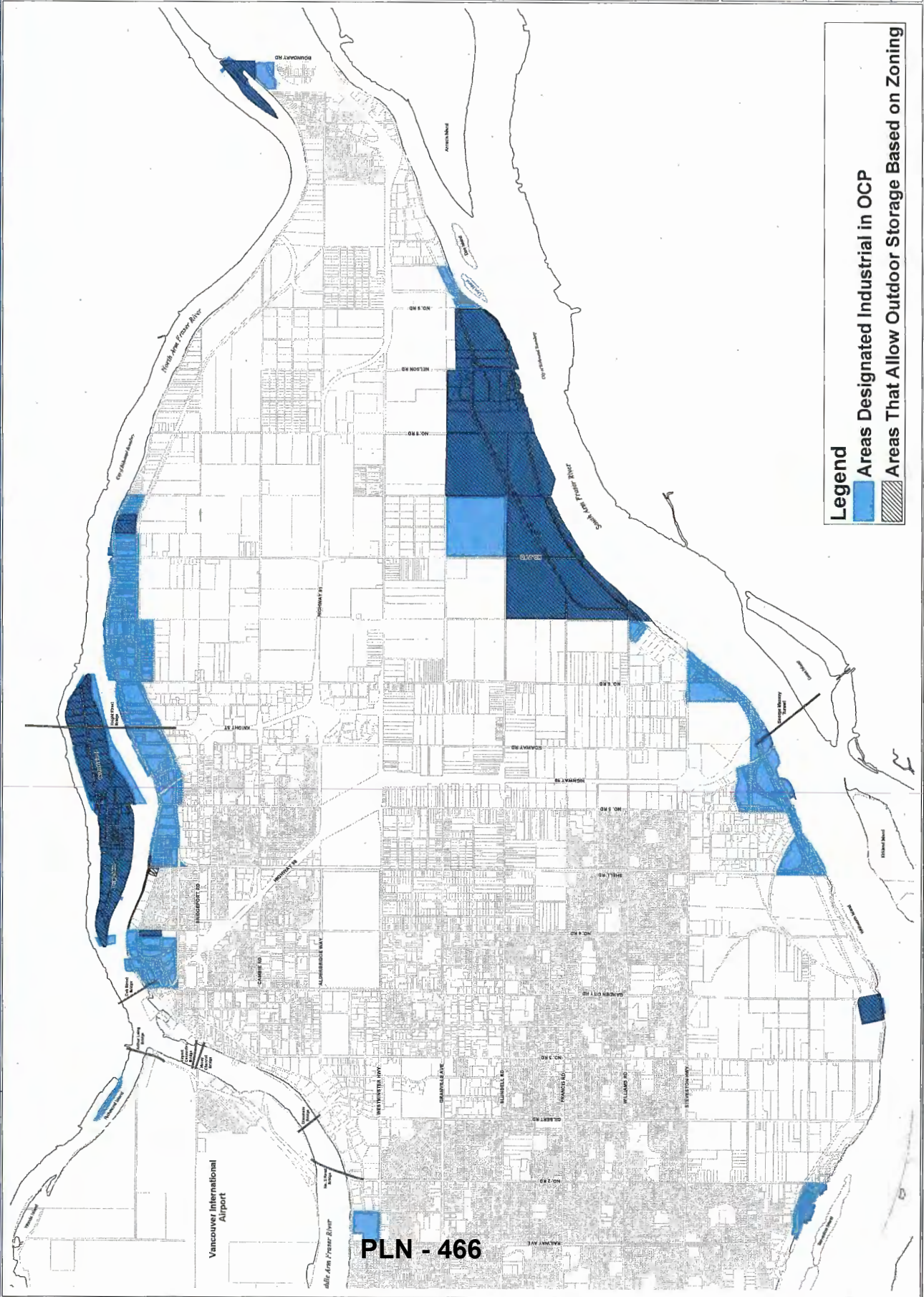
- In response to whether there were alternative sites for the sand storage, the proponent confirmed that they could not find an appropriate site for their business after consulting with the City of Richmond's Economic Development Officer. Sand is required from the Fraser River to serve local farm businesses. If the business is not located on the proposed site, it may have environmental impacts. If farm businesses were to purchase sand from a vendor located further away, more river and trucking transportation would be required.
- The Committee requested more information about the improvement of soil on the remainder of the site. The proponent explained that there are fertility issues with the existing soil on the site because of its high salinity. If the application is approved, they would improve the soil, grading, and drainage issues. Organic soil at the proposed sand storage location would be transferred to the area that would be farmed. They would ensure that the remainder of the site would be farmed intensively.
- The Committee asked how the sand storage will impact the hydrology of the adjacent field. The proponent noted that no water flows through the neighbouring property as it is located at a higher level from the subject site.
- The Committee asked about the market needs for the sand. The proponent explained that the sand is used to service cranberry bogs and golf courses. The sand is in high demand because of its texture and it is non-saline. It is sold as commercial pre-load and business is viable. The sand stays as permanent fill and is especially needed with the new floodway elevation in agricultural land, for housing, and for structural fill.

The Committee passed the following motion:

That the ALR application as presented to the AAC to allow a sand storage facility on 5 ha of the eastern portion of the site provided that the remaining 3.3 ha of the site is improved for agricultural uses at 14671 Williams Road be supported.

Carried Unanimously

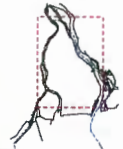
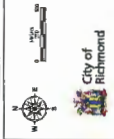
Industrial Designated Properties and Properties That Allow Outdoor Storage as a Permitted Use



PLN - 466

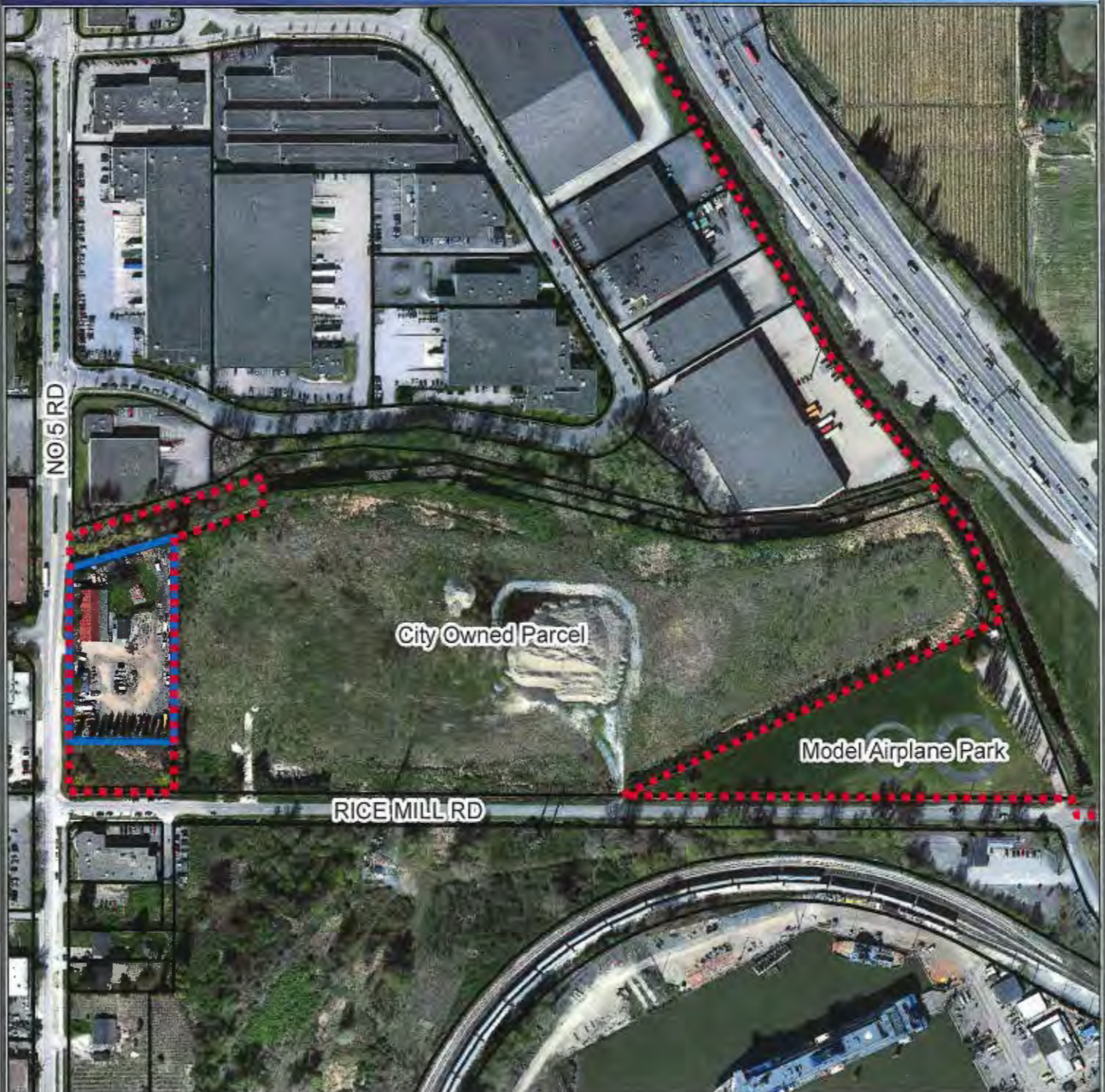
June 11, 2017
Prepared by Colleen Butler

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Legend

- Areas Designated Industrial in OCP
- Areas That Allow Outdoor Storage Based on Zoning



Legend



ALR Boundary

Subject Property - 11700 No 5 Road

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July 12, 2017
Prepared by Onkar Buttar



PLN - 467

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December 10, 2016

Mr. Bruce Mathers
Sanstor Farms Ltd.
11700 Williams Road
Richmond, B.C.

Dear Mr. Mathers:

Re: Request from the City of Richmond for a High Level Overview Assessment of the Hydro-geology on the Property Located at 14671 Williams Road

The City of Richmond has requested submission of a high level (reconnaissance) assessment of the existing hydrology and geologic conditions on the subject lands and surrounding lands together with an assessment of any impacts the proposed sand storage use may have on these conditions.

Brian French, P.Ag. is a registered Agrologist with the B.C. Institute of Agrologists with specific training and experience in soil survey, surficial geology, soil hydrology and land reclamation and is competent to render professional opinion as a Qualified Professional in these areas of expertise. Brian has over 35 years of professional experience in these disciplines and has been qualified as an expert in supreme court hearings.

1. **Surficial Geology**

The surficial geology of the Fraser Lowlands have been mapped by J.E Armstrong in a publication entitled "Surficial and Bedrock Geology of the Fraser Lowland and Coast Mountains near Howe Sound". The mapping associated with this publication is at a very small scale. Lulu Island is mapped as part of the Fraser Delta containing Salish Sediments of shoreline sand and clayey silt; river gravel, sand, clay and silt; peat bogs and swamps. The map does not differentiate any of these parent materials except bog deposits in the NE corner of Lulu Island well removed from the subject property.

The most recent published soil survey information is RAB Bulleting 18: Soils of the Langley - Vancouver Map Area by H.A. Luttmerding, 1981 in six Volumes. Volume 1 maps the subject lands as a complex of Richmond and Annis Soil Series with a narrow sliver of Lumbum - Triggs Series along the north boundary. Volume 3 of the RAB Bulletin 18 describes the parent material of Richmond Series as "40 to 160cm of mainly well decomposed organic materials that overlies moderately fine deltaic deposits.". The parent material of Annis Series is described as "shallow organic accumulations (between 15 and 40cm thick) which overlie moderately fine to fine textured Fraser Floodplain deposits and some lacustrine and deltaic deposits.". Lumbum Series parent material is described as "deep,

partially decomposed, organic deposits at least 160cm thick. .. The underlying mineral sediments are usually either clayey deltaic, silty floodplain or clayey glacio-marine deposits.”. Triggs Series parent material is described as “deep (at least 2m) undecomposed organic deposits composed mainly of sphagnum and other mosses.”.

I carried out a detailed soil survey and agricultural capability assessment of the northern Ecowaste fill site prior to the filling activity taking place and was able to identify the soil parent materials. This site was subjected to extensive peat harvesting in the past and most of the sphagnum moss had been removed. The remaining peat soils were moderately to well decomposed and were underlain by silty alluvial sediments and blue clay. I also carried out soil survey of the Ecowaste radio grounding site while in the employ of the Agricultural Land Commission and determined that this site was composed of relatively undisturbed coarse peat soils including shallow sphagnum mosses underlain by moderately well to well decomposed peat.

We carried out a detailed soil survey of the subject property at 14671 Williams Road in May of 2016. Our findings confirm that the parent materials on the subject property are generally characteristic of the Richmond Series on the western portion and Annis Series on the eastern portion. We did not find evidence of the deeper Lumbum or Triggs Series on the subject property. In the past, we have carried out detailed soil survey on the northern (ALR) portion of the Ecowaste site and the former AM radio transmission grounding site located immediately north of the subject property and did identify the deeper Lumbum and Triggs soils on these sites as identified in the MOE mapping. The lands immediately east and northeast of the subject property have been subjected to significant filling with inert industrial waste and transient loading from the operation of the current Mathers Bulldozing dredge sand depot. These activities have had a significant impact on the native soil and hydraulic conditions on these lands.

I was involved with the Ecowaste inert industrial landfill site for many years and observed the changes on the soil and hydraulic conditions over time as the filling progressed. Clearly there was evidence of soil dewatering, compaction and settlement as the fills increased in depth and time passed. Impacts on adjacent lands were carefully monitored and there was little or no evidence of lateral or rotational displacement caused by the filling. Similarly, there were no significant changes to drainage patterns on these adjacent lands which could be attributable to the Ecowaste activities. This may be attributable in part to the careful development of a perimeter berm early in the development of the northern fill property which was in the ALR. The filling activity on the southern parcel, including the area adjacent to the subject property, occurred well before I was involved with Ecowaste.

The soil loading which occurs with the Mathers operation is transient as sand is placed and removed on a regular basis. Compaction, dewatering and geodetic settlement has

undoubtedly occurred on the contemporary sand storage areas over the last 25 years but these effects would have been manifested early in the operation. Little if any isostatic rebound would be expected if the sand loading ceased.

We have noted that encroachment of the sand pile has occurred onto the City of Richmond Savage Road right of way. This encroachment extends partially onto the Ecowaste Industries land lying to the west and formerly used as a radio transmission grounding site. A review of historic aerial photography shows that these encroachments have been occurring for at least twenty years without apparent concern or action by either land owner. A series of these photographs with the bounds of the encroachment shown are attached hereto. Bruce Mathers has informed me that they have removed most of the sand spillage from the Ecowaste site and re-exposed the underlying peat soil but a small area is still impacted by the main sand storage pile. The sand pile still encroaches on the Savage Road ROW. A topographic plan showing the 2011 conditions in the affected area of the site is attached.

I attended to a site inspection of the current sand storage area on the Ecowaste site with Bruce Mathers on November 22, 2016. I observed the active dredging and placement of sand on the site. The encroachment onto the Savage Road ROW and the Ecowaste site was observed from the top of the sand pile. Photographs of the site and sand placement operation area attached. Mr. Mathers explained the operation and actions recently taken to remove sand from the Ecowaste site which had spilled periodically in the past when containment dykes had been breached. He indicated that they were in discussion with the City of Richmond regarding a cooperative procedure for rehabilitation of the Savage Road ROW to meet City plans for use of this corridor.

2. Hydrology

The hydrology of the Richmond area is relatively simple. Most of the undeveloped portion of Richmond lies slightly above geodetic mean sea level at +/- 1.0 metres elevation but there are some areas which are depressional at or slightly below 0 metres elevation and some raised bog and recent flood deposit areas which exceed 1.0 metres. Historic peat extraction on the sphagnum peat areas (Lumbum and Triggs Series soils) has resulted in depressional topography on much of this area.

The hydrology of Richmond is strongly influenced by the Fraser River which surrounds the Island. Similarly, the proximity to the Strait of Georgia and salt water influences the hydrology. Virtually all areas of Richmond are protected by earthen dykes and either gravity floodgates or mechanical pumps. The subject property and surrounds are controlled by the No. 6 Road pump station which establishes the local ditch water levels. The subject property is surrounded by open ditches connected to this system. The subject property is at the eastern extremity of the No. 6 Road ditch system. Lands to the east are serviced by the No. 7 Road

ditch. The Fraser River is influenced by diurnal tidal action and a tidal surge and ebb impacts the water table on the Island. Similarly, there is a salt water wedge of heavier sea water which underlies the fresh water flow of the Fraser River and the extent of this salt water intrusion depends on freshet flows and tidal action. In general, the effects of the tidal action and salt water intrusion on the land area of Richmond are controlled by the dykes and isolation provided by the pumps and gravity flood boxes. However, at some times, back flow from the river is allowed to provide irrigation water in the ditches and during extreme freshet events to bolster the dykes against subsurface flows. Careful monitoring of the salinity of the back flow water is necessary in order to ensure that saline water is not introduced into the ditches used for irrigation.

The water levels in the ditches surrounding the subject property are commonly near surface soil levels in the late fall, winter and spring. This makes subsurface drains ineffective as there is little or no drainage invert available. As a result, the land floods early in the fall and dries up very late in the spring increasing the risk of crop loss, delaying planting and increasing the risk of crops drowning from late spring rains. The only way to eliminate this risk would be to install a dyke around the entire property and install a small, local pump station to move the water into the local ditch system.

The subsurface hydrology on the subject property is controlled by the subsoil stratigraphy. The organic soils have a very high water holding capacity and retain all incident rainfall until saturated. The underlying silty subsoils are generally unsaturated with massive structure and have a very low hydraulic conductivity which severely restrict downward water flow. Most drainage of incident precipitation in this situation is provided by overland flow and evaporation. Below the silty clay subsoil layers, generally at less than two metres depth, the subsoil changes abruptly to dense, amorphous sand which is saturated and generally saline. The water in the underlying sands is in a reduced state and contain high levels of Iron in the reduced (Fe^{2+} state) which rapidly oxidizes to the Fe^{3+} state when exposed to oxygen at the surface. The salinity and iron staining conditions render the ground water in most of Richmond unsuitable for either domestic or irrigation use.

3. Impacts of Proposed Sand Storage Facility on the Soils and Hydrology

The proposed sand storage facility will have an impact on the footprint of the facility. The land will be cleared and the organic layer stripped and moved to the adjacent cleared and farmed area in order to improve the soil and drainage conditions on this land. A 1 to 2 metre high perimeter berm constructed with structural fill will be built around the perimeter of the sand storage facility with its outside toe set back from any required buffers. This berm will provide isolation from adjacent lands. Inside the berm, an intercept drainage canal will be constructed to collect any stray drainage water which might escape during the dredge pumping activity. Inside the intercept canal, a larger berm some 4 to 5 metres high will be

constructed with structural fill to provide containment of the dredged sand. This berm will also provide pre-load stability to the soil to prevent any lateral movement once the sand storage pile is commenced. Under normal dredge pumping circumstances, all the dredge water is collected in a local settling pond within the inside bermed area and pumped back into the river through a backflow pipe. Any transient water collected in the canal will discharge into a settlement pond which will be serviced by another pump connected to the main discharge pipe into the Fraser River. The berm and canal system will provide effective isolation of the sand storage facility and its activities from adjacent lands, including the agricultural portions of the subject property.

Experience obtained from the contemporary Ecowaste filling activity provides an ability to predict any impacts of the proposed sand storage facility on surrounding lands. The surficial geology on the subject property proposed for sand storage will allow for a predictable influence on the underlying soils and hydrology. With the organic layer removed from the site the base for the working area containing the access road, scales, office and truck marshaling area will be pre-loaded with approximately two metres of sand capped with road mulch or asphalt. Minor settlement can be expected with a two metre pre-load as the silt layer and the underlying sand is dewatered. The area proposed for sand stockpiling will be exposed to a pre-load surcharge of up to eight metres for intermittent periods. Settlement on this area will be more significant but is limited by the dense packing in the underlying sands. Most of the settlement will be from dewatering of the sand pore spaces.

In terms of impact on surrounding lands, including the proposed agricultural use on the subject property, the lateral impact of this use should be minimal because the direct impacts are imparted to relatively stable unstructured silty clay and massive sand soils. These soil types are not subject to the lateral displacement effects exhibited in blue clays and deep organic soils when put under load. The resultant loads from pre-load on these silty clay and sand soils are generally in the normal or vertical direction with minimal forces directed laterally. This has been borne out by the historic experience on the filled lands to the east. There will be a change in the hydrology directly under the pre-loaded areas as the soils become dewatered to variable depths. However, there is little evidence that the inevitable dewatering which has occurred on the Ecowaste site has had any noticeable effect on the water table or drainage on the adjacent lands to the west. There is a cranberry bog immediately west of the Ecowaste fill site and immediately south of the Country Meadows Golf Course filled area; and the bog is performing well right up to the property line. Cranberry bogs are probably the most sensitive agricultural use in terms of water control and grade control. By increasing the topsoil depth on the agricultural portion of the subject property, any unlikely drainage impact would be mitigated. There may be a short term instability in the local water table as the preload and dewatering takes effect but this is expected to stabilize rapidly as ground water is very mobile in the underlying sands.

A report entitled "Overview Environmental Assessment Terrestrial and Wetland Ecology" has been prepared by Phil Sutherland of Strix Environmental Consulting. Mr. Sutherland concludes that the subject site exhibits very limited environmental value and does not include sensitive Sphagnum Bog habitat. He notes that sphagnum bog vegetation exists to the north of the proposed sand storage area. The area immediately north of the proposed sand storage area was cleared of all vegetation some 36 years ago to facilitate an AM radio transmission grounding field. Some regrowth of vegetation has occurred since this facility was abandoned some years ago. The original bog vegetation with late seral to climax vegetation including Shore Pine is limited to the area immediately north of the agricultural area. It is very unlikely that the changes to the soils, ground water regime or drainage which may be caused by the sand storage facility would influence this bog area so long as the perimeter intercept drainage channels are installed and setback buffering is provided on the north boundary of the proposed sand storage area.

While historic encroachment onto adjacent lands has occurred on the current Mathers Bulldozing sand storage site, the proposed new site will be designed and built with protections against any encroachment outside the bounds of the facility either by sand material, water or lateral impact. As noted earlier, Mathers Bulldozing has indicated that it will work with the City of Richmond to rehabilitate the area of the right of way encroached upon and ensure that the Ecowaste western property has any residual sand removed.

4. **Decommissioning Of the Site if Facility is Closed**

A decommissioning and land rehabilitation plan has been discussed in our Soils Report. Because the depth of silty clay subsoil underlying the preload is relatively thin, aggressive subsoiling will be able to re-establish drainage pathways and loosen the compacted soil. In fact, the subsoil conditions may be enhanced from the current compacted state. Isostatic rebound of the dewatered underlying sand is uncertain but some rebound may be expected as the sand becomes re-watered and pore pressure increases. However this effect, if any, will be minimal. The target rehabilitated elevation is 1.0 metre geodetic and will be made up with river sand. While the growing medium will be different than the original shallow organic over silty clay profile, a significant depth of compost will be added to the surface sand to create a well drained and fertile growing medium. Ground water in this area is unsuitable for irrigation and disturbance of the underlying aquifer is irrelevant for agricultural or domestic use. Any possible displacement of the aquifer caused by the proposed facility would be overshadowed by the current and historic impact caused by the massive filling activities resulting at the Ecowaste and Former Vancouver Landfill sites to the east. Also, significant filling has occurred on the Country Meadows Golf Course to the north.

5. Summary

The surficial geology of the subject property would be relatively immune to causing lateral impacts on surrounding lands as a consequence of having the sand storage facility located on it. Minor settlement and displacement of ground water is expected when the pre-load surcharges are experienced. These impacts should be very localized and not extend beyond the boundaries of the use. The aquifer underlying this site has no utility for domestic or agricultural use. The terrestrial environmental study by Phil Henderson describes the vegetative and habitat values on the subject property and surrounds and concludes that sensitive bog vegetation and habitat is limited to the area northwest of the proposed sand storage site. As noted, lateral impacts on the surficial geology and aquifer are unlikely to impact this distant site. The mature bog vegetation immediately north of the proposed agricultural improvement area will be buffered with a low berm along the north property boundary of the subject property to maintain the current depressional topography and seasonal flooding to the north.

The extensive filling which has occurred on the lands to the east together with filling on the lands to the south and southwest of the subject property and further north at the Country Meadows Golf Course have already impacted the surficial geology and hydrology of the area. The subject property or adjacent undisturbed sites have not been impacted by these filling activities and it can be deduced that similar loading as proposed with the sand storage facility on the subject property should not have any significant impact on lands surrounding it so long as the proposed mitigation measures are in place.

Yours very truly,

C&F LAND RESOURCE CONSULTANTS LTD.

Per:



Brian M. French, P.Ag.

2016 Photo

LEGEND

- Sand encroachment
- Vegetation impact



PLN - 475

City of Richmond Interactive Map



- Legend**
- Major Street Names2
 - Parks
 - Strata
 - Property
 - Aerial Photo 2013

2013 Photos

Legend

- Sand encroachment

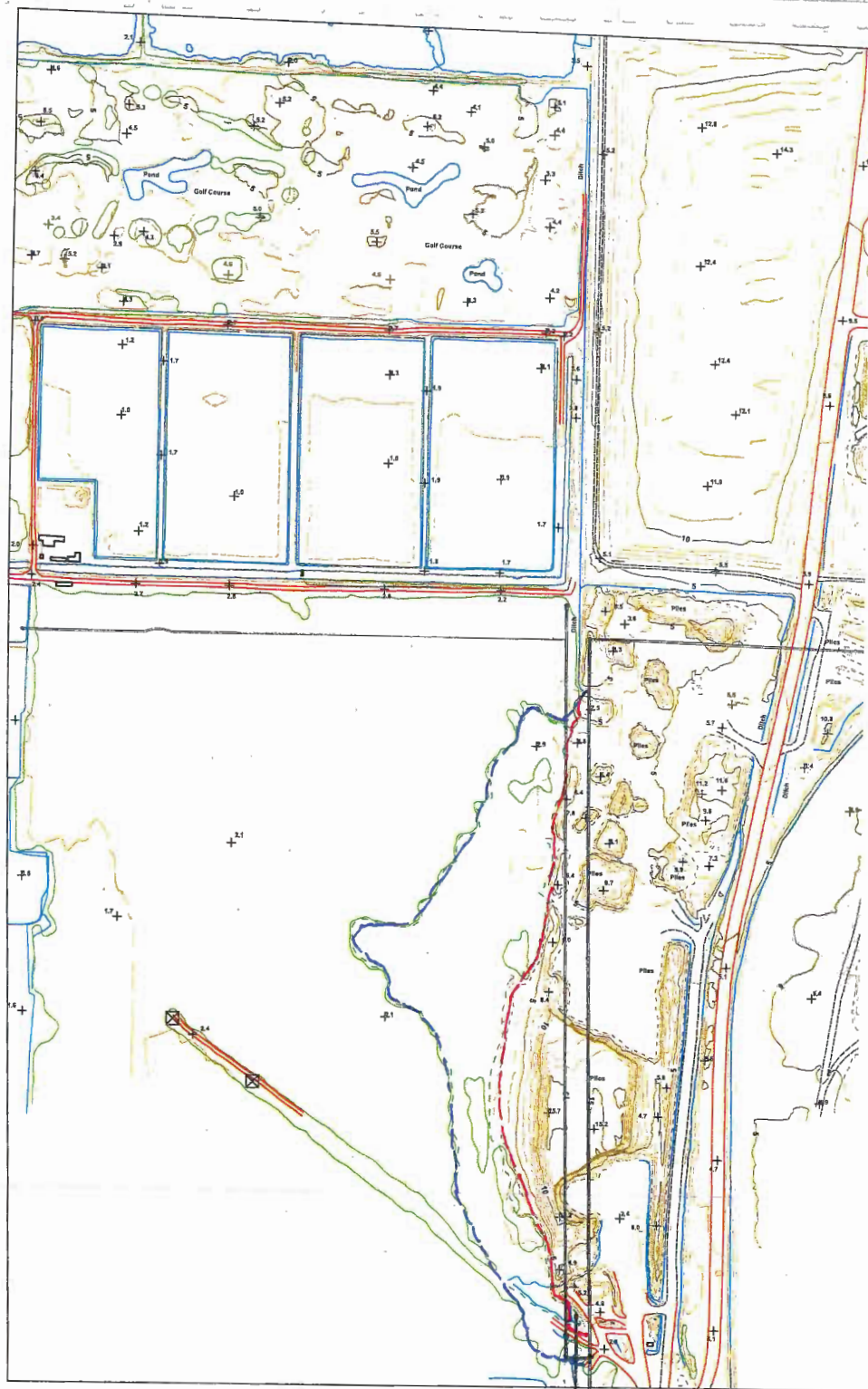
- Vegetation impact



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THIS MAP IS NOT TO BE USED FOR NAVIGATION

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MATHERS BULLDOZING/ECOWASTE SITE
2011 TOPOGRAPHIC SURVEY.

LEGEND:

- Sand encroachment
- Vegetation impact

PLN - 477

City of Richmond Interactive Map

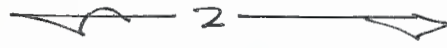


- Legend**
- Major Street Names2
 - Parks
 - Strata
 - Property
 - Aerial Photo 2011

2011 Photo

Legend

- Sand encroachment
- Vegetation Impact



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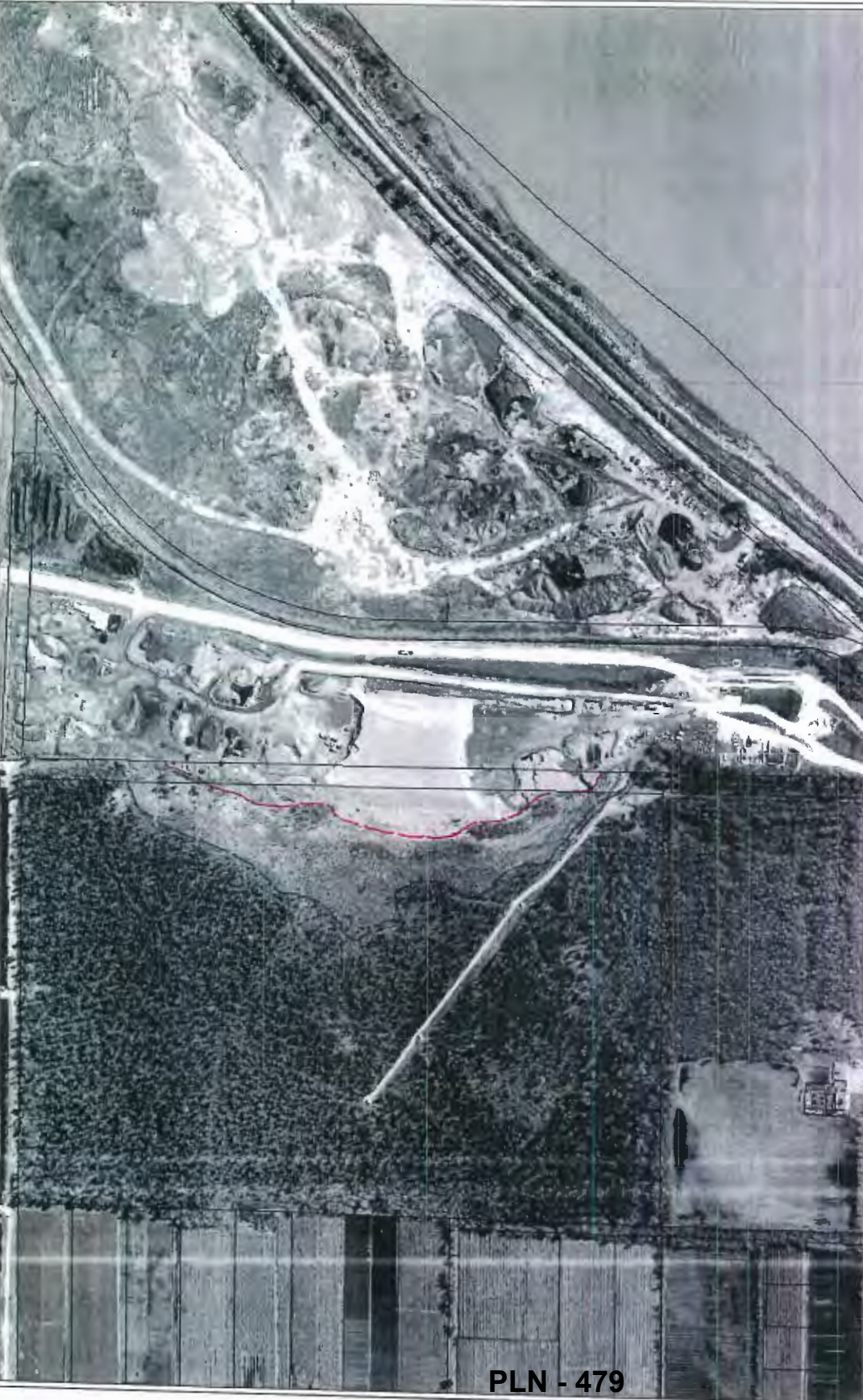
THIS MAP IS NOT TO BE USED FOR NAVIGATION

183.4 91.72 183.4 Meters

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PLN - 478

City of Richmond Interactive Map



- Legend**
- Major Street Names2
 - Parks
 - Strata
 - Property
 - Aerial Photo 2009

2009 Photo

Legend

-- Sand Encroachment

-- Vegetation Impact

North Arrow



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163.4 0 51.72 163.4 Meters

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City of Richmond Interactive Map



PLN - 480

153.4 0 91.72 183.4 Meters

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- Legend**
- Major Street Names2
 - Parks
 - Strata
 - Property
 - Aerial Photo 2007

2007 Photo

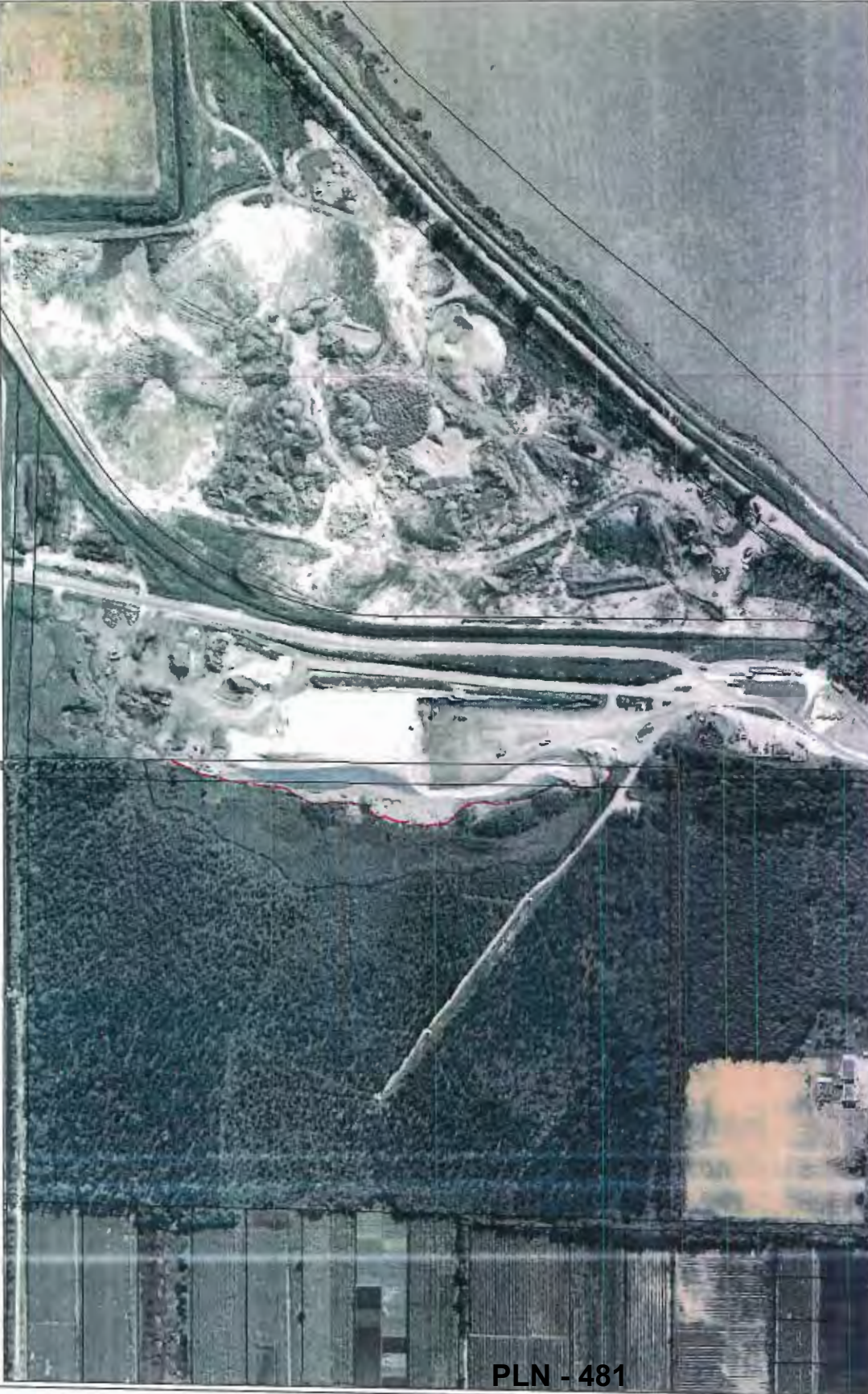
Legend

Sand encroachment
Vegetation Impact

N



City of Richmond Interactive Map



- Legend**
- Major Street Names2
 - Parks
 - Strata
 - Property
 - Aerial Photo 2005

2005 PHOTO

Legend

-- Sand & gravel deposit
-- Vegetation deposit



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THIS MAP IS NOT TO BE USED FOR NAVIGATION

153.4 91.72 153.4 Meters

© City of Richmond

PLN - 481

City of Richmond Interactive Map

- Legend**
- Major Street Names2
 - Parks
 - Strata
 - Property
 - Aerial Photo 2002
 - 2002 Photo
 - LEGEND**
 - Sand encroachment**
 - Vegetation impact**



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183.4 0 91.72 183.4 Meters

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PLN - 482



MAY 1998 PHOTO.

LEGEND

- - - Sand encroachment
- - - Vegetation Impact

NA

S



Pan view of sand stockpile along Savage Road ROW alignment

PLN - 484

NNW

E



Pan view of sand stockpile with new dredge sand



Pan view of dredge drainage water sump and pumping return to River



Dredge vessel in Fraser River unloading to Mathers site

PLN - 485



Dredge discharge and return water lines



Dredge discharge and return lines crossing Triangle Road to Mathers

ENVIRONMENTAL OVERVIEW ASSESSMENT

14671 WILLIAMS ROAD
RICHMOND, BC

- FINAL (REVISION 1) -

Prepared for:

Bruce Mathers
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AESC Project No. 216-012-1

February 22, 2017

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FINAL REPORT (REVISION 1)

This report revision addresses Final Report comments submitted by the City of Richmond. These comments are addressed as follows:

1. Addendum 1 at the end of the main report text addressing the City comment regarding the Ecological Network.
2. Revised wording to replace all references to the term 'ditch' with 'channelized watercourse' addressing the City comment regarding report terminology.
3. Revisions to Section 6 (Implications of the Riparian Areas Regulation) to better define the Regulation use of the term 'ditch'.

This Final Report (Revision 1) supersedes the report entitled:

Overview Environmental Assessment – Final – 14671 Williams Road, Richmond BC. Dated November 25, 2016.

1. INTRODUCTION

Applied Ecological Solutions Corp. (AESC), Sutherland Environmental Associates and Strix Environmental Consulting have completed an aquatic and terrestrial overview assessment of the above referenced property as required by the City of Richmond (City) to provide supplemental information in support of a land use application of this site. Specifically, the City requires this assessment to provide environmental context to the proposed land use of the subject property as it pertains to the existing City ecological mapping and potential environmental constraints.

The Proponents and study team are aware of encroachments into the Environmentally Sensitive Area on the property immediately north of the study area.

2. STUDY AND REPORT CONTEXT

Project Team

The following environmental team members contributed to this report:

Reporting and Compilation	Aquatic Overview Field Investigations / Reporting	Terrestrial Overview Field Investigations / Reporting
Craig T. Barlow, R.P.Bio., QEP Applied Ecological Solutions Corp.	Duncan Sutherland, MRM, R.P.Bio. Sutherland Environmental Associates	Phil Henderson, R.P.Bio. Strix Environmental Consulting

Field Review

This report relies heavily on an aquatic and terrestrial field review completed jointly on November 3, 2016. Field review was completed on foot utilizing available access points. Attending a portion of the field review was Brian French (C&F Land Resource Consultants Ltd.) and John Mathers (landowner representative).

Interpretation

Information and professional opinions provided in this report are based wholly on the following:

1. Observations and findings resulting from the field review conducted (with Brian French, P.Ag., C&F Land Resource Consultants Ltd.)
2. Review of available online ecological and drainage information archived on the City Interactive Mapping¹,
3. Review of available regulatory aquatic information from the following information online resource queries:
 - a. Habitat Wizard²,
 - b. Fisheries Information Summary System online fish presence and habitat database³,
 - c. BC Conservation Data Centre⁴ (vegetation and wildlife component only).

¹ http://map2.richmond.ca/Html5Viewer_2_0/Index.html?viewer=RIM
² <http://maps.gov.bc.ca/ess/sv/habwiz/>
³ <http://www.env.gov.bc.ca/fish/fiss/index.html>
⁴ <http://www2.gov.bc.ca/gov/content/environment/plants-animals-ecosystems/data-reporting/conservation-data-centre>

3. SUBJECT PROPERTY LOCATION / STUDY AREA, LEGAL DESCRIPTION, CURRENT LAND USE & PLANNED USE

Subject Property Location / Study Area

The study area is located on the north (right) bank of the south arm of the Fraser River, approximately 2 km east of Highway 99 (Appendix 1 – Figure 1).

Review of the air photo of the surrounding area immediately north of the study area (Figure 1) showed that there has been some encroachment of the sand storage pile onto the adjacent road right-of-way and the Ecowaste former radio tower site. We understand from the landowner that this encroachment has occurred for many years (as evident in Google Earth historical imagery dating back to 2000) with the knowledge of both the City and Ecowaste without issue.

Recently, Mathers Bulldozing have cleaned up a lot of the sand from the Ecowaste site down to the underlying peat. It is our understanding that negotiations are ongoing with the City regarding ceding additional right-of-way on the subject property. This would involve an agreement regarding removing some or all of the sand on the right-of-way. We did not consider it within the scope of this overview assessment to evaluate the environmental impact of the historic encroachment on vegetation at this time. If the project advances, further assessment may be warranted.

Legal Description

The subject property legal description is as follows:

Address	Primary Use	Legal Description	Total Property Area (hectares)	Approximate Property Development Area (hectares)
14671 Williams Road	Forested	Property Roll 029341420; PID No. 003-464-504	8.35	5.00

Current Land Use

A portion of the overall 8.35 ha property is currently utilized as a farm and residence. The 5.0 ha portion of the property related with this overview assessment is currently forested, primarily with hydrophilic plant species, most notably birch and shrub species.

Planned Use

Two land use options for the subject property are being considered. Both are pending the outcome of the City permitting process.

The preferred option is to use the property for sand storage in a similar manner that is currently occurring at the Ecowaste site (Appendix 1 – Figure 1). Alternatively, the land may be cleared and converted to agricultural land. Neither of these proposed land uses included encroachment into or impact on the perimeter channelized watercourse network.

4. ENVIRONMENTAL CONTEXT / FINDINGS

Aquatic

Existing Aquatic Condition

The subject property has a generally low lying, flat topography consisting of previously cleared land, now treed, and cleared land used for farming activities. The subject property is covered with scrub Birch and other moisture tolerant species. The entire property is surrounded by channelized watercourses.

Drainage Overview

The subject property is dominated by a very high water table as evident during the site review (Appendix 2 – Photos 1 & 2). The property as a whole is surrounded by expansive low gradient perimeter channelized watercourses (Appendix 1 – Figure 2; Appendix 2 – Photos 3 & 4) that provide overall drainage of the area.

The linear nature of the channelized watercourses surrounding the property clearly exhibit conditions that suggest they are excavated drainages with the intent of providing positive drainage to the Fraser River (Appendix 2 – Photos 3 & 4). Based on the cursory site overview, these channelized watercourses drain to the roadside channelized watercourse along Williams Road (Appendix 2 – Photos 5 & 6).

The wide east side channelized watercourse appears to flow both north and south depending on water elevations. Both the channelized watercourses along the north perimeter and the south edge along Williams Road drain to the west with the north channelized watercourse turning south at the properties northwest corner then flowing south to join the Williams Road channelized watercourse.

Water flows west along the Williams Road right of way to No. 6 Road channelized watercourse, discharging runoff water south to the Fraser River and a Lift Station at the corner of Steveston Highway and No. 6 Road (Appendix 1 – Figure 1).

Fish Habitat Requirements

For salmonid fish species (i.e. salmon, trout and char), streams must exhibit requisite minimum habitat characteristics to support salmonid fish species during any time of the year. They are:

- Fish passable upstream access to habitat from the marine environment,
- Reliable and persistent flows of clean, well-oxygenated water during any period of the year when fish are likely to use the habitat. This includes dissolved oxygen and pH levels within the thresholds required to sustain anadromous fish species. The likelihood of acidic groundwater conditions associated with the underlying peat makes water quality inhospitable to anadromous fish species.

Anadromous (sea run) fish species access streams seasonally during spawning. Depending on the fish species, use of freshwater stream habitats may be only for spawning, egg incubation and immediate migration of emergent fry to the marine environment upon hatching (e.g. Pink Salmon). Others, such as Coho Salmon, remain in fresh water for over one year such that they require viable habitat conditions for overwintering and summer rearing life stages. Resident fish species (those that spend their entire life cycle in fresh water) require reliable perennial flows year round.

- Suitable spawning habitat consisting (generally) of a graded mixture of fine through coarse gravels and cobbles, through which well-oxygenated water can percolate throughout the egg incubation period.
- Protective deep-water refuge consisting of instream complexity, depth to escape from warmer surface temperatures during summer rearing, and overhanging vegetation for emergent fish to

avoid predation. This condition is also required to moderate temperatures to ensure temperatures remain within the threshold for survival.

Some coarse (non-sport) fish species, such as Threespine Stickleback, Pumpkinseed Sunfish, Carp spp. and Goldfish spp⁵ etc. are extremely tolerant of persistent, poor water quality conditions. As such, they can survive in water quality conditions that are lethal to salmonid fish species. In particular, during the warm summer months when recharge with clean water is extremely limited, water quality in the subject channelized watercourses is anticipated to be inhospitable to salmonid species of any life stage.

Fish Access to Subject Property Channelized Watercourse Network

For salmonid fish species to utilize the channelized watercourse network at and in the vicinity of the subject property, there must be unobstructed access to the channelized watercourses from the Fraser River for the life stage utilizing the habitat. In this case, there is no spawning habitat available within the channelized watercourse network, which precludes use by spawning adult anadromous salmonids. Furthermore, use during the summer period is extremely unlikely given the likelihood of degraded water quality (i.e. dissolved oxygen levels lethal to salmonids).

Depending on the design of the lift station (near the subject property; Appendix 1 – Figure 1) through which the subject channelized watercourses discharge to the Fraser River, these can be impassable to fish movements unless designed with the purpose of providing safe fish access. It's unknown at this time if this facility is fish passable.

In other areas of the lower Fraser River (e.g. Serpentine River), canal pump stations using an Archimedes-type screw to move water are designed with fish passage in mind. Unless similar fish passage technologies are incorporated into the lift station design, it is unlikely that fish passage is possible without causing fish mortalities. Alternatively, the only other likely way for fish to access this habitat would be by way of surface connected discharge points.

Finally, Coho Salmon juveniles seek out low velocity off-channel refuge areas along their natal stream in which to overwinter. During this life stage, Coho specifically access such habitat to avoid high velocity stream corridors that are prevalent during the winter high flow period. At this site so near to the marine estuary of the Fraser River, out-migrating Coho smolts are sufficiently near the transition to the marine environment that it is unlikely they would seek out off-channel habitat. Instead, they would complete the downstream migration to the marine environment and remain in the fringe areas of the Fraser River estuary to complete their adaptation to marine conditions.

Anticipated Fish Bearing Status

There are no records on any regulatory database on the fish bearing capabilities or status of the channelized watercourses surrounding the subject property.

As this report is an overview assessment only, completion of intensive fish presence / absence sampling or any other aquatic inventory is neither justified or recommended at this time. As such, no fish sampling was conducted in the preparation of this report.

In consideration of the field observations described above and our understanding of fish habitat requirements for salmonids, the perimeter channelized watercourses and lateral flood areas within the subject property do not exhibit critical habitat elements described above to support salmonid fish species at any life stage. While coarse fish species may have colonized these channelized watercourses, these freshwater species are not a consideration under the *Fisheries Act*.

⁵ While there are no fish presence records suggesting Carp and Goldfish are present in the subject channelized watercourses, the author is aware that these introduced species have aggressively colonized other streams in the lower Fraser River (e.g. Serpentine River and connected low gradient tributaries including Magnan Creek). These streams have water quality and habitat conditions that are likely similar to the channelized watercourses within the subject property. As such, it is possible that these invasive species may occur in the subject channelized watercourses.

Vegetation and Wildlife

The following information has been excerpted from the terrestrial report prepared by Strix and included in Appendix 3. Please review this report for a complete understanding of the terrestrial condition at the subject property.

Existing On-line Records

The BC Conservation Data Centre⁴, which keeps records of organisms of conservation concern, has no records for the subject property. The nearest records for plants or animals of conservation concern are along the Fraser River and one, Northern Water-Meal, was found approximately 3 km to the northwest (Table 1).

Table 1 List of CDC Plants of Conservation Concern Reported to Occur Along the Fraser River

Pointed Rush
Vancouver Island Beggarticks
Flowering Quillwort
Small Spike-Rush
Northern Water-Meal
Henderson's Checker-Mallow

None of these plants can be ruled out altogether from the property but their presence, given the property's current condition and recent history of clearing and development, would seem unlikely.

Vegetation

Review of aerial photographs of the property and cursory views of the forest from along William's Road suggest that the forest comprising the east side of the subject property may support populations of locally uncommon plants, ecosystems and remnants of bog habitat. Bogs occurred historically to the north and remnants are present in various areas of Richmond such as the Lulu Island Bog, home of the Richmond Nature Park Society (Davis and Klinkenberg 2008). The presence of abundant Shore Pines (the species that characterize treed bogs in the lower mainland) in the forest to the north of the property supports this notion. A closer look confirms that this is just a notion.

While the limited structural and floristic diversity that characterizes this forest is also characteristic of bogs and related wetland ecosystems, the species that comprise the two are completely different. The study forest has no *Sphagnum* sp. and no species associated with, or adapted to, rare or unique features and conditions.

Two large Shore Pines in the north central area of the forest, a large, dead Western Hemlock, a few small understory Western Hemlock plus a small group of four Black Cottonwoods are the only other species in a forest dominated by the non-native European Birch and the native Paper Birch. Many of the birch are dead or dying, particularly in the east and west portions of the study forest.

The dense shrub layer is comprised mainly of introduced shrubs, the Highbush Blueberry, Himalayan Blackberry and Cutleaf Evergreen Blackberry.

The forest lacks herbaceous vegetation. The ground layer is dominated by one species of moss common to wet substrates.

Overall, plant assemblages reflect a highly disturbed, floristically depauperate forest dominated by non-native species and of low ecological value. This forest bears the scars of past clearing and the influence of surrounding industry and agriculture.

Wildlife Use

Wildlife observed during the field investigation included a Northern Pacific Tree Frog calling near the

middle of the forest and a number of birds including woodpeckers (Downy, Hairy, Northern Flicker) and songbirds (Song Sparrow, Spotted Towhee, Pacific Wren, Bewick's Wren, Black-capped Chickadee, Golden-crowned and Ruby-crowned Kinglets, Northwestern Crows and American Robins). A Red-tailed Hawk was chased by crows over the forest on the property to the north. While no mammals were observed, evidence of American Beaver, Muskrat, Mule Deer and Coast Mole (on an elevated berm) were encountered.

The vegetation attributes provide no unusual, unique or rare features or conditions required by rare or endangered animals. The abundance of non-native plants limits opportunities for all but habitat generalists or those, such as the woodpeckers, that can take advantage of abundant snags.

As part of the larger forest to the north, from which it is separated by 3-4 m wide channelized watercourse, the forest on the subject property provides some protection and remains a functional component of the overall forested ecosystem. Removing any portion of the forest will affect that which remains; the ecological value of any land cannot be considered in isolation.

The small wetland that has developed along the north edge of the agricultural field supports some native plants found nowhere else on the property but none of which is considered rare or endangered. The open water portion is used by waterfowl in winter and the marsh area will be used by insects and birds that favour these conditions during breeding season.

The subject property provides a physical-ecological connection to surrounding features. This connectivity may include dispersal opportunities for plants and animals, and foraging and breeding (nesting, cover, rearing) opportunities for animals. This applies to the forest comprising the east half of the property and the hedgerows and channelized watercourses along the west and south side of the agricultural field occupying the west half of the property.

The surrounding area lacks natural habitat but in light of this, even small corridors such as the extension to the Fraser River south of Williams Road along the Savage Road ROW, local channelized watercourses and patches of remnant vegetation can function as important continuous or stepping-stone dispersal routes. The degree to which they function as dispersal or living habitat and their role in the persistence of plants and animals in the landscape is unknown. However, it cannot be discounted and corridors of natural or semi-natural vegetation and processes should be maintained.

5. CITY OF RICHMOND ECOSYSTEM MAPPING

Environmentally Sensitive Areas (ESAs)

The City mapping provides high level information regarding ecological features within the municipality. Specific to this Project, the following ecosystem components have been evaluated in consideration of the existing conditions on the subject property. The City recognizes they encompass features including marshes, wetlands, beaches and open spaces⁶.

ESAs within and near the subject property are shown in Appendix 1, Figure 3.

Riparian Management Areas (RMAs)

RMAs are applied to those watercourses (including channelized watercourses) that are either fish bearing or drain to fish bearing water. Richmond predominantly consists of low elevation lands subject to flooding from tidal activities and / or high water table directly related to the proximity of the marine environment. The City has assigned RMA's based on the following⁷:

Riparian areas are productive ecosystems where terrestrial and aquatic environments meet. Riparian

⁶ <http://www.richmond.ca/sustainability/stewardship/ecology/esa.htm>

⁷ <http://www.richmond.ca/sustainability/environment/rar.htm>

vegetation stabilizes banks, improves water quality and temperature, contributes nutrients to aquatic environments, and provides habitat. The City's Riparian Management Areas (RMAs) form a critical component of Richmond's Ecological Network.

To meet provincial requirements under the Riparian Areas Regulation, in 2006 the City adopted the Riparian Response Strategy. Under the Riparian Response Strategy, RMA setbacks of 5 m and 15 m on minor and major watercourses were pre-designated in consultation with the Department of Fisheries and Oceans. RMA designated watercourses are wetted the majority of the year with a significant source of ground water, and flow into and support fish life in the Fraser River. Development within or adjacent to an RMA must be approved by the City in accordance with requirements under the Riparian Areas Regulation.

City mapping provides RMA setbacks for channelized watercourses along Williams Road (5 m) and Triangle Road. A 15 m setback is applied to No. 6 Road. RMAs are shown in Appendix 1 – Figure 3.

6. IMPLICATIONS OF THE RIPARIAN AREAS REGULATION (RAR)

Farms registered under the *Farm Practices Protection (Right to Farm) Act* are excluded from the RAR process provided the planned works relate directly to farming and agricultural activities. Constructing farm buildings (for example) are not included under RAR. Any other activity on the subject property that is contemplated and is not a farm activity (as defined by RAR) would trigger the RAR process, requiring the completion of an Assessment Report.

The Regulation does not apply to non-fishbearing streams that discharge directly the marine environment.

RAR defines a stream to include any of the following that provides fish habitat:

- (a) a watercourse, whether it usually contains water or not;
- (b) a pond, lake, river, creek, brook;
- (c) a ditch, spring or wetland that is connected by surface flow to something referred to in paragraph (a) or (b);"

While a 'ditch' (channelized watercourse) may be a stream as defined in the Regulation, ditches are treated differently than streams. The Regulation⁸ defines a 'ditch' as follows:

Ditches are characterized as being manmade and straight with no significant headwaters or springs. They were constructed to drain property (they often form property boundaries) or roadways and while connected to natural streams they are not part of the natural historic drainage pattern. They are often diked with regulated or seasonal flows.

Riparian setbacks (Streamside Protection and Enhancement Areas; SPEAs) for 'ditches' applied depending on fish bearing status. Non-fish bearing 'ditches' have a 2 m SPEA while fish bearing 'ditches' have a 5 m SPEA.

7. PERMITS AND APPROVALS

City of Richmond

There are no current environmental compliance permitting requirements at this time. Once the land use plans are finalized and accepted by the City, Development Permit applications will be required

⁸ Section 3.6.5. Riparian Areas Regulation Assessment Methods. Undated.

that may include compliance with the ESA Development Permit Exemption for Agricultural Purposes to allow the reinstatement of a previously existing crossing required to access the property off Williams Road.

Provincial Water Sustainability Act (WSA)

No WSA permitting is required at this time as this report relates to a Permitting process with the City and does not involve any site works.

If and when site works are contemplated, advice from a QEP related to WSA permitting requirements related to culvert installations (if any) and other drainage issues will be provided.

Federal Fisheries Act

No *Fisheries Act* consultation with Fisheries and Oceans Canada (DFO) is required at this time as this report relates to a Permitting process with the City and does not involve any site works.

If and when site works are contemplated, the Owners will complete an online 'Self-assessment' as required by DFO. This process obliges proponents to examine their respective projects at a high level to allow DFO to determine if any aspect of the planned site works require regulatory review and / or causes, or has the potential to cause, 'serious harm to fish'⁹. DFO interprets 'serious harm' to fish as:

- *The death of fish;*
- *A permanent alteration to fish habitat of a spatial scale, duration or intensity that limits or diminishes the ability of fish to use such habitats as spawning grounds, or as nursery, rearing, or food supply areas, or as a migration corridor, or any other area in order to carry out one or more of their life processes;*
- *The destruction of fish habitat of a spatial scale, duration, or intensity that fish can no longer rely upon such habitats for use as spawning grounds, or as nursery, rearing, or food supply areas, or as a migration corridor, or any other area in order to carry out one or more of their life processes.*

8. PROFESSIONAL OPINION

Aquatic

1. For those reasons stated above, the channelized watercourse network surrounding the subject property appears inaccessible and likely inhospitable to anadromous salmonid fish species entering directly from the Fraser River.
2. The subject channelized watercourses cannot support any populations of resident salmonid fish species because of the periodic lack of requisite water quality and quantity within the stream channel. Deeper aquatic habitat that may occur will become isolated from the Fraser River as water levels diminish and potentially it become seasonally dry or disconnected.
3. It is possible that resident coarse fish species may utilize the channelized watercourse network within the subject property as they are tolerant of degraded water quality that is outside of the water quality thresholds for other fish species (i.e. salmonids).
4. The channelized watercourse network around and beyond the subject property undoubtedly provide aquatic habitat for a variety of (non-fish) wildlife species including amphibians, small mammals and birds.
5. The lack of viable fish habitat or stream flows that will sustain salmonid fish species during any life stage suggests that any either of the subject property use options described in Section 3 will not adversely impact aquatic habitat. As there are no plans to alter or encroach into the perimeter

⁹ Section 8.2, Fisheries Protection Policy Statement. October 2013 <http://www.dfo-mpo.gc.ca/pnw-ppe/pol/index-eng.html#ch82>.

channelized watercourse with either land use option, development as proposed will have no residual effects on the use of the channel for aquatic organisms.

Terrestrial

1. The forest lacks herbaceous vegetation with a ground layer dominated by one species of moss common to wet substrates.
2. Overall, plant assemblages reflect a highly disturbed, forest lacking diversity and dominated by non-native species of low ecological value. This forest exhibits evidence of past clearing and the influence of surrounding industry and agriculture.

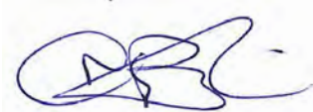
Wildlife

1. The subject property provides physical-ecological connection to surrounding features, providing connectivity that may include dispersal opportunities for plants and animals, and foraging and breeding (nesting, cover, rearing) opportunities for animals. This applies to the forest comprising the east half of the property and the hedgerows and channelized watercourses along the west and south side of the agricultural field occupying the west half of the property.
2. The surrounding area lacks natural habitat. However, small corridors such as the extension to the Fraser River south of Williams Road along the Savage Road ROW, local channelized watercourses and patches of remnant vegetation can function as important dispersal routes. The degree to which they function as dispersal or living habitat and their role in the persistence of plants and animals in the landscape is unknown. However, it cannot be discounted and corridors of natural or semi-natural vegetation and processes should be maintained wherever possible and not in conflict agricultural use of the property.

9. CLOSURE

This report has been prepared for the developer and City in the ongoing land use planning for this site. Further, it provides an overview aquatic and terrestrial environmental assessment of the subject property based on review of existing information and limited site review. It is not intended as an exhaustive inventory. As such, use of this report is for the purposes for which it is intended. Further guidance on environmental issues will be provided as the site use planning progresses following acceptance by the City.

Sincerely,



Craig T. Barlow, R.P.Bio., QEP



Duncan Sutherland, R.P.Bio.



Distribution

Bruce Mathers (Sandstor Farms Ltd.)
Brian French, P.Ag. (C&F Land Resources Consultants Ltd.)
Phil Henderson, R.P.Bio. (Strix Environmental Consulting)
AESC file

ADDENDUM 1

The following addendum has been prepared in response to February 15, 2017 comments issued via email by the City of Richmond on the following report:

Environmental Overview Assessment (Final) – 14671 Williams Road, Richmond, BC
Prepared by Applied Ecological Solutions Corp., Sutherland Environmental Associates and Strix Environmental Consulting. November 25, 2017.

This addendum is specific to the following comment:

Ecological Network: Council adopted the Ecological Network Management Strategy (ENMS) in 2015 that establishes hubs, sites and interconnected corridors. Through the ENMS the City works to connect, protect and restore natural and semi-natural areas in the city, and avoid habitat fragmentation. The subject property at 14671 Williams Road is located within a hub that reflects a larger contiguous Freshwater Wetland ESA.

Please provide an addendum that speaks to the value of the freshwater wetland within the City's ecological network, and identify potential wetland type(s) within larger contiguous wetland including associated lag areas.

ADDENDUM 1

As discussed in Strix (2016), the subject property at 14671 Williams Road partly comprises the southern portion of an Environmentally Sensitive Area (ESA) within the City of Richmond. That ESA is labelled Riverport East and its attributes are presented in Table 1 (RIM 2017). This ESA wraps around a large agricultural field and residence that occupies most of the west half of the subject property. Very narrow treed and shrubby strips of this ESA occupy the north and west portions of the field along channelized watercourses (Figure 1). The eastern half of the property is forested.

Table 1. Details of Riverport East ESA (Environmentally Sensitive Area) from the City of Richmond online mapping (RIM 2016).

ESA Name:	RIVERPORT EAST
ESA Code:	ER-37
ESA Primary Type:	FRESHWATER WETLAND
ESA Secondary Type:	
<i>OCP ESA Type Descriptions</i>	
Perimeter (Meters):	3044.903869
Area (Hectares):	31.422082



Figure 1. The blue area shows that portion of the subject property (surrounding rectangle) that is excluded from the Riverport East ESA. It is an agricultural field and residence. The hatch marks indicate the area covered by the ESA; the large area on the eastern half is forest. (Source: RIM 2017)

Table 2 shows the relative contribution of the ESA area on the subject property (hatched area in Figure 1) to the entire Riverport East ESA (Figure 2).

Table 2. Portion of the Riverport East ESA that is present on the subject property. (RIM 2017.)

Area	ha
ESA Riverport East	31.42
14671 Williams Rd	8.35
portion out of ESA	2.96
total portion in ESA	5.39
% portion of 14761 in ESA	17.15

The Strix (2016) report describes the ecological attributes of the subject property in detail but does not classify it as a *Freshwater Wetland* which is its designation within the City of Richmond's ESA and Ecological Network Management Strategy (ENMS) (Richmond 2015). The City of Richmond defines Freshwater Wetland (FRWT) as,

Areas with vegetation and soils influenced by the presence of freshwater in the rooting zone for plants; includes open, forested, and shrub bogs, swamps, marshes, wet meadows, seasonally flooded fields, and shallow (<2 m or 6.56 ft. depth) ponds and ditches (Richmond 2017).

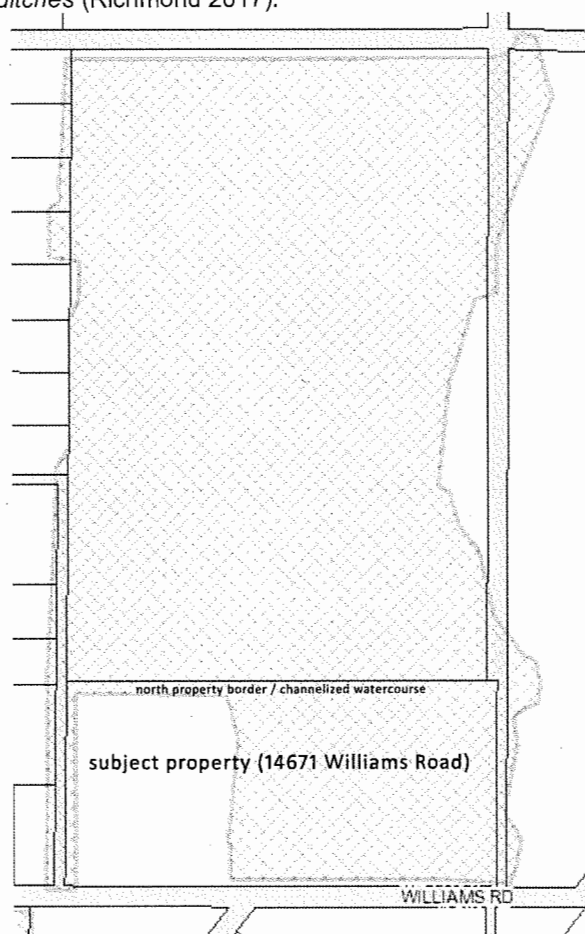


Figure 2. The subject property in relation to the entire Riverport East ESA (hatched area). (Source: RIM 2017)

The east portion of the forest certainly fits within this definition which emphasizes hydrological characteristics, a component of its ecology. The Strix report avoided ecological classification because of the forest's highly altered and degraded ecology resulting from a history of onsite and offsite human disturbance. Any vestiges of its former ecology (discussed in Strix [2016] based on historical vegetation mapping [North et al. 1979]) are no longer apparent and there is no indication that it is on a successional trajectory to any recognized natural ecological community (CDC1 2017; MacKenzie and Moran 2004; Green and Klinka 1994).

The forest in the east half of the subject property consists almost entirely of birch (*Betula* sp.), the majority of which are the exotic European Birch *Betula pendula* (CDC-2 2017; Strix 2016). The shrub layer is comprised predominantly of exotic species and the herb- and ground layer are poorly developed with no occurrences of *Sphagnum* sp. (Strix 2016). The ground is poorly drained and the east portion of the forest, at least at the time of field work (November 3, 2016), was shallowly flooded with water spilling westward from the large channelized watercourse that runs along the Savage Road right-of-way.

The role of the forest as part of an ecological network was discussed in Strix (2016) although not within the context of Richmond's ENMS (Richmond 2015). Its role cannot be appreciated without considerable study but it most certainly plays some role in the ecology of the surrounding area, although its contribution is influenced by its degraded ecological condition. Forest cover, regardless of its naturalness, contributes at least some valuable ecological features including foliage, snags and coarse woody debris which in turn provide food and shelter for animals, substrate for vascular and non-vascular plants, some insularity from adjacent urban, agricultural and industrial activities and features, and possibly climatic and hydrologically moderating attributes such as dispersal of flood waters.

We cannot tell for certain how the forest is developing or will develop, but the abundant dying and dead birch in the forest suggest increased levels of nutrient rich water may indicate a gradual change from a tree-dominated area (forest or treed swamp) to that of a shrub-dominated wetland or swamp, unless water levels decrease. There is no indication that native plant species will gain ground or introduced species will diminish.

Table 3 lists a number of attributes used to identify and assess the ecological network as it relates to the subject property (Richmond 2015).

An assessment of naturalness, based on a scale of 1 (least natural) to 5 (natural) is a key attribute used to define an area. Two designations based on size and naturalness are "hub" (≥ 10 ha and naturalness ≥ 3) and "site" (0.25 - 10 ha and naturalness ≥ 3). The subject property at 8.35 ha, when considered as a contiguous portion of the much larger Riverport East ESA, would qualify as a component of that "hub" but its degraded ecological conditions suggests it has a naturalness score less than 3. The implied ecological contiguity from aerial photographs of the property is not evident on the ground: the channelized watercourse separating the two areas also highlights their distinct vegetation assemblages, notably the abundance of Shore Pine in the north property and the paucity of that species (and any conifers) in the south. Individually, the subject property fits the "site" category for size but again falls short in naturalness which appears to be less than 3 (2) (Table 3).

Table 3. Assessment and rationale for the Richmond Ecological Network Management Strategy attributes relating to the subject property.

ENMS Attribute	Site Description	Explanation / Rationale
Riparian Areas	Along peripheral channelized watercourses.	Semi-natural to predominantly unnatural (non-native) composition; ecological function: structural attributes > floristic attributes
Hub	At least 10 ha. and naturalness ≥ 3 . Component of hub.	Degraded. Some natural attributes. Naturalness estimated below 3 (~2).
Site	0.25 ha to 10 ha and naturalness ≥ 3 .	8.35 ha. but degraded. Naturalness estimated below 3 (~2).
Naturalness Value	~2 for forest (ESA).	Predominantly non-native species.
Corridor	Impaired Corridor	Vegetation is deciduous-dominated, predominantly non-native, with a poor native understory and ground layer and gaps. Connection to river: remote; involves traversing hostile features/habitat. Living and dispersal habitat questionable. ~185 m southeast to degraded, non-vegetated shoreline of Fraser River

The riparian areas are similarly devalued by the abundance of non-native species. However, these floristic considerations aside, the structural attributes may fulfill some key riparian functions (shade, insularity, dense vegetation and the production of foliage and fruit). The value of the area as a corridor is limited because of the built and altered environment to the south, east and west. The Fraser River is relatively remote at approximately 185 m southeast. Animals (or dispersing plant propagules) have to make their way through hostile habitat to or from the Fraser River.

The adjacent property and forested area north of the subject property is separated by a channelized watercourse and, since it wasn't the focus of investigation, was only considered as it related to the ecology of the subject property (Strix 2016). Little information was gathered during field work. The one obvious attribute is the much greater abundance of Shore Pine on the north property which appears to increase with distance north of the property boundary. The abundance of Shore Pine suggests bog-like attributes but the lack of *Sphagnum* (peat moss) near the subject property, the channelized watercourses surrounding and draining it, the degraded condition of the subject property, the intense past and present development (agricultural, industrial and residential) around it and the history of the area as described by North et al. (1979) all suggest that it is not a bog. There are no lags¹⁰ associated with this wetland since it is not a raised bog and there is none nearby. The open water on the periphery of these properties appears to be channelized watercourses in various conditions.

Phil Henderson, R.P.B.



¹⁰ A wet margin (fen) around a raised bog.

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APPENDIX 1

FIGURES

FIGURE 1 PROJECT LOCATION AND SURROUNDING FEATURES (BASE MAPS FROM CITY OF RICHMOND INTERACTIVE MAPPING).



FIGURE 2 STUDY AREA DRAINAGE OVERVIEW



FIGURE 3 PROJECT LOCATION SITE FEATURES



APPENDIX 2

AQUATIC OVERVIEW ASSESSMENT PHOTOS

All photos by Duncan Sutherland (November 3, 2016)



Photo 1 Typical site conditions looking east along north edge of field immediately west of subject property.



Photo 2 Typical site conditions looking west along north edge of field immediately west of subject property.



Photo 3 Typical expansive drainage channelized watercourse looking south along west property boundary



Photo 4 Typical expansive drainage channelized watercourse looking north along east property boundary.



Photo 5 Williams Road channelized watercourse looking east from subject property.



Photo 6 Williams Road channelized watercourse looking west from subject property.

APPENDIX 3

OVERVIEW ENVIRONMENTAL (TERRESTRIAL AND ECOLOGY) ASSESSMENT REPORT

Strix Environmental Consulting

Overview Environmental Assessment Terrestrial and Wetland Ecology 14671 Williams Road, Richmond, B.C.

Prepared for:

Bruce Mathers
Sanstor Farms Ltd.
11700 No. 5 Road
Richmond, B.C. V7A 4E7

Prepared by:

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Box 615
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Introduction

After a brief on-site meeting and orientation with John Mathers, Brian French and Duncan Sutherland, Phil Henderson of Strix Environmental Consulting began his site investigation to gather information to provide an ecological overview of the terrestrial and wetland features of the property. The property lies within an area that historically was close to large bog located to the north, but which, itself, was likely a combination of willow, spruce and possibly grasslands (Figure 1). The property's proximity to the Fraser River suggests that periodic inundation likely influenced site ecology by introducing silt and nutrients including salts. This would have inhibited the southward spread of the bog to the north and its persistence in this area so close to the river. Recent work by French (2016) indicates a shallow peat layer (25-40 cm) in the eastern forested portion that may have been reduced from historical levels by recent disturbances including land clearing. The presence of Shore Pine (two trees) that are associated with tree bogs of the area – and which is much more abundant in the property to the north – and birch and Western Hemlock that, together, are associated with a degraded bog ecosystem suggests that recent isolation from the river facilitated their establishment in this area from source populations to the north.

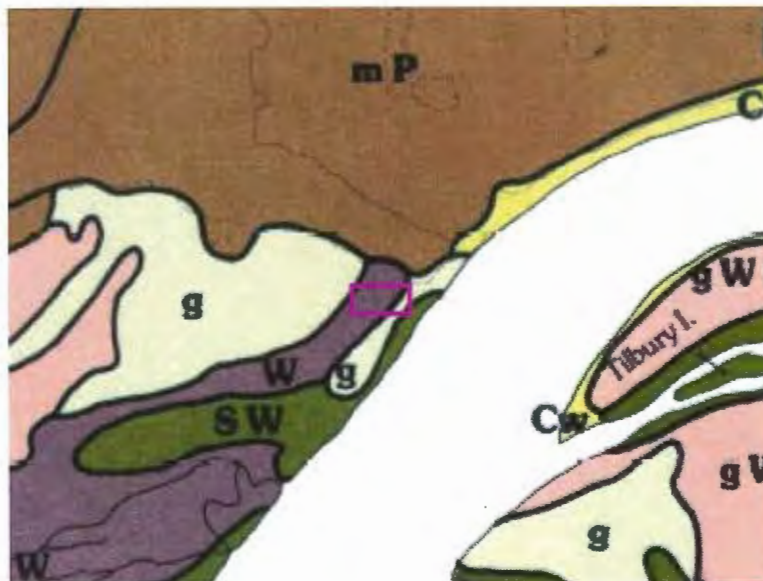


Figure 1. Historical ecological units from North et al. (1979). The subject property (approximate location) is shown by the pink rectangle.
mP = Sphagnum moss with scrub pine, hemlock and spruce (predominantly bog; W = willow; SW = spruce, willow, alder, crabapple, vine maple, briars; and g = prairie (grass).

The City of Richmond's online mapping program (RIM: Richmond's Interactive Map) highlights the forested east half of the property as an Environmentally Sensitive Area (Figure 2). The main forest that comprises the east half of the property is connected to a larger forested area on the adjacent property to the north which is also considered an Environmentally Sensitive Area (Figure 2). Remnants of historical bogs are scattered throughout Richmond (Davis and Klinkenberg 2008) and these are considered of conservation concern because of their rarity in the lower mainland, their susceptibility to degradation (changes in hydrology) and the fact that they support rare and endangered plants and plant communities. Any land thought to have bog-associated attributes is considered of potential ecological significance.



Figure 2. Environmentally Sensitive Areas (hatched area). The property is outlined in pink.

Methods

Much of the forested area was traversed on foot. Plants and animals were noted as were conditions that influence their presence (abundance and distribution). Vegetation plots were established to provide a more complete assessment of plants and ecology. For each 25m x 25m plot, vegetation was recorded in four main vertical layers: tree layer (three sub-layers), shrub layer (two sub-layers), the herb layer and the ground layer. Plots were chosen semi-randomly within areas that appeared to be representative; that is, they appeared, initially, to comprise species typical of that area. Access was limited or hampered in some areas by water and in many areas by dense blackberries.

Many of the trees and shrubs had shed most of their leaves so values of percent cover for these species were probably underestimated. Nonetheless, estimates of cover provide a good indication of plant cover and relative abundance.

Notes were taken on other attributes such as coarse woody debris (branches and logs > 10 cm diameter), snags, tree height, diameter at breast height, spacing and standing water. Photographs were taken of plots and of other features.

The majority of time was spent in the forested east half of the property but the agricultural field on the west side of the property was also examined. This included the wetland at the north edge of the field and the hedgerow and trees bordering the west edge of the field. The large drainage channel running north - south at the east edge of the property (along the Savage Road ROW) was examined from the south end using binoculars and camera.

Key locations highlighted in the text, including plot locations are shown in the map in Figure 3.



Figure 3. Key plot and feature locations.

Results

An initial review of aerial photographs of the area from French (2016), Google Earth (2016) and Richmond's RIM (2016) suggested that the eastern forested area is an important ecological extension of the forest to the north and that it may support features or populations of plants and animals that are regionally significant. These suppositions were not supported by the field survey.

Vegetation: East Forest Area

Tree cover is dominated by birch of two species: the native Paper Birch *Betula papyrifera* var. *commutata*, which included some of the largest specimens, is outnumbered by the non-native European Birch *Betula pendula*. Many of the birch are dead or appear to be dying. This is particularly true in the south and east portions of the forest. A distinct north-south boundary (at waypoint 007) marks the beginning of the flooded area to the east in which all birch is either dead or dying (Photo 1). Many have been uprooted. At the time of the surveys (November 3, 2016) this area was entirely flooded with 15-20 cm of water save for a few small mounds and the bases of a large standing or uprooted birch. The scattered mounds and root-wads provide unsaturated soils, favourable substrate for non-aquatic plants.



Photo 1: L: Looking north from the west edge of the flooded area of dead birch comprising the east portion of the forest.
R: Looking north from wpt. 008, plot centre of Plot 008. Note the berm (linear mound) along the channel in the distance that appears as a thin band of vegetation just above the centre of the photograph.

Two other tree species were noted in the forest: Shore Pine *Pinus contorta* var. *contorta* and Western Hemlock *Tsuga heterophylla*. Two large Shore Pines (~30 cm dbh) are located near the north end of the property just in the eastern half. No other Shore Pines were noted. A few small, sub-canopy Western Hemlock are present in the west central area and one large, dead specimen (~35 cm dbh) is present in the north central area.

Live birch form an average percent cover of 36, dead birch (snags) 2 and Western Hemlock <1. The native Paper Birch was not distinguished from the introduced European Birch in these numbers but European Birch appeared more abundant. Living and dead birch were present in all plots and coarse woody debris (CWD) was quite abundant, particularly in the east and south portions and other areas of excessive water where many of the birch were dead. The diameter at breast height (dbh where bh=1.3 m) averaged from about 15 to 25 cm for birch. The average canopy height was approximately 20 m.

Four introduced species dominate the nine species that comprise the shrub layer. The introduced Highbush Blueberry *Vaccinium corymbosum* was the most abundant shrub by cover class with an average of 43 percent. It was present in six of the seven plots. Together, the two species of introduced blackberries were found in every plot and contributed a combined percent cover of 23 percent. Hardhack *Spiraea douglasii* is the only native shrub that was present in more than one plot; it had a total percent cover of seven percent. In total, introduced species represented an average of 73 percent cover compared to 10 percent for native species. Typical understory vegetation is shown in Photo 2 for Vegetation Plot 012.



Photo 2: Looking south from plot centre of Plot 012 (wpt. 012). Note the Cutleaf Evergreen Blackberry *Rubus laciniatus* (left, foreground), Hardhack (centre, foreground), the few remaining, colourful leaves of Highbush Blueberry (right, foreground) and the clambering Himalayan Blackberry *Rubus armeniacus* (just right of centre, background).

More species were present in the herb layer (11) but cover was sparse. Bracken Fern *Pteridium aquilinum* ssp. *lanuginosum* was the only species found in more than one plot and which occupied an average percent cover greater than two (5 percent).

The moss *Eurhynchium praelongum* which typically grows on wet ground, logs and tree bases, was present throughout the forest but in the flooded east portion was confined to the bases of dead birch, logs and branches. It occurred in six of the seven plots with an average cover of 10 percent. The extensive leaf litter from the birch forest inhibits moss growth on the forest floor. *Hylocomium splendens* was the only other moss recorded in the plots. A very small amount was present in one plot.



Photo 3: Typical view of the forest floor showing the abundant birch leaves that prevent extensive bryophyte growth. Small patches of *Eurhynchium praelongum* are evident amongst the leaves.

Other plants were recorded outside of the plots on meanders through different areas. The linear mound or berm of dirt stretching along the north edge of the property, presumably created by dirt excavated from the adjacent channelized watercourse, rises up to a meter above its surroundings. It provides a well drained surface on which plants less tolerant of water persist. Salal *Gaultheria shallon* and Sword Fern *Polystichum munitum* are two native species that grew here; most others were

introduced shrubs found throughout the forest although Cherry-Laurel *Prunus laurocerasus* was a new addition. Common Foxglove *Digitalis purpurea* is present on and near the mound and *Atrichum undulatum* is the common moss there. *Dicranum scoparium* was another moss present in small patches on the ground and the base of trees. *Homalothecium fulgens* is present in small patches on tree trunks among the dominant *Eurhynchium praelongum*.

Other mounds of earth from past clearing and excavation provide small areas of greater diversity. Native shrubs that are uncommon elsewhere on the property, such as Coastal Red Elderberry *Sambucus racemosa* var. *arborescens*, appear on these elevated sites. However, Himalayan and Cutleaf Evergreen Blackberries also flourish in these areas, clambering over the large native specimens and inhibiting the growth of herb- and ground-layer plants.

Some of the large wet areas in which most trees have died support a few species not found elsewhere: Small-flowered Bulrush *Scirpus microcarpus*, Clustered-Dock *Rumex conglomeratus*, Common Rush *Juncus effusus*, Lady Fern *Athyrium filix-femina* var. *cyclosorum* (one heavily browsed clump) and a sedge, possibly Grey Sedge *Carex canescens*. Purple Loosestrife *Lythrum salicaria*, an ecologically harmful exotic plant was seen in some wet locations.



Photo 4: Open wetland area amongst dead birch in the north central area of the forest near wpt 004.

Small water-filled depressions (Photo 5) were present throughout the forest but these supported little or no distinct vegetation. The coarse woody debris present in and around them has the potential to support bryophytes other than the common species observed (*Eurhynchium praelongum*) but none was evident. Establishment may take some time as source plants may be remote and much of the coarse wood debris is insufficiently decomposed to provide suitable substrate.



Photo 5: Small, water-filled depressions in the forest.

A group of four Black Cottonwoods *Populus trichocarpa* in the northwest corner of the forest were the only specimens of this species noted.

Common Duckweed *Lemna minor* is abundant along the north channelized watercourse (Photo 6). No other floating aquatic plants were noted. Common Rush is common along the edge of the channelized watercourse.



Photo 6: Looking east along the channelized watercourse at the north property boundary. Note the abundance of Common Duckweed (the green film on the water). The berm or linear mound of excavated earth is on the right side of the channelized watercourse; the adjacent property is on the left.

Clearings in the southwest portion of the forest that extend east of the house and along a linear opening off the field to the north support Reed Canarygrass, other grasses, some Small-flowered Bulrush (probably), Common Rush, Large-leaved Avens *Geum macrophyllum*, Foxglove, Himalayan Blackberry and Cutleaf Evergreen Blackberry.

Vegetation – West Agricultural Area

A shallow wetland of native plant species has formed in a depression at the north end of the agricultural field that comprises the west half of the property. Vegetation is arranged in bands extending south from and roughly parallel to the birch forest and adjacent channelized watercourse at the north edge of the field. Starting at the forest edge of birch and Hardhack, the bands are arranged, generally as Common Rush, Common Cattail *Typha latifolia*, Soft-stemmed Bulrush, open water and cultivated field. Beyond that, on the edge of the cultivated field and on the east edge of the wetland are grasses (including Meadow-Foxtail, probably Water Meadow-Foxtail *Alopecurus geniculatus*, Cursed Buttercup *Ranunculus sceleratus* var. *sceleratus* (probably), Toad Rush *Juncus bufonius* and scattered Common Rush. See Figure 4 and Photo 7, below.

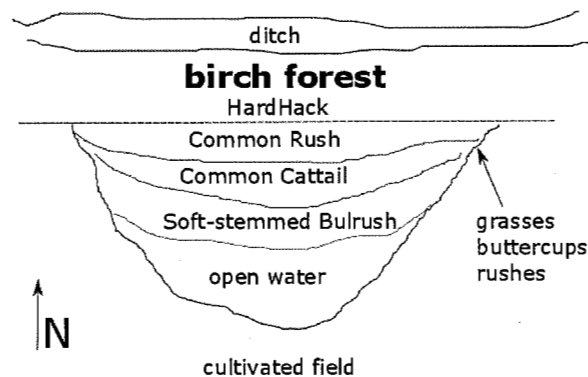


Figure 4. Schematic of vegetation composition for the small wetland at the north edge of the cultivated field. Vegetation is arranged in bands from the north edge of the field. The species are not segregated so neatly as represented in this diagram; the lines are less distinct and species intermix within each band.



Photo 7: View west of the wetland along the north edge of the agricultural field. Note the band of Common Cattail on the right and Soft-stemmed Bulrush on the left, towards the open water.

This assessment does not rule out the possibility that rare plants are present. If any are present it is unlikely that the habitat is critical for their persistence in the landscape.

Animals – East Forest Area

Mammals

An American Beaver *Castor canadensis*-felled birch is present in the northwest corner of the study forest on the channelized watercourse-side berm (Photo 8). Two small soil excavations near this tree indicated the presence of Coast Mole *Scapanus orarius*. Mule Deer *Odocoileus hemionus* scat and tracks in soft earth revealed at least one of the animals responsible for the faint trails running through the forest. Signs of Common Muskrat *Ondatra zibethicus* feedings on Common Rush were present in the water in the flooded area of dead birch in the east half of the property near waypoint/plot 008.



Photo 8: American Beaver-felled tree near the channelized watercourse in the northwest area of the forest.

Birds

Table 1 lists the birds observed in the forest during the field survey, November 3, 2016.

Table 1. Birds observed. Birds are presented in the table by location seen. Note that some birds, especially Ruby-crowned Kinglet, Golden-crowned Kinglet and Spotted Towhee may be the same birds recorded in different locations.

Species: common name	# observed	location in forest	activity
Northwestern Crow	15	northwest	flew into tops of birch trees briefly
Red-tailed Hawk	1	over forest to north	crows chased the hawk as it flew over the forest of the property to the north
Downy Woodpecker	1 male	northwest	foraging on trunks of birch trees
	1	north-central	calling
Golden-crowned Kinglet	5	north-central	in feeding flock with RCKI
Ruby-crowned Kinglet	1	north-central	in feeding flock with GCKI
Spotted Towhee	1	north-central	calling just south of area
Black-capped Chickadee	1+	north-central	heard calling in area
Northern Flicker	3	east, dead birch area	perched in dead birch, flooded east area
Red-winged Blackbird	1	flew over	flew east over forest
Song Sparrow	1	east, dead birch area	call
Pacific Wren	2	east, dead birch area	calling south of wpt./plot 008
Bewick's Wren	1	east, dead birch area	call
Cooper's Hawk / Northwestern Crow (?)	possible nest	south central area	20' up birch, against trunk in branch crotch; poorly developed
Ruby-crowned Kinglet	5	south central area; wpt/Plot 012	foraging, moving through the area with Golden-crowned Kinglet
Golden-crowned Kinglet	2	south central area; wpt/Plot 012	foraging, moving through the area with Ruby- crowned Kinglet
Hairy Woodpecker	1 (female)	south central area; wpt/Plot 012	foraging on birch
American Robin	3	south central area; wpt/Plot 012	flew into the area from the south; moving through the trees/shrubs
Song Sparrow	1	south central area; wpt/Plot 012	calling
Pacific Wren	1	south central area; wpt/Plot 012	calling
Spotted Towhee	1	south central area; wpt/Plot 012	calling

The birds observed in the area are all birds that are expected to occur. The dead birch provide good foraging opportunities for woodpeckers. The dense shrub layer provides good foraging and cover

habitat for the songbirds. The lack of vegetation in the herb and ground layers may reduce foraging opportunities for some species and nesting opportunities for others.

Amphibians

A Northern Pacific Treefrog *Pseudacris regilla* was heard calling in the central portion of the forest.

Animals – West Agricultural Area

Twenty-five Green-winged Teal *Anas crecca* were observed in the wetland pond at the north end of the agricultural field in the morning. They flew off as the field crew approached. Four female American Wigeon *Anas americana* were present on the pond in the afternoon. A female Northern Shoveler *Anas clypeata* was present in a small pond near the west end of the field. It flew to the north pond upon approach.

No other birds were noted on the temporarily flooded portions of the field. These ponds are likely frequented by waterfowl throughout winter and may be used by migrant shorebirds during fall and spring.

Hedgerows

The hedgerow along the west side of the agricultural field is a narrow band of birch fronted by dense growth of Himalayan Blackberry. A channel runs along the middle. The total width of this vegetated band is approximately 23 m (Richmond RIM). The subject property extends approximately 6 m west of the edge of the agricultural field into this band. No birds or other animals were recorded there but it provides suitable foraging, cover and nesting habitat for songbirds and small birds of prey such as Cooper's Hawk *Accipiter cooperii*, Sharp-shinned Hawk *Accipiter striatus* and Merlin *Falco columbarius*. The channel and strip of "forest" provides potential resident and dispersal habitat for small mammals within the property and the surrounding area. Despite the fact that there is little natural habitat and much hostile habitat to the south of the property this corridor provides some connection and potential dispersal routes to channelized watercourses and small, remnant natural features in the broader landscape.



Photo: L: View north along the hedgerow on the west side of the agricultural field.
R: View south along the hedgerow on the west side of the agricultural field.

Summary and Discussion

The BC Conservation Data Centre, which keeps records of organisms of conservation concern, has no records for the subject property (CDC 1). The nearest records for plants or animals of conservation concern are along the Fraser River and one, Northern Water-Meal *Wolffia borealis*, was found approximately 3 km to the northwest (Table 2). None of these plants can be ruled out altogether from the property but their presence, given the property's current condition and recent history of clearing and development, would seem unlikely.

Table 2. Species of conservation concern for which records are present in the general area.

Common Name	Scientific Name	BC Status*(CDC 2)
Pointed Rush	<i>Juncus oxymeris</i>	Blue
Vancouver Island Beggarticks	<i>Bidens amplissima</i>	Blue
Flowering Quillwort	<i>Lilaea scilloides</i>	Blue
Small Spike-Rush	<i>Eleocharis parvula</i>	Blue
Northern Water-Meal	<i>Wolffia borealis</i>	Red
Henderson's Checker-Mallow	<i>Sidalcea hendersonii</i>	Blue

* **Blue List:** Any species or ecosystem that is of special concern. **Red List:** Any species or ecosystem that is at risk of being lost (extirpated, endangered or threatened)

No animals of conservation concern other than fish (Sturgeon) are identified by the BC Conservation Data centre in or near the study area (CDC1).

Aerial photographs and cursory views of the forest from along William's Road suggest that the forest comprising the east side of the subject property (14671 Williams Road) may support populations of locally uncommon plants, ecosystems and remnants of bog habitat. Bogs occurred historically to the north and remnants are present in various areas of Richmond such as the Lulu Island Bog, home of the Richmond Nature Park Society (Davis and Klinkenberg 2008). The presence of abundant Shore Pines (the species that characterize treed bogs in the lower mainland) in the forest to the north of the property supports this notion. A closer look confirms that this is just a notion.

While the limited structural and floristic diversity that characterizes this forest is also characteristic of bogs and related wetland ecosystems, the species that comprise the two are completely different. The study forest has no *Sphagnum* sp. and no species associated with or adapted to rare or unique features and conditions.

Two large Shore Pines in the north central area of the forest, a large, dead Western Hemlock, a few small under-story Western Hemlock plus a small group of four Black Cottonwoods are the only other species in a forest dominated by the non-native European Birch and the native Paper Birch. Many of the birch are dead or dying, particularly in the east and west portions of the study forest.

The dense shrub layer is comprised mainly of introduced shrubs, the Highbush Blueberry, Himalayan Blackberry and Cutleaf Evergreen Blackberry.

The forest lacks herbaceous vegetation and the ground layer is dominated by one species of moss common to wet substrates.

Overall, plant assemblages reflect a highly disturbed, floristically depauperate forest dominated by non-native species and of low ecological value. This forest bears the scars of past clearing and the influence of surrounding industry and agriculture.

The vegetation attributes provide no unusual, unique or rare features or conditions required by rare or endangered animals. The abundance of non-native plants limits opportunities for all but habitat generalists or those, such as the woodpeckers, that can take advantage of abundant snags.

As part of the larger forest to the north, from which it is separated by 3-4 m wide channelized watercourse, the forest on the subject property provides some protection and remains a functional

component of the overall forested ecosystem. Removing any portion of the forest will affect that which remains; the ecological value of any land cannot be considered in isolation.

The small wetland that has developed along the north edge of the agricultural field supports some native plants found nowhere else on the property but none are considered rare or endangered. The open water portion is used by waterfowl in winter and the marsh area will be used by insects and birds that favour these conditions during breeding season.

The subject property provides a physical-ecological connection to surrounding features. This connectivity may include dispersal opportunities for plants and animals, and foraging and breeding (nesting, cover, rearing) opportunities for animals. This applies to the forest comprising the east half of the property and the hedgerows and channelized watercourses along the west and south side of the agricultural field occupying the west half of the property. The surrounding area lacks natural habitat but in light of this, even small corridors such as the extension to the Fraser River south of Williams Road along the Savage Road ROW, local channelized watercourses and patches of remnant vegetation can function as important continuous or stepping-stone dispersal routes. The degree to which they function as dispersal or living habitat and their role in the persistence of plants and animals in the landscape is unknown. However, it cannot be discounted and corridors of natural or semi-natural vegetation and processes should be maintained.

Phil Henderson, R.P.B



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ARBORTECH CONSULTING



December 14, 2016

Attn.: John Mathers
Mathers Bulldozing

11700 No. 5 Rd
Richmond, BC V7A 4E7

ACL File: 16395

Project Ref: 14671 Williams Rd Richmond BC

Re: Preliminary Tree Assessment

Dear Mr. Mathers,

As requested, I have undertaken an initial site review of the condition of the existing trees located on the subject property. It is my understanding that land uses changes are being contemplated, and that there are municipal Environmental Sensitive Areas (ESA) and Riparian Management Areas (RMA) designated within and adjacent to this property. The purpose of my report is to inform the planning process as to the general viability and value of the existing trees.

Observations

Figure 1.



- The eastern two-thirds of the subject site is treed with a stand of predominantly European birch (*Betula pendula*) trees growing with dense spacing and forming a partially closed-canopy form (modified through naturally occurring tree decline).
- The age class of the birch trees is estimated to be circa 40 years. This could be confirmed by undertaking a ring count of a representative sample from the stand.



- The majority of the trees within the stand are infested with bronze birch borer (*Agilus anxius*) and are suffering varying severities of the related damage and dieback. I estimate that approximately 80% of the trees are infested.
- The south interface of the stand is adjacent to existing BC Hydro overhead power lines aligned along the north side of Williams Road, and a swath of trees along that interface have been topped, many of those trees having been killed as a result.

Discussion

European birch is a non-native tree that was originally introduced for use in landscapes, but that has naturalized in British Columbia. It is especially prolific in naturalizing and colonizing peat bog areas of the Lower Mainland region. The native species of trees and vegetation have been suppressed, in some cases to severely diminished levels. This is the case on this site. The European birch is identified as an invasive plant in BC (see enclosure). The tree species that would be expected to be native and indigent to this site would be dominated by shore pine (*Pinus contorta* 'contorta'). Shore pine appears to be mostly absent on this property. Examples of the native shore pine predominant stand conditions are observed in the vicinity of this site, specifically to the northwest, although some levels of birch naturalization has occurred in those stands.

The bronze birch borer insect has been well established in the Lower Mainland (actually throughout most of the Pacific Northwest) for several decades. The insect infests birch trees exclusively (all local species) by laying eggs in the upper heights of their stems and branches. The larvae advance through various stages of their life cycle by boring and feeding within the conducting tissue of the trees, killing them from the top down. Successive infestations occur lower in the crown of the trees year over year. Depending on the size, age class and health of a tree, infested trees are fully killed within approximately 5 years of initial infestation. Birch trees in good health are less susceptible to infestation, as the insect has adapted to sensing trees that are stressed in terms of their health (i.e. from drought or other environmental influences, or from pruning impacts). The birch genera poorly defend against decay advancement, and rapid decay of those dead parts follows the dieback, weakening those stems to the extent that there is high likelihood of failure (breaking out). There are no practical or feasible controls available, especially for large stands such as on this site and surrounding lands, and there is a lack of native predators to this insect. The mortality of birch trees in our region is expected to continue unabated, and this site combined with the surrounding non-native birch stands in this part of Richmond are actually serving as a massive incubation zone for the damaging insect populations to proliferate.

Currently there are assorted land uses in the perimeters of the tree stand on the subject site that are potential targets for tree and tree parts falling and striking. This includes the perimeters of the site where current active residential, landscape and farming zones interface with the forested lands, and also along the Williams Road frontage where there are overhead power lines and public using the roads. Those zones, as well as any interfaces with the forest stand where new active land uses are proposed, are targets of concern in relation to the dying birch trees. It is recommended that the site be assessed using Tree Risk Assessment Qualification (TRAQ) methods, regulated by the International Society of Arboriculture, in conjunction with the project planning, design and construction.




Conclusions

The forest stands within the subject site, including the zones that are designated ESA and RMA at or near this site, are comprised predominantly of European birch. The majority of those trees are in a severely advanced state of decline from bronze birch borer insect infestation damage. The dying tree stand provide habitat for certain wildlife, and serves as canopy in the urban forest. However, it is my opinion that there are significant negative environmental values of this particular stand considering that it exists as a result of invasive colonization by a non-native tree species.

Thank you for choosing Arbortech Consulting for your tree assessment needs. If you require any further information, please contact the undersigned.

Regards,

Prepared By:  Norman Hol, Senior Consulting Arborist	Certifications and Qualifications of the Author: <ul style="list-style-type: none">• ISA Certified Arborist #PN-0730A,• Qualified Tree Risk Assessor (TRAQ),• Certified Tree Risk Assessor #0076,• Certified Wildlife and Danger Tree Assessor• Land Survey Technologist	Contact Information: Office: 604 275 3484 Mobile: 604 813 9194 Email: norm@aclgroup.ca
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Enclosures;
UBC Invasive Species Checklist, 2012

**E-FLORA BC
INVASIVE, NOXIOUS AND PROBLEM PLANTS OF
BRITISH COLUMBIA**

March 2012 update

A small number of vascular plants in British Columbia are considered invasive, noxious or problem weeds. These are alien species, usually ones that significantly impact rangelands, affect forestry and forest regeneration, or impact on our wetlands. Some are highly invasive and alter natural ecosystems. Some of these plants are legislated as noxious under the BC Weed Control Act (either province-wide or regionally), or are designated by provincial agencies or invasive plant councils as nuisance, noxious or invasive species and targeted for control. The following list provides a summary of 163 weed taxa that fall into these categories. The list is based upon an [original list prepared by Tanya Perzoff](#) and also includes additional taxa that have been recently identified as invasive by BC botanists and species added to the BC Weed Control Act in 2011.

The list does not include native species, although taxa with mixed origin--both native and introduced--have been included (e.g. *Phalaris arundinacea*). Additionally, the list includes only taxa that recognized by the BC Conservation Data Centre as part of the BC flora. The BC flora include all species listed in E-Flora BC.

In British Columbia, the [Invasive Alien Plant Program \(IAPP\)](#) (BC Ministry of Forests, Lands and Natural Resource Operations) tracks the spread of some weed species, and encourages public reporting of these species through their [Report-a-Weed](#) initiative. Species tracked under this program are noted in the list by an asterisk (*).

Please refer to Tanya Perhzooff's original list for sources of species designations by provincial agencies.

Scientific Name	English Common Name	Comments	IAPP
Abutilon theophrasti	Velvetleaf	Noxious	*
Acer platanoides	Norway maple	Minor upland invasive	
Acinos arvensis	Mother-of-thyme	Minor upland invasive	
Acroptilon repens	Russian knapweed	Noxious	*
Aegilops cylindrica	Jointed oatgrass	Noxious	
Aegopodium podagraria	Goutweed	Invasive, often urban	
Agropyron pectiniforme	Crested wheatgrass	Minor upland invasive	
Alliaria petiolata	Garlic mustard	Noxious	*
Amaranthus retroflexus	Redroot pigweed	Nuisance, disturbed sites	*
Ambrosia artemisiifolia	Common ragweed	Minor upland invasive	
Ammophila arenaria	European beachgrass	Invasive, sand dunes	
Ammophila breviligulata	American beachgrass	Invasive, sand dunes	

Scientific Name	English Common Name	Comments	IAPP
Anchusa officinalis	Common bugloss	Noxious	*
Anthriscus caucalis	Bur chervil	Noxious	
Anthriscus sylvestris	Wild chervil	Noxious	*
Arctium lappa	Great burdock	Noxious,	*
Arctium minus	Common burdock	Weed	*
Artemisia absinthium	Absinth	Minor upland invasive	*
Avena fatua	Wild oats	Noxious, disturbed sites	*
Barbarea vulgaris	Winter cress	Agricultural/urban weed	
Berberis thunbergii	Japanese barberry	Agricultural/urban weed	
Berteroa incana	Hoary alyssum	Noxious	*
Betula pendula	European birch	Invasive, bogs	
Brachypodium sylvaticum	Slender false brome	Newly arrived in 2008	
Brassica kaber	Charlock, wild mustard	Noxious, disturbed sites	*
Bromus inermis	Smooth brome grass	Moderate upland invasive	
Bromus tectorum	Cheatgrass	Invasive, abundant	*
Buddleja davidii	Butterflybush	Invasive, spreading quickly	*
Butomus umbellatus	Flowering rush	Noxious, principle wetland invasive elsewhere	*
Calluna vulgaris	Scotch heather	Invasive in bogs in or near urban areas	
Calystegia sepium	Morning glory	Nuisance	
Capsella bursa-pastoris	Shepherd's purse	Nuisance	*
Caragana arborescens	Siberian peashrub	Minor upland invasive	
Cardaria draba ssp. draba	Heart-podded hoary-cress	Noxious	
Cardaria draba ssp. chalapensis	Chalapa hoary-cress	Noxious	
Cardaria pubescens	Globe-pod hoary-cress	Noxious	
Carduus acanthoides	Plumeless thistle	Noxious	
Carduus nutans ssp. leiophyllus	Nodding thistle	Noxious	
Centaurea biebersteinii	Spotted knapweed	Invasive, noxious	
Centaurea diffusa	Diffuse knapweed	Invasive, noxious	*
Centaurea x moncktonii	Meadow knapweed	Invasive	*
Centaurea nigra	Black knapweed	Invasive elsewhere	*
Centaurea nigrescens	Short-fringed knapweed	Invasive	
Centaurea solstitialis	Yellow starthistle	Noxious, invasive	*

Scientific Name	English Common Name	Comments	IAPP
<u>Centaurea stoebe ssp. micranthos</u>	Spotted knapweed	Invasive, noxious	
<u>Chelidonium majus</u>	Celandine	Minor upland invasive	
<u>Chenopodium album</u>	Lamb's quarters	Nuisance, abundant	*
<u>Chondrilla juncea</u>	Rush skeletonweed	Noxious	*
<u>Chorispura tenella</u>	Blue mustard	Noxious	
<u>Cichorium intybus</u>	Chicory	Nuisance, disturbed sites	*
<u>Cirsium arvense</u>	Canada thistle	Noxious, abundant	*
<u>Cirsium palustre</u>	Marsh plume thistle	Noxious, abundant	*
<u>Cirsium vulgare</u>	Bull thistle	Nuisance, abundant	*
<u>Conium maculatum</u>	Poison hemlock	Noxious	*
<u>Convolvulus arvensis</u>	Field bindweed	Nuisance, abundant	*
<u>Coronilla varia</u>	Crown vetch	Agriculture/urban weed	
<u>Crataegus monogyna</u>	European hawthorn	Highly Invasive	
<u>Crupina vulgaris</u>	Parastic dodder	Noxious	
<u>Cynoglossum officinale</u>	Common hound's tongue	Noxious	*
<u>Cyperus esculentus var. leptostachyus</u>	Yellow nut-grass	Noxious	
<u>Cytisus scoparius</u>	Scotch broom	Highly invasive	*
<u>Daphne laureola</u>	Spurge-laurel	Agriculture/urban weed	
<u>Descurainia sophia</u>	Flixweed	Noxious	
<u>Digitalis purpurea</u>	Foxglove	Abundant	
<u>Echinochloa crusgalli</u>	Barnyard grass	Nuisance	*
<u>Echium vulgare</u>	Viper's bugloss	Noxious	*
<u>Elymus repens</u>	Quackgrass	Abundant in disturbed sites	*
<u>Erodium cicutarium</u>	Stork's bill	Noxious	
<u>Euphorbia cyparissias</u>	Cypress spurge	Agriculture/urban weed	*
<u>Euphorbia esula</u>	Leafy spurge	Noxious, agriculture	*
<u>Fallopia x bohemica</u>	Bohemian knotweed	Invasive, noxious	
<u>Fallopia convolvulus</u>	Black bindweed	Invasive	
<u>Fallopia japonica</u>	Japanese knotweed	Invasive, noxious	*
<u>Fallopia sachalinense</u>	Giant knotweed	Invasive, noxious	
<u>Galium aparine</u>	Cleavers	Noxious	*
<u>Galium mollugo</u>	White bedstraw	Minor upland invasive	
<u>Geranium robertianum</u>	Herb-Robert	Abundant	*

Scientific Name	English Common Name	Comments	IAPP
Glyceria maxima	Great manna grass	Noxious, minor invasive	
Gnaphalium uliginosum	Marsh cudweed	Nuisance	*
Gypsophila paniculata	Baby's breath	Nuisance	*
Hedera helix	English Ivy	Invasive, primarily urban	*
Heracleum mantegazzianum	Giant cow-parsnip, Giant hogweed	Noxious, nuisance	*
Hesperis matronalis	Dame's rocket	Minor upland invasive	*
Hieracium aurantiacum	Orange hawkweed	Noxious	*
Hieracium caespitosum	Yellow hawkweed	Nuisance	*
Hieracium pilosella	Meadow hawkweed	Nuisance	*
Hordeum jubatum	Foxtail barley	Nuisance	*
Hypericum perforatum	Common St. Johns-wort	Nuisance	*
Hypochaeris radicata	Hairy cat's ear	Agriculture/urban weed	*
Hyoscyamus niger	Black henbane	Noxious	
Ilex aquifolium	English holly	Invasive, urban forests	
Impatiens glandulifera	Policeman's helmet	Invasive	*
Iris pseudacorus	Yellow flag	Noxious, invasive	*
Knautia arvensis	Field scabious	Noxious	*
Kochia scoparia	Kochia, summer cypress	Noxious	*
Lamium galeobdolon	False lamium	Invasive	
Lamium amplexicaule	Common dead-nettle	Nuisance	*
Lepidium latifolium	Broad-leaved pepper-grass	Noxious	*
Leucanthemum vulgare	Ox-eye daisy	Noxious	*
Linaria genistifolia ssp. dalmatica	Dalmation toadflax	Abundant in disturbed sites	*
Linaria vulgaris	Butter-and-eggs	Noxious	*
Lysimachia nummularia	Moneywort	Minor wetland invasive	
Lythrum salicaria	Purple loosestrife	Noxious, wetland invasive	*
Madia glomerata	Clustered tarweed	Nuisance	*
Madia sativa	Coast tarweed	Nuisance	*
Malva neglecta	Common mallow	Nuisance	*
Matricaria discoidea	Pineappleweed	Abundant in disturbed sites	*
Matricaria perforata	Scentless chamomile	Noxious	
Morus alba	White mulberry	Minor upland invasive	
Myriophyllum aquaticum	Parrotfeather	Invasive	*

Scientific Name	English Common Name	Comments	IAPP
Myriophyllum spicatum	Eurasian watermilfoil	Principle wetland invasive	*
Onopordum acanthium	Scotch thistle	Noxious	
Origanum vulgare	Wild marjoram	Minor upland invasive	
Panicum capillare	Common witchgrass	Nuisance	*
Panicum miliaceum	Wild proso millet	Noxious	
Persicaria maculata	Lady's thumb	Nuisance	
Persicaria wallichii	Himalayan knotweed	Invasive	*
Phalaris arundinaceae	Reed canarygrass	Invasive	*
Phragmites australis ssp. australis	European common reed	Invasive subspecies	
Pinus sylvestris	Scot's pine	Minor upland invasive	
Plantago lanceolata	Narrow-leaved plantain	Nuisance	
Plantago major	common plantain	Nuisance	*
Poa annua	Annual bluegrass	Nuisance	
Poa compressa	Canada bluegrass	Minor upland invasive	
Poa pratensis	Kentucky bluegrass	Minor upland invasive	
Persicaria wallichii	Himalayan knotweed	Invasive, noxious	*
Potamogeton crispus	Curly pondweed	Minor wetland invasive	
Potentilla recta	Sulphur cinquefoil	Noxious	*
Prunus laurocerasus	Cherry laurel	Garden escape, urban	
Ranunculus repens	Creeping buttercup	Noxious, disturbed sites	*
Robinia pseudo-acacia	Black locust	Minor upland invasive	
Robinia hispida	Bristly locust	Invasive, Kokanee Creek Provincial Park	
Rosa multiflora	Multiflora rose	Minor upland invasive	
Rubus armeniacus	Himalayan blackberry	Invasive	*
Rumex acetosella	Sheep sorrel	Nuisance, disturbed sites	*
Rumex crispus	Curled dock	Nuisance, disturbed sites	*
Salsola kali	Russian thistle	Noxious	
Saponaria officinalis	Bouncing bet	Increasing, disturbed sites	
Sedum acre	Mossy stoncrope	Increasingly abundant	
Senecio jacobaea	Tansy ragwort	Noxious	*
Senecio vulgaris	Common groundsel	Nuisance	*
Setaria viridis	Green foxtail	Noxious	*
Silene latifolia ssp. alba	White cockle	Noxious	*

Scientific Name	English Common Name	Comments	IAPP
Silene noctiflora	Night-flowering catchfly	Noxious	*
Silene vulgaris	Bladder campion	Nuisance	*
<i>Silybum marianum</i>	Milk thistle	Noxious	
Solanum americanum	Black nightshade	Common, disturbed sites	
Solanum dulcamara var. dulcamara	European bittersweet	Disturbed sites	
Solanum physalifolium	Hairy nightshade	Noxious	
Solanum rostratum	Buffalo-bur	Disturbed sites	
Solanum triflorum	Cut-leaved nightshade	Disturbed sites	
Soliva sessilis	Carpet burweed	Invasive, increasing	*
Sonchus arvensis	Perennial sow-thistle	Noxious	*
Sonchus asper	Prickly sow-thistle	Nuisance	
Sonchus oleraceus	Common sow-thistle	Noxious	*
Sorbus aucuparia	European mountain-ash	Highly invasive	
Spartina anglica	English cordgrass	Invasive	*
Spartina densiflora	English cordgrass	Noxious	
Spartina patens	Saltmeadow cordgrass	Noxious	
Spergula arvensis	Corn spurry	Nuisance	*
Stellaria media	Common chickweed	Nuisance	*
Tanacetum vulgare	Common tansy	Noxious	*
Thlaspi arvense	Field pennycress	Nuisance	*
Torilis japonica	Hedge parsley	Nuisance	
Tragopogon dubius	Goatsbeard, yellow salsify	Nuisance	*
Tribulus terrestris	Puncture vine	Noxious	*
Tripleurospermum inodorum	Scentless mayweed	Noxious	
Tussilago farfara	Coltsfoot	Agriculture/urban weed	
Ulex europaeus	Gorse	Noxious	*
Ulmus pumila	Siberian elm	Agriculture/urban weed	*
Ventenata dubia	North Africa grass	Noxious	
Verbascum thapsus	Great mullein	Nuisance	*
Vinca minor	Periwinkle	Urban invasive, ravines	

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April 20, 2016

Mr. Bruce Mathers
E. Mathers Bulldozing Co. Ltd.
Sanstor Farms Ltd.
11700 No. 5 Road
Richmond, B.C. V7A 4E7

Dear Mr. Mathers:

Re: Assessment of Agricultural Capability for 14671 Williams Road, Richmond, B.C.

1. INTRODUCTION

1.1 Terms of Reference

You have requested us to carry out a soil survey and agricultural capability assessment and prepare a technical report on the property described as SOUTH HALF OF THE SOUTH EAST QUARTER SECTION 28 BLOCK 4 NORTH RANGE 5 WEST EXCEPT: SOUTH 33 FEET, NEW WESTMINSTER DISTRICT; PID: 003-464-504; civic address: 14671 Williams Road; +/-8.35 hectares. The purpose of this report is to support an application to the Agricultural Land Commission (ALC) to use the eastern portion of the property for storage and processing of sand dredged from the Fraser River main arm.

The property is wholly located within the Agricultural Land Reserve (ALR) and any non-farm use is prohibited unless an approval from the ALC is secured to allow that use. Storage and processing of sand is an industrial use which would required an application under Section 20(3) of the ALC Act. An application made under Section 20(3) must be considered by the City of Richmond and endorsed by a resolution of Council prior to it being considered by the ALC. The City of Richmond may refuse to endorse the application and this ends the application.

1.2 Qualifications and Field Protocols

A soils on site inspection of the subject lands and a review of surrounding lands was carried out on July 9, 2015 and this report summarizes the findings. The fieldwork and reporting was carried out by Brian M. French, P.Ag. an agricultural soil specialist with 38 years of professional experience and fully qualified to carry out soil survey and land capability classification. A resume of experience is included as Appendix A.

This report has been prepared under procedures and guidelines of the Canadian System for Soil Classification, Publication 1646 (1978) and the Land Capability Classification for

Agriculture in British Columbia, M.O.E. Manual 1 (April 1983).

Soil conditions were determined by exposing a series of test pits using a mini-excavator equipped with a clean-out bucket. The pits were exposed to a depth which penetrated the unweathered parent material. A total of six test pits were exposed on the subject property.

This report has eight sections: Introduction, Location and Land Use, Soils, Agricultural Capability, Agricultural Suitability, Proposed Non-farm Use, Impact Analysis and Summary of Findings.

2. LOCATION AND LAND USE

2.1 Subject Property (See Figure 2.1, 1:2,000 scale Air Photo. The subject property is +/-8.35 hectares in area.

2.2 Zoning

The City of Richmond zoning is AG1, Agriculture. The OCP designation is Agricultural. The land is completely within the ALR as shown on Figure 2.2.

2.3 Surrounding Land Use

North: Radio towers and grounding field, in the ALR;

East: Ecowaste Industries inert industrial landfill and E. Mathers Bulldozing sand storage; all out of the ALR and slated for industrial development;

South: Plastic greenhouses to the southwest, in the ALR and industrial land out of the ALR to the southeast;

West: Market garden and blueberries, in the ALR.

2.4 Subject Properties Land Use

The western +/-160 metres are cleared and this area contains a dwelling in the SE corner of the cleared area. The currently cleared area has been fallow for many years but supported crop production in the past. The remainder of the property is covered in deciduous brush, primarily White Birch. There is evidence that this area was cleared circa 1980 but never actively farmed and has reverted to deciduous brush.

3. SOILS

3.1 Ministry of Environment 1:25,000 Mapping (see Figure 3.1)

The Ministry of Environment Soils of the Langley-Vancouver Map Area, RAB Bulletin 18

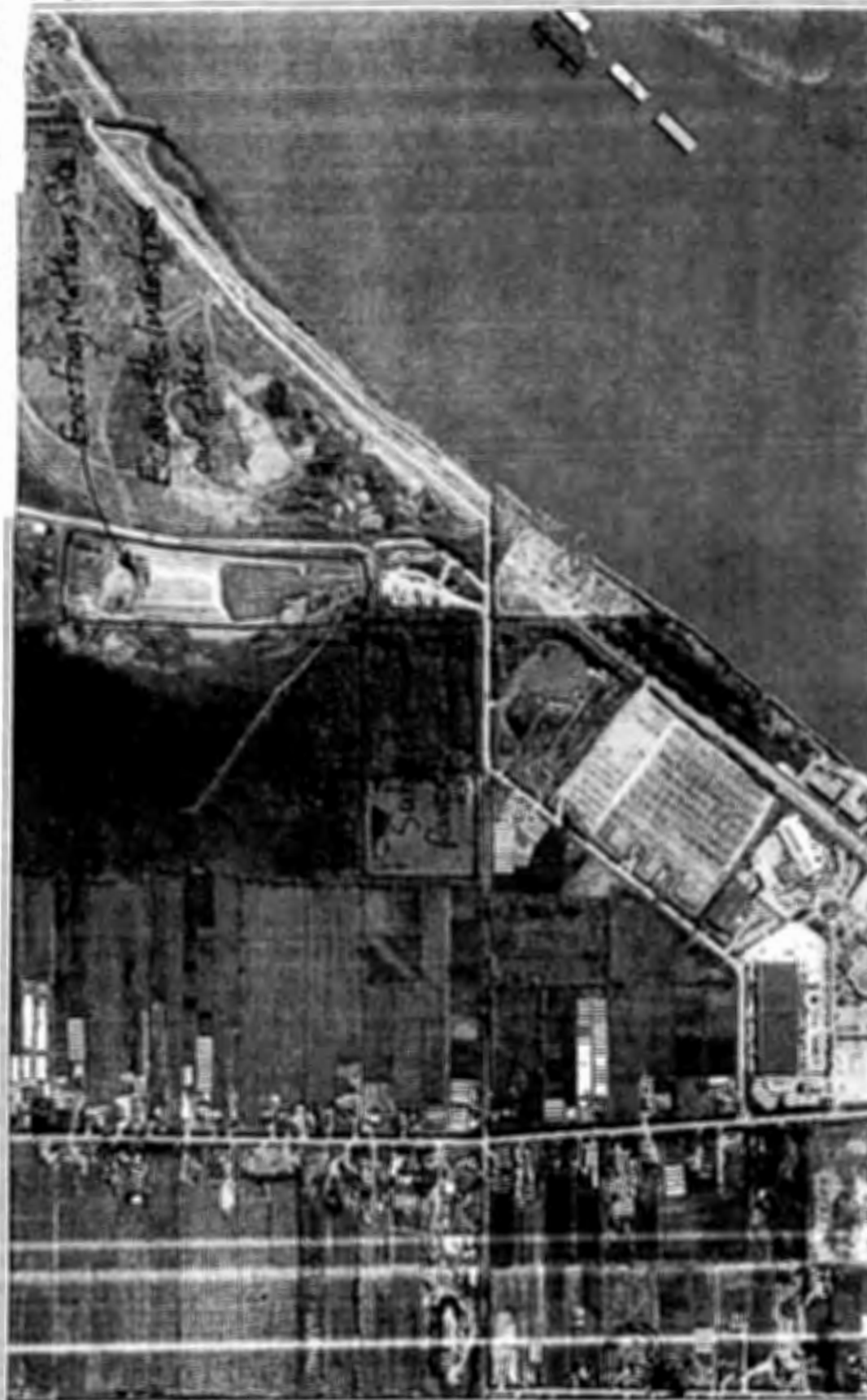


Figure 2.2: ALR Map

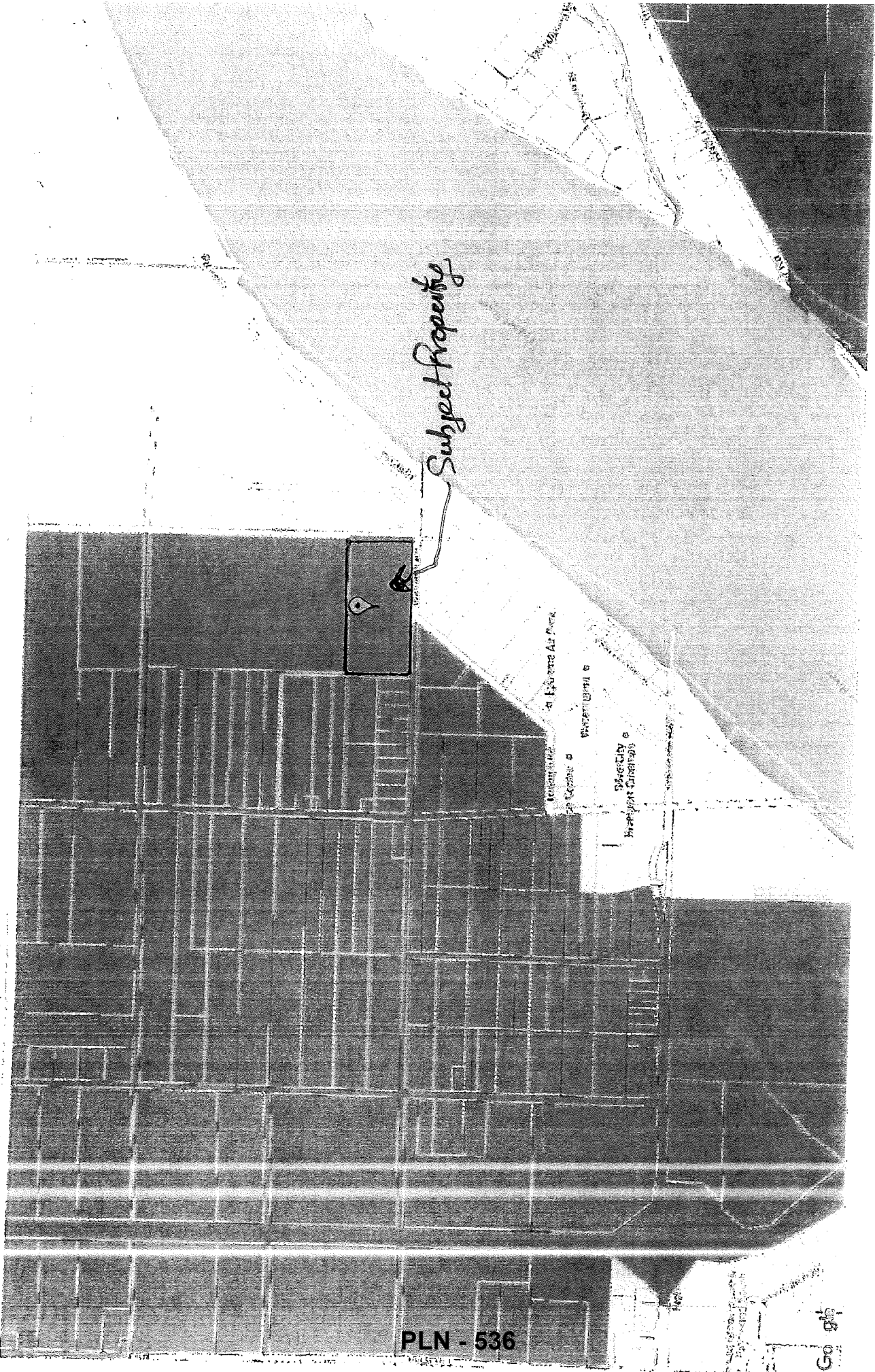
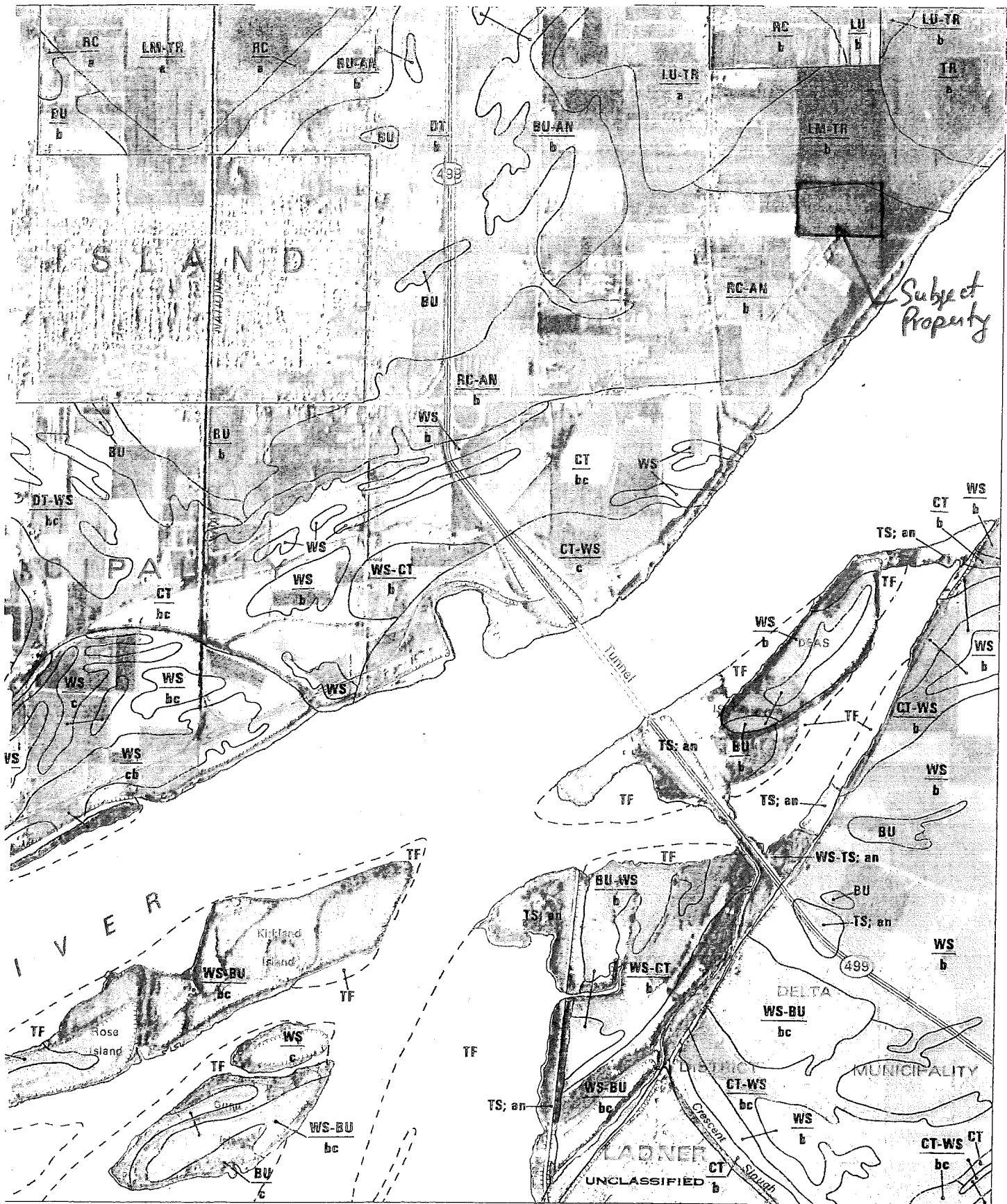


Figure 3.1: MOE 1:25,000 scale Soils Map



ADJOINS PAGE 22

1:25,000
Metres 0 500 1000 1500 Metres
PLN - 537

at 1:25,000 scale maps the property as a complex of Richmond and Annis Series. Richmond soils are described as being developed from 40 to 160cm of mainly well decomposed organic material overlying moderately fine and medium textured deltaic deposits. Richmond soils are very poorly drained. Agriculturally Richmond soils are limited by mainly high water tables and very acid soil conditions. The underlying subsoils are saline. Liming and subsoil drainage can be employed to reduce acidity and improve drainage.

Annis soils are described as being developed from shallow organic accumulations between 15 and 40cm thick overlying moderately fine to fine textured Fraser River floodplain deposits. Annis soils are poorly to very poorly drained. Poor drainage and heavy subsoil textures limit the usefulness of Annis soils for agriculture. Artificial drainage will widen the range of suitable crops.

3.2 Current On Site Inspection (Figure 3.2)

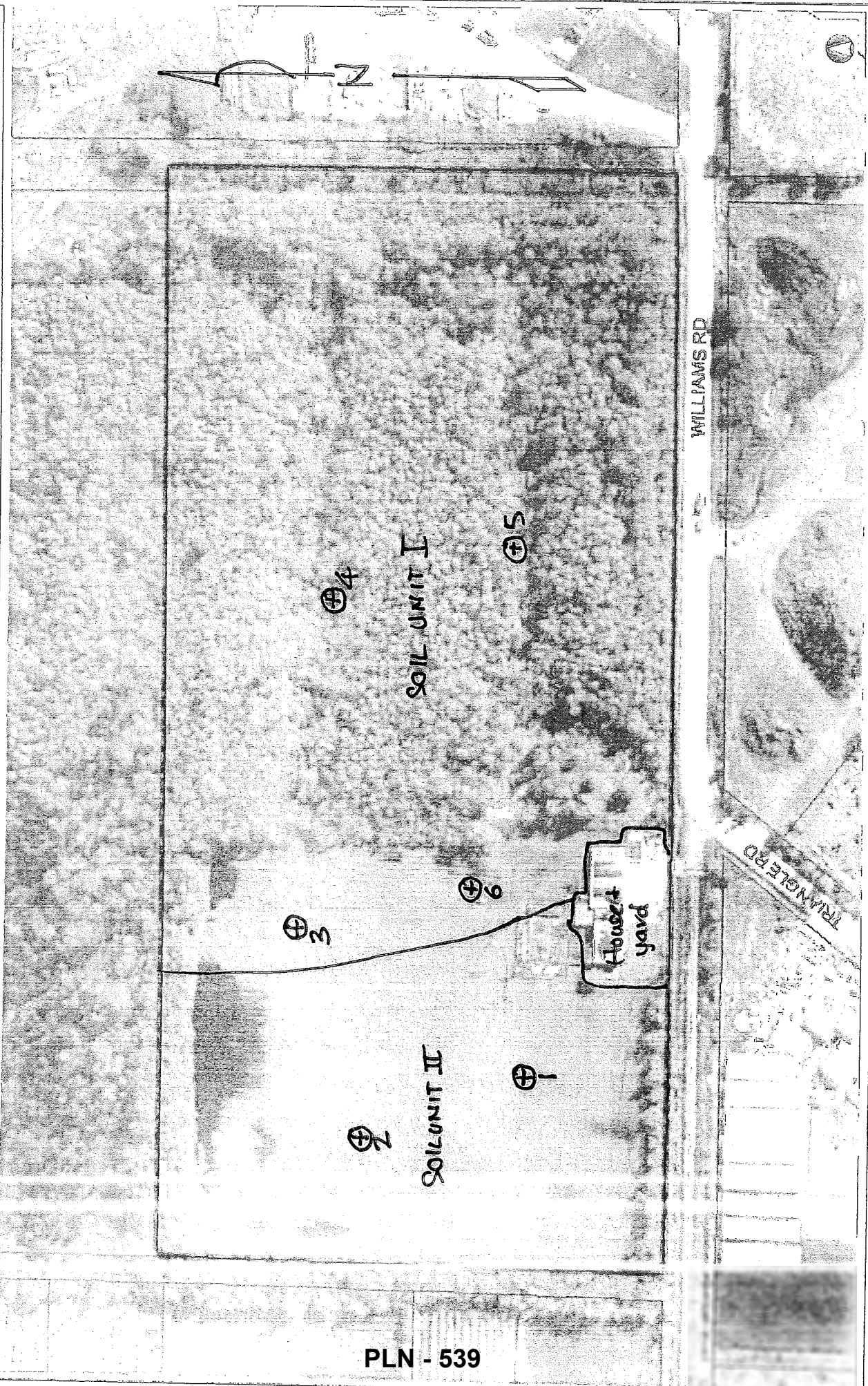
Six soil pits were excavated with a mini-excavator. Detailed on site inspection and survey at 1:2,000 scale identified two soil units and one anthropic unit on the property. Field notes are included in Appendix B. Laboratory soil test results from Exova are included in Appendix C. Photographs of the soil pits and associated landscapes are included in Appendix D.

3.2.1 Soil Unit I

Unit I occupied +/-5.8ha or 70% of the subject area and was the dominant soil unit identified on the subject property and was located on the eastern portion of the property. Unit I was developed from shallow poorly to moderately well decomposed organic peat overlying silty clay and silty clay loam subsoil. The depth of organic surface layer varied from 25 to 40cm in depth. The pH was very low and ranged from 3.8 to 4.0. The electrical conductivity was moderately high, 2.5 to 3.24dS/m, indicating a high salt content. The sulphur content was very high and could be toxic to some plants. The topography was near level to very gently undulating. The vegetation was mostly deciduous brush with some area cleared on the western edge. The vegetation boundary generally followed the soil boundary. This Unit was characteristic of the Annis Series.

A typical soil profile was exposed at Soil Pit # 6 and was described as follows:

OF-M	35 - 0cm	dark reddish brown fibric to mesic organic; near massive structure; common roots; clear boundary to:
Cg	0 - 10cm	grey silty clay loam; massive; no roots.



PLN - 539

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.
THIS MAP IS NOT TO BE USED FOR NAVIGATION

3.2.2 Soil Unit II

Unit II occupied +/-2.93ha or 28% of the subject area and was found on the western, cleared portion of the property. Unit II was developed from moderately well decomposed organic peat overlying silty clay loam subsoil. Two organic horizons were identified, the surface horizon was friable and well decomposed while the underlying organic layer was massive and moderately well decomposed. The surface layer had a near neutral pH of 6.6 while the underlying organic layer had a very acid pH of 3.1. The electrical conductivity was toxic in the lower organic soil at 9.66dS/m. Also, the Sulphur content in this lower layer was very high at greater than 1000mg/kg. The low pH, high E.C. and very high Sulphur content would render this soil toxic to most crops. There is a large depressional area in the centre-north of this unit which would be subject to flooding for extended periods of the year.

A typical soil profile was exposed at Pit #1 and was described as follows:

OM	80 - 50cm	dark reddish brown mesic organic; weak granular structure; friable; common roots; clear boundary to:
OF	50 - 0cm	dark brown fibric peat; massive amorphous structure; saturated; no roots; fairly clear boundary to:
Cg	0 - 10cm+	grey silty clay loam, massive, soft and wet; no roots.

4. AGRICULTURAL CAPABILITY

4.1 Ministry of Environment Mapping (Figure 4.1)

The MOE 1:25,000 scale mapping for agricultural capability rated the property as a complex of 60%O4WL - 40%4WD, improvable with drainage and irrigation to 60%O3LW - 40%3DW.

4.2 Detailed On Site Interpretation (Figure 4.2)

Unimproved and improved agricultural capability ratings were applied to the soil units identified on the property. Landscape and climate factors were integrated into the ratings. The Ministry of Environment Land Capability Classification for Agriculture in British Columbia (MOE Manual 1) was used to assign ratings. Excerpts of MOE Manual 1 are included in Appendix E.

7:44W 3:31
17:2WD 3:

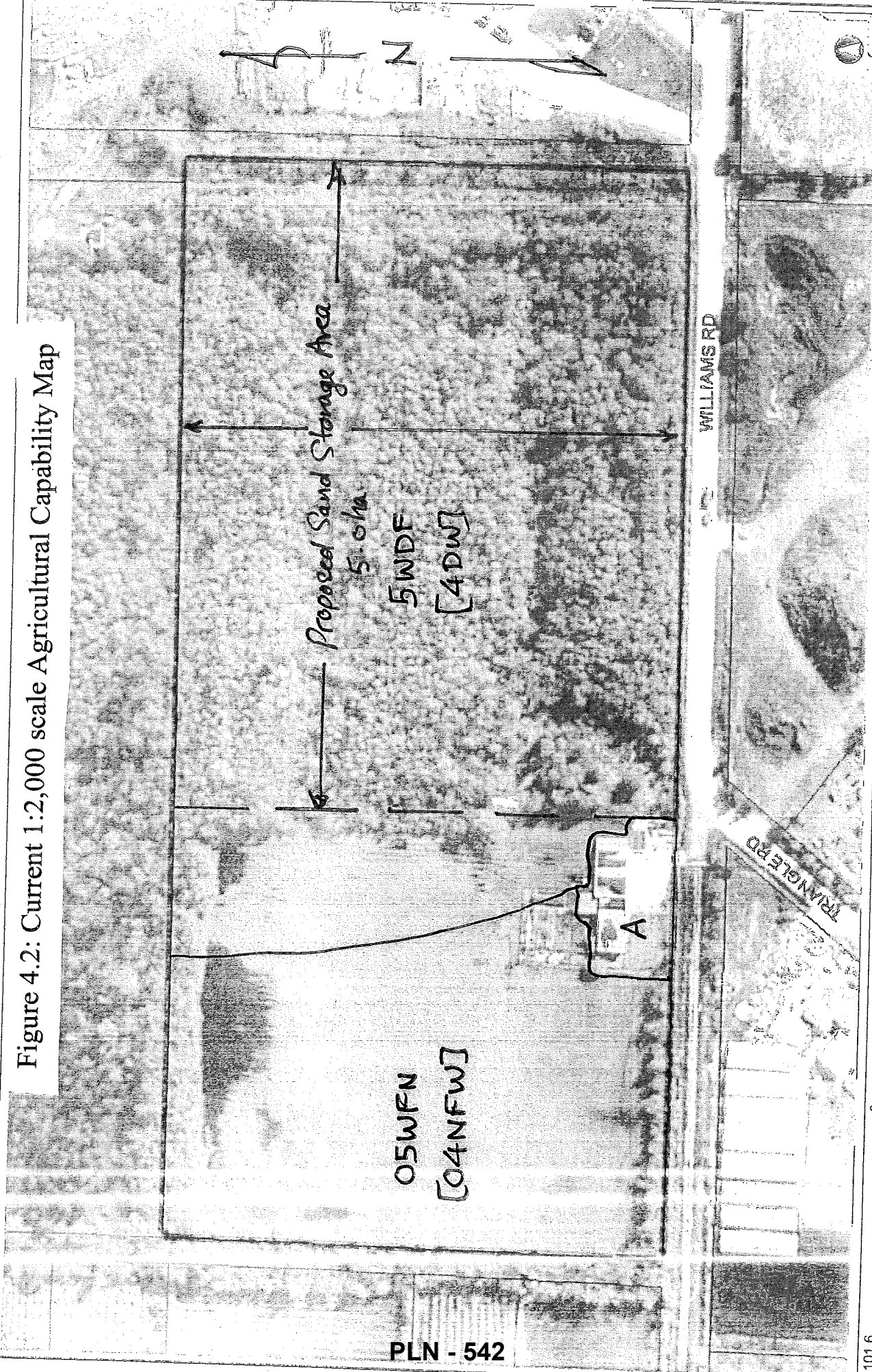


02' 30"

PLN - 541

NEW WESTMINSTER DISTRICT

Figure 4.2: Current 1:2,000 scale Agricultural Capability Map



PLN - 542

101.6

0 50.80 101.6 Meters

4.2.1 Unit I

Soil Unit I was limited by very poor drainage, low pH and moderately high E.C. The shallow organic surface horizon was underlain by a dense silty clay loam mineral horizon which creates a strong lithologic and hydraulic discontinuity. Most of this unit is in native deciduous forest vegetation. If this site were to be cleared and cultivated, the organic layer would be strongly disturbed and mixed with the underlying unweathered mineral soil. Under cultivation the organic material tends to quickly oxidize and disappear from the soil profile leaving a raw, poorly structured mineral soil unfavorable for crops. These soils are difficult to drain effectively and suffer from high water tables well into the growing season.

An unimproved agricultural capability rating of Class 5WDF was applied and limited improvement could be achieved with subsurface drainage and successive lime applications to Class 4DW. Subsurface drain lines would need to be placed on close spacing to effect improvement in the massive, unweathered mineral subsoil.

4.2.2 Unit II

Unit II was limited by very poor drainage, especially in the depressional area, despite being fitted with subsurface drain lines on 50 foot spacing. The cultivated surface horizon had fairly good structure but the underlying organic soil was massive. The organic subsoil had a very low pH, very high E.C. and very high Sulphur content. Any deep rooted crop would suffer serious damage if it penetrated this horizon. An unimproved agricultural capability rating of Class O5WFN was applied to this unit. With subsurface drainage improved with closer spacing and pumping, successive applications of lime and excessive irrigation to flush out the Sulphur, this unit could be improved over several years to Class O4NFW.

4.2.3 Unit III

Unit III occupied the dwelling, yard and outbuildings on the property and were rated "A" anthropic as disturbed by the activities of man rendering it unsuitable for soil bound agriculture.

4.3 Summary of Agricultural Capability

The agricultural capability of the property is summarized in the Table below.

AG. CAP. CLASS	UNIMPR. AG. CAP. (HA)	% OF AREA	IMPROVED AG. CAP (HA)	% OF AREA
1	0	0	0	0
2	0	0	0	0
3	0	0	0	0
4	0	0	8.1	98
5	8.1	98	0	0
7	0	0	0	0
Anthropic	0.2	2	0.2	2
TOTAL	8.3	100	8.3	8.3

4.4 Comparison of MOE and Current Ratings

The current ratings applied to Unit I are similar to those applied by the MOE mapping. A slightly harsher rating has been applied to the soils on the subject property because of the difficult management issues related to the shallow organic layer overlying dense, unweathered silty clay subsoil on Unit I and the fertility issues associated with Unit II. The current survey lowers the unimproved and improved classes by one level over the MOE ratings to account for these site limitations.

5. AGRICULTURAL SUITABILITY

Agricultural suitability is a further interpretation of agricultural potential based on soil, crop, climate and productivity limitations for the site and the area. While agricultural capability is an abstract classification indicating the range of crops which could be grown, agricultural suitability more closely represents the practical commercial options for agricultural use of the land. It has been assumed in making these suitability interpretations that the improvements as required to achieve the improved agricultural capability ratings would be in place. Soil bound uses are discussed for each capability unit. Non-soil bound uses are discussed in general terms.

5.1 Soil Bound Agricultural Uses

The shallow organic layer overlying dense, unweathered clay on Unit I would present significant management challenges for growing annual crops. Long term fertility amendments and drainage improvements would be required to bring these soils up to an acceptable standard for a range of crops. Perennial berry crops would be limited to Blueberries but the shallow organic layer and dissimilar unweathered underlying mineral soil

would create rooting limitations. Field crops such as corn or cereals would be poorly suited to this unit due to spring and fall risk of wet soil conditions which would delay planting and harvesting.

In terms of soil bound crops, Unit II on the subject property has moderate to low suitability for shallow rooted crops with moderate to high tolerance for wetness. Leafy vegetables and blueberries are grown on the lands to the west of the subject property with soils similar to Unit II. Deeper rooted annual or perennial crops would be severely limited by the underlying soil conditions.

Forage based agriculture in support of livestock depends on growing forages, field corn and cereals to feed the animals. All of these crops could be grown on the subject parcel but the wet soil conditions are not conducive to livestock rearing due to the potential for foot disease issues, particularly with sheep and cattle. The suitability for forage production is low to moderate since these organic soils are susceptible to invasion by undesirable weeds and rushes in forage and planting and harvesting annual field crops is limited by the wet soil conditions in the spring and fall.

5.2 Non Soil Bound Agricultural Uses

Non soil bound uses include greenhouses, mushroom production, feedlot and pot nursery. The primary limitation on the subject property to these uses is the organic soils which have a very low load bearing capacity for buildings. Any of these uses would require stabilization of the organic soils and preload fill in order to provide a suitable building foundation. It would be unusual to find this kind of development on organic soils for this reason. Plastic hoop cold frame greenhouses are common on these soils and are considered suitable for this site. Otherwise, this site is considered unsuitable for most non-soil bound uses.

6. PROPOSED NON-FARM USE OF LAND

6.1 Background

Mathers Bulldozing, a long standing Richmond business, provides an important service to the agricultural community in Richmond and Delta by providing clean, salt free Fraser River sand to Cranberry growers, West Coast Instant Lawns turf farm and other farmers in need of sand. While pre-load sand is commonly available from building sites, this sand is often contaminated with foreign materials which are harmful in agricultural applications such as topdressing. Mathers is the major supplier of agricultural quality sand in Richmond and Delta and has a long time relationship with the local farm community.

Mathers has received a number of letters from agricultural and golf course customers with land in the ALR who depend on the high quality sand supplied by Mathers Bulldozing. These letters are found in Appendix F.

Mathers retained the services of Bruce Richardson, Vice President Industrial Properties at CBRE Commercial Real Estate company and he summarizes in a letter dated November 17, 2015 his efforts trying to find a suitable relocation site for Mathers Bulldozing during the past five years. This letter is included in Appendix F.

6.2 **Proposed Non-Farm Development**

Mathers would require approximately 5 hectares of land for their operation which is similar to the area currently occupied on the Ecowaste site. The footprint would be limited to the eastern, forested area of the property.

The vegetation would be carefully cleared and the site grubbed. The surface organic soil would be stripped and moved to the adjacent cleared area and placed in an even layer approximately 0.5 metres thick over the existing soil. Additional subsurface drains would be plowed in between the existing drain lines to provide adequate drainage potential. A buried mainline collector would be installed connected to a sump with a pump to provide an artificial invert for the drains. The local ditches are not generally adequate for proper drainage in the critical spring and fall periods as the water levels are uncertain. The added organic soil would be cultivated, limed and fertilized to prepare a suitable seedbed for a wide range of crops.

Development of the site would be carried out during the summer to ensure that soil damage does not occur from the necessary equipment traffic during the development works.

Mathers intends to contract with a bone-fide farmer interested in farming the western portion of the property once the land renovation work, including soil amendment, fertility amendment and drainage is completed. This will be an attractive and desirable piece of farmland superior to most of the surrounding agricultural lands.

The stripped area proposed for the non-farm use for sand storage would be serially filled with dredge sand and then sold as required to satisfy the dredging schedule on the river. The minimal infrastructure to be installed would include an access, scale and scalehouse in the SE corner, a non-permanent fabric roof equipment shed probably located on the current paved area near the house and use of the existing dwelling as an office. The dredging infrastructure composed of buried and surface input pipe and drainage water conduit are already installed along the western boundary of the existing Mathers site and would be reconfigured to fit the new site.

6.3 Reclamation if Site Decommissioned

6.3.1 Reclamation Activities

In the unlikely event of Mathers quitting the site, it would be reclaimed for agricultural use. Reclamation would entail:

- a) stripping and stockpiling of +/-100,000m³ of sand to be used in reclamation;
- b) removal of infrastructure from the site;
- c) ripping the native sub-base to a depth of 1 metre in two directions at one metre spacing to loosen the clay;
- d) replace stockpiled sand to a depth of +/- 2 metres spread evenly over the disturbed site; the target finished elevation would be 1.0 metres geodetic;
- e) import Class A compost onto the site to provide a placed depth of at least 150mm and cultivate into the sand layer top a depth of 400mm;
- f) Install a subsurface drainage system consistent with the improved system on the existing field;
- f) manage fertility as required to bring the site up to an acceptable agricultural standard for a range of crops;
- g) establish a cover crop if a perennial crop is not intended for immediate planting;
- h) secure a suitable source of irrigation water either from municipal water supply or ditch water having low salt content.

The final reclaimed agricultural capability would be Class 4A unimproved with improvement to Class 2A with irrigation. This reclaimed land would be highly suited for root crops, leafy vegetables, berries and field crops.

6.3.2 Reclamation Cost Estimate

The estimated cost to carry out the decommissioning and reclamation of the sand storage site in case of closure is as follows:

ACTIVITY	DETAILS	COST
REMOVE INFRASTRUCTURE	REMOVE BUILDINGS & SCALE	10,000
STRIP AND STOCKPILE SAND FOR RECLAMATION ABOVE CLAY BASE	50000M2 AREA 2M DEEP = 100,000M3 @ \$0.50/M3	50,000
RIP CLAY SUBSOIL TO 1M DEPTH IN 2 DIRECTIONS	RIP WITH DOZER AND RIPPER, 3,000M2/HR FOR TWO TREATMENTS = 25 HRS @ \$200/HR	5,000
REPLACE STOCKPILED SAND	100,000M3 @ 0.50/M3	50,000
SUPPLY & PLACE COMPOST	50,000M2 x 0.15M = 7,500M3 @ \$15.00/M3 IN PLACE	112,500
DRAINAGE, IRRIGATION, CULTIVATION & SEEDING	50,000M2 @ 0.50/M2	25,000
MONITORING AND SUPERVISION	DURING DECOMMISSIONING AND RECLAMATION	20,000
ESTIMATED TOTAL RECLAMATION COST		272,500

Therefore the total estimated cost to reclaim the sand storage site to an acceptable agricultural condition if the sand storage activity were to cease is \$272,500. Bonding to secure this eventuality with contingency allowance in the amount of \$300,000 would ensure that the site could be returned to productive agriculture.

7. IMPACT ANALYSIS

7.1 Impact of Agricultural Development of Subject Lands on Surrounding Lands

There is no current agricultural activity on the subject property but historic crop production has been carried out on the western portion with the deeper organic soils. Clearing and agricultural development of the eastern forested area would have little or no impact on surrounding lands. The lands to the east are out of the ALR and slated for industrial development. The property to the north is a radio transmission site.

7.2 Potential Impact of Non-farm Use for Sand Storage and Processing on Local and Regional Agricultural Productive Capacity

The subject lands are currently not producing any agricultural crops. Historically the western 35% of the property was in agricultural production while the eastern 62% was cleared circa 1980 but has not been actively farmed and reverted to deciduous brush, today's condition. The intent is to occupy only the eastern portion for the non-farm use and carry out agricultural improvement on the western portion and bring it back into active agricultural production.

Mathers is a major supplier of agricultural sand to Cranberry producers and other farmers including West Coast Instant lawns in Delta which uses substantial quantities of sand to ament its turf fields. Securing high quality, salt free sand is critical for farmers.

While some five hectares of land will be occupied by the sand facility, this land has never been cleared and used for agriculture in recent history. The loss of the agricultural sand source currently provided by Mathers on its Ecowaste site would have a serious impact on farmers who depend on a reliable source of sand. Suitable sites for dredge sand storage are becoming very hard to secure as formerly vacant lands along the Fraser River are converted to higher uses such as warehousing and automobile storage. The non-farm use of this +/-5 hectares of land would not have any impact on local or regional agricultural productive capacity and the proposed improvements to the western portion and leasing to a local farmer would provide increased production capacity on this currently fallow land.

7.3 Potential of Non-farm Use of the Subject Lands for Impact on Surrounding Agricultural Operations

The only agricultural uses are located immediately west of the subject property and a small plastic greenhouse operation to the south of the fallow field. These operations would be buffered by the proposed active agricultural use on the +/-3 hectares on the western portion of the property.

7.4 Precedent of Non-farm Use Triggering Future Applications

The Mathers sand operation is quite unique and there is little opportunity for a similar type of operation to set up in this location. Industrial lands outside the ALR are generally unavailable for this type of use due to the economic pressures for high value commercial and industrial uses to occupy these lands. Mathers have for several years tried to find another location in this area but have been unsuccessful.

8. **SUMMARY AND CONCLUSIONS**

- 8.1 Some 8.1 hectares or 98% of the 8.3 hectares on the subject lands have a Class 5 unimproved capability. The area occupied by the dwelling and yard is 0.2 hectares and was rated "A", anthropic with no soil bound agricultural capability. With drainage, irrigation and fertility improvements the Class 5 land would improve to Class 4. If the sand storage facility is allowed, the 3 hectare western area would be improved to Class 2 by the placement of additional organic soil, additional subsurface drainage and fertility amendments.
- 8.2 Mathers Bulldozing currently operates a dredged river sand depot on lands adjacent to the subject property which are slated for industrial development in the near future resulting in displacement of the Mathers depot. Mathers has canvassed the local area for a suitable non-ALR site without success.
- 8.3 Mathers provides an important service to the local agricultural community by supplying clean, salt free sand for Cranberry farmers and others including West Coast Instant Lawns in Delta. Clean sand is critical component in these operations.
- 8.4 Mathers would like to move its existing operation to the subject property and use the eastern +/-5 hectares of the subject property for stockpiling river sand dredged from the Fraser River. This land has never been cleared or used for agriculture in recent history.
- 8.5 Organic soil stripped from the proposed sand storage site would be placed on the adjacent agricultural land to the west to improve the serious fertility issues on this land.
- 8.6 In the unlikely event of Mathers ceasing to use the site, it would be reclaimed to a better improved agricultural capability than currently exists, by two classes to Class 2A. The estimated reclamation cost is \$272,500 which could be secured by bonding.

C & F LAND RESOURCE CONSULTANTS LTD.

Per:



Brian M. French, P.Ag.

File:\Mathers-williams report

Appendix A: Resume of Experience, Brian French, P.Ag.

BRIEF RESUME OF EXPERIENCE

Brian M. French, P.Ag.

Business Address: C&F Land Resource Consultants Ltd.
4383 Happy Valley Road
Victoria, B.C. Canada V9C 3Z3
Tel: (250) 474-5072; Fax: (250) 474-5073
E-mail: cflrc@shaw.ca

Education: B.Sc.(Agriculture) , Honours Soil Science, 1971

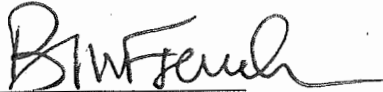
Professional Affiliation: Member, B.C. Institute of Agrologists

Professional Experience:

- ◆ 3 years as Staff Agrologist with Agricultural Land Commission responsible for technical support to the Commission and staff, attendance to E.L.U.C. hearings, participated in ALR fine tuning reviews;
- ◆ 4 years as consultant to the ministry of Lands, Parks and Housing carrying out major reviews of crown land suitability for agricultural leases in Omineca and Cariboo regions;
- ◆ 22 years as a soils and land use consultant with a broad spectrum of clients including the Agricultural Land Commission, provincial government, municipal government, Municipal Insurance Association, R.C.M.P. major crimes unit, utility companies, major corporations and individuals. Projects completed include many individual parcel agricultural capability assessments; comprehensive land use plans (Maple Ridge Rural Land Use Plan for ALC); technical mediation (Six Mile Ranch ALR exclusion issue for Ministry of Agriculture); Utility Corridor issues (B.C. Gas Surrey-Langley 42" pipeline project and many other sewer, water and drainage projects for G.V.R.D., F.V.R.D. and others); forensic soil and land use services (technical assistance to RCMP-Vancouver Police Joint Task Force on Picton pig farm sites in Port Coquitlam); agricultural land infrastructure development for drainage, greenhouse development, irrigation and leveling.
- ◆ Drainage design and supervision including gravel pit and soil dumpsite storm water management plans; agricultural land drainage; urban rain garden soil specification and analysis of water flow in soils.
- ◆ Golf course and sports field development and technical services (design, construction and management for various clients including Vancouver Parks Board, Coquitlam Parks Board, Saanich Parks & Recreation, Oak Bay Parks, Shawnigan Lake School);
- ◆ Aggregate industry development and reclamation services; responsible for exploration, permitting, preparation of plans, monitoring of work, supervision of rehabilitation and closure. Major clients include Lafarge Canada, Fraser Valley

Aggregates, Imperial Paving, Columbia Bitulithic as well as several smaller companies throughout B.C.;

- ◆ Soil and inert industrial landfill services; responsible for permitting, preparation of operating and rehabilitation plans, monitoring of works, reporting and closure. Involved in numerous significant operations;
- ◆ Composting industry services including development of plans to conform to the Organic Matter Recycling Regulation and municipal bylaws; monitoring and closure plans.



Brian French, P.Ag.

March 1, 2016

Appendix B: Field Notes

FIELD NOTES FOR 14671 WILLIAMS ROAD, RICHMOND, B.C.

July 9, 2015

Pit 1: cleared field, wild grass cover; near level topography.

OM	80 - 50cm	dark reddish brown mesic organic; weak granular structure; friable; common roots; clear boundary to:
OF	50 - 0cm	dark brown fibric peat; massive amorphous structure; saturated; no roots; fairly clear boundary to:
Cg	0 - 10cm+	grey silty clay loam, massive, soft and wet; no roots.

Pit 2: cleared field, wild grass cover, near level topography.

OM	65 - 35cm	dark reddish brown mesic organic; weak granular structure; friable; common roots; clear boundary to:
OF	35 - 0cm	dark brown fibric peat, massive, amorphous structure; no roots; clear boundary to:
Cg	0 - 10cm+	grey to grey brown silty clay loam; massive, soft and wet; no roots.

Pit 3: cleared field, wild grass cover; near level topography.

OM	45 - 30cm	dark reddish brown mesic organic, weak granular structure, friable; common roots; fairly clear boundary to:
OF	15 - 0cm	dark brown fibric to medic organic; massive, amorphous structure; no roots; clear boundary to:
Cg	0 - 5cm+	grey to grey brown silty clay loam; massive; soft and wet; no roots.

Pit 4: In wooded area north; white birch overstory; near level to slightly undulating topography.

OF	20 - 0cm	dark reddish brown fibric organic, weak granular structure; very common roots; clear boundary to:
Cg	0 - 20cm+	grey silty clay loam; massive; few roots.

Pit 5: wooded deciduous area south, near level to slightly undulating; white birch overstory.

OF	40 - 20cm	dark reddish brown fibric organic; weak granular structure; common roots; diffuse boundary to:
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OM-F	20 - 0cm	dark brown fibric to mesic organic; massive structure; fairly common roots; clear boundary to:
Cg	0 - 20cm+	grey silty clay loam; massive, moderately firm; very few roots.

Pit 6: near south east side of cleared field; near level topography.

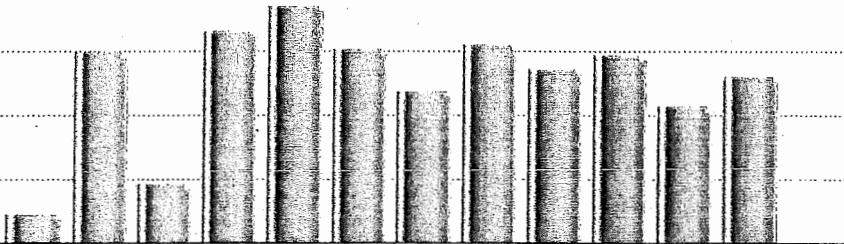
OF-M	35 - 0cm	dark reddish brown fibric to mesic organic; near massive structure; common roots; clear boundary to:
Cg	0 - 10cm	grey silty clay loam; massive; no roots.

Appendix C: Exova Soil Test Report



Farm Soil Analysis

Bill To: C & F Land Resource	Grower Name:	Lot Number: 1084847
Report To: C & F Land Resource	Client's Sample Id: 0-40 cm	Report Number: 2030214
	Field Id: Pit 1 AP	Date Received: Jul 29, 2015
4383 Happy Valley Road	Acres:	Disposal Date: Aug 28, 2015
Victoria, BC., Canada	Legal Location:	Report Date: Jul 31, 2015
V9C 3Z3	Last Crop: Crop not provided	Arrival Condition:
Agreement: 101594		

Nutrient analysis (ppm)														Soil Quality			
Depth	N*	P	K	S**	Ca	Mg	Fe	Cu	Zn	B	Mn	Cl	BiCarbP	pH	EC(dS/m)	OM(%)	Sample#
0" - 6"	9	>60	70	93	7480	399	377	15.0	15	3.4	8.9	64.1		6.6	0.86	58.9	5153581
Excess														Alkaline	Very Toxic	High	
Optimum														Neutral	Toxic	Normal	
Marginal														Acidic	Caution	Low	
Deficient														Very Acidic	Good	Very Low	
Total lbs/acre	18	120	140	187	Texture <u>Sandy Loam</u>						Hand Texture <u>n/a</u>		BS 79.9 %				
					Sand 53.3 %		Silt 35.1 %		Clay 11.6 %		Ca 70.7 % Mg 6.2 % Na 2.6 % K 0.3 %						
					Ammonium <u>n/a</u>						TEC 52.8 meq/100g Na 320 ppm						
Estimated lbs/acre	36	120	140	381	Lime 0 T/ac						Buffer pH 5.9		Est. N Release <u>n/a</u>		C:N Ratio <u>n/a</u>		

*Nitrate-N **Sulfate-S n/a = not analysed

RECOMMENDATIONS FOR BALANCED CROP NUTRITION

Crop not provided					
Macro-nutrients	Yield	N	P2O5	K2O	S
Growing Condition	To be added (lbs/acre)				
Excellent					
Average					
Your Goal					
Removal Rate (Seed/Total)					
Micro-nutrients	Iron	Copper	Zinc	Boron	Manganese
To be added (lbs/ac)					

The crop is not provided.
 Call to request a crop-specific recommendation.

Comments:



Farm Soil Analysis

Bill To: C & F Land Resource	Grower Name:	Lot Number: 1084847
Report To: C & F Land Resource	Client's Sample Id: 40-100 cm	Report Number: 2030215
4383 Happy Valley Road	Field Id: Pit 1 OF-M	Date Received: Jul 29, 2015
Victoria, BC., Canada	Acres:	Disposal Date: Aug 28, 2015
V9C 3Z3	Legal Location:	Report Date: Jul 31, 2015
Agreement: 101594	Last Crop: Crop not provided	Arrival Condition:

Nutrient analysis (ppm)														Soil Quality			
Depth	N*	P	K	S**	Ca	Mg	Fe	Cu	Zn	B	Mn	Cl	BiCarbP	pH	EC(dS/m)	OM(%)	Sample#
0" - 6"	<2	8	105	>1000	1600	230	3490	8.9	20	7.3	15	112		3.1	9.66	34.8	5153582
Excess														Alkaline	Very Toxic	High	
Optimum														Neutral	Toxic	Normal	
Marginal														Acidic	Caution	Low	
Deficient														Very Acidic	Good	Very Low	
Total lbs/acre	4	16	210	20000	Texture <i>Sandy Loam</i> Hand Texture <i>n/a</i>						BS 23.2 %						
Estimated lbs/acre	8	16	210	40729	Sand 62.5 % Silt 28.9 % Clay 8.6 %						Ca 17.5 % Mg 4.2 % Na 1.0 % K 0.6 %						
					Ammonium <i>n/a</i>						TEC 45.6 meq/100g Na 100 ppm						
					Lime 34.4 T/ac Buffer pH 3.5						Est. N Release <i>n/a</i> C:N Ratio <i>n/a</i>						

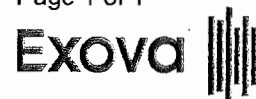
*Nitrate-N **Sulfate-S n/a = not analysed

RECOMMENDATIONS FOR BALANCED CROP NUTRITION

Macro-nutrients	Crop not provided				
	Yield	N	P2O5	K2O	S
Growing Condition					
Excellent					
Average					
Your Goal					
Removal Rate (Seed/Total)					
Micro-nutrients	Iron	Copper	Zinc	Boron	Manganese
To be added (lbs/ac)					

Comments:

Recommendations are based on general research consensus. They should not replace responsible judgement.



Farm Soil Analysis

Bill To: C & F Land Resource	Grower Name:	Lot Number: 1084847
Report To: C & F Land Resource	Client's Sample Id: 0-80 cm	Report Number: 2030216
4383 Happy Valley Road	Field Id: Pit 2 OF	Date Received: Jul 29, 2015
Victoria, BC., Canada	Acres:	Disposal Date: Aug 28, 2015
V9C 3Z3	Legal Location:	Report Date: Jul 31, 2015
Agreement: 101594	Last Crop: Crop not provided	Arrival Condition:

Nutrient analysis (ppm)														Soil Quality			
Depth	N*	P	K	S**	Ca	Mg	Fe	Cu	Zn	B	Mn	Cl	BiCarbP	pH	EC(dS/m)	OM(%)	Sample#
0" - 6"	<2	>60	33	300	832	152	540	2.5	<5	2	11	45		4.1	1.23	64.1	5153583
Excess														Alkaline	Very Toxic	High	
Optimum														Neutral	Toxic	Normal	
Marginal														Acidic	Caution	Low	
Deficient														Very Acidic	Good	Very Low	
Total lbs/acre	4	120	66	599	Texture n/a				Hand Texture n/a				BS 17 %				
					Sand n/a				Silt n/a				Ca 12.0 % Mg 3.6 % Na 1 % K 0.2 %				
					Clay n/a				Ammonium n/a				TEC 34.6 meq/100g Na 80 ppm				
Estimated lbs/acre	8	120	66	1220	Lime 23.9 T/ac				Buffer pH 4.1				Est. N Release n/a C:N Ratio n/a				

*Nitrate-N **Sulfate-S n/a = not analysed

RECOMMENDATIONS FOR BALANCED CROP NUTRITION

Macro-nutrients	Crop not provided				
	Yield	N	P2O5	K2O	S
Growing Condition					
Excellent					
Average					
Your Goal					
Removal Rate (Seed/Total)					
Micro-nutrients	Iron	Copper	Zinc	Boron	Manganese
To be added (lbs/ac)					

The crop is not provided.
 Call to request a crop-specific recommendation.

Comments:

Recommendations are based on general research consensus. They should not replace responsible judgement.

Farm Soil Analysis

Bill To: C & F Land Resource	Grower Name:	Lot Number: 1084847
Report To: C & F Land Resource	Client's Sample Id: 0-40 cm	Report Number: 2030217
4383 Happy Valley Road	Field Id: Pit 5 OM	Date Received: Jul 29, 2015
Victoria, BC., Canada	Acres:	Disposal Date: Aug 28, 2015
V9C 3Z3	Legal Location:	Report Date: Jul 31, 2015
Agreement: 101594	Last Crop: Crop not provided	Arrival Condition:

Nutrient analysis (ppm)														Soil Quality			
Depth	N*	P	K	S**	Ca	Mg	Fe	Cu	Zn	B	Mn	Cl	BiCarbP	pH	EC(dS/m)	OM(%)	Sample#
0" - 6"	<2	<5	70	215	633	257	1800	21.5	20	1	35.3	334		4.0	2.50	62.3	5153584
Excess														Alkaline	Very Toxic	High	
Optimum														Neutral	Toxic	Normal	
Marginal														Acidic	Caution	Low	
Deficient														Very Acidic	Good	Very Low	
Total lbs/acre	4	10	141	430	Texture <u>Sandy Loam</u> Hand Texture <u>n/a</u>						BS 21 %						
					Sand 61.3 % Silt 21.8 % Clay 16.9 %						Ca 7.5 % Mg 5.0 % Na 8.1 % K 0.4 %						
Estimated lbs/acre	8	10	141	876	Ammonium <u>n/a</u>						TEC 42.3 meq/100g Na 780 ppm						
					Lime 31.5 T/ac Buffer pH 3.7						Est. N Release <u>n/a</u> C:N Ratio <u>n/a</u>						

*Nitrate-N **Sulfate-S n/a = not analysed

RECOMMENDATIONS FOR BALANCED CROP NUTRITION

Crop not provided					
Macro-nutrients	Yield	N	P2O5	K2O	S
Growing Condition	To be added (lbs/acre)				
Excellent					
Average					
Your Goal					
Removal Rate (Seed/Total)					
Micro-nutrients	Iron	Copper	Zinc	Boron	Manganese
To be added (lbs/ac)					

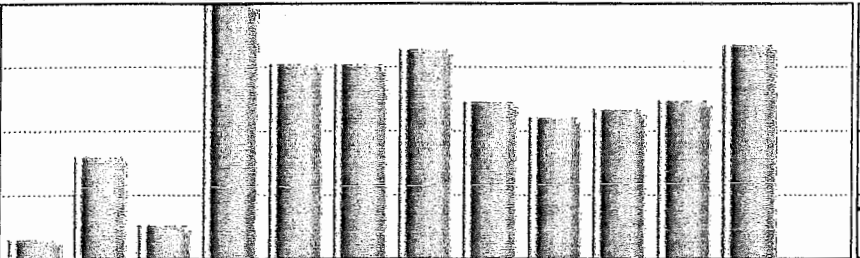
The crop is not provided.
 Call to request a crop-specific recommendation.

Comments:



Farm Soil Analysis

Bill To: C & F Land Resource	Grower Name:	Lot Number: 1084847
Report To: C & F Land Resource	Client's Sample Id: 0-35 cm	Report Number: 2030218
4383 Happy Valley Road	Field Id: Pit 6 OF	Date Received: Jul 29, 2015
Victoria, BC., Canada	Acres:	Disposal Date: Aug 28, 2015
V9C 3Z3	Legal Location:	Report Date: Jul 31, 2015
Agreement: 101594	Last Crop: Crop not provided	Arrival Condition:

Nutrient analysis (ppm)														Soil Quality			
Depth	N*	P	K	S**	Ca	Mg	Fe	Cu	Zn	B	Mn	Cl	BiCarbP	pH	EC(dS/m)	OM(%)	Sample#
0" - 6"	6	21	40	602	1460	427	1300	2.7	<5	2	25.1	241		3.8	3.24	77.0	5153585
Excess														Alkaline	Very Toxic	High	
Optimum														Neutral	Toxic	Normal	
Marginal														Acidic	Caution	Low	
Deficient														Very Acidic	Good	Very Low	
Total lbs/acre	12	42	79	1204	Texture <i>n/a</i> Hand Texture <i>n/a</i>						BS 27.7 %						
					Sand <i>n/a</i>		Silt <i>n/a</i>		Clay <i>n/a</i>		Ca 17.0 % Mg 8.2 % Na 2.3 % K 0.2 %						
Estimated lbs/acre	24	42	79	2452	Ammonium <i>n/a</i>						TEC 43.0 meq/100g Na 230 ppm						
					Lime 27.6 T/ac		Buffer pH 3.9		Est. N Release <i>n/a</i>			C:N Ratio <i>n/a</i>					

*Nitrate-N **Sulfate-S n/a = not analysed

RECOMMENDATIONS FOR BALANCED CROP NUTRITION

Macro-nutrients	Crop not provided				
	Yield	N	P2O5	K2O	S
Growing Condition					
Excellent					
Average					
Your Goal					
Removal Rate (Seed/Total)					
Micro-nutrients	Iron	Copper	Zinc	Boron	Manganese
To be added (lbs/ac)					

The crop is not provided.
 Call to request a crop-specific recommendation.

Comments:

Recommendations are based on general research consensus. They should not replace responsible judgement.

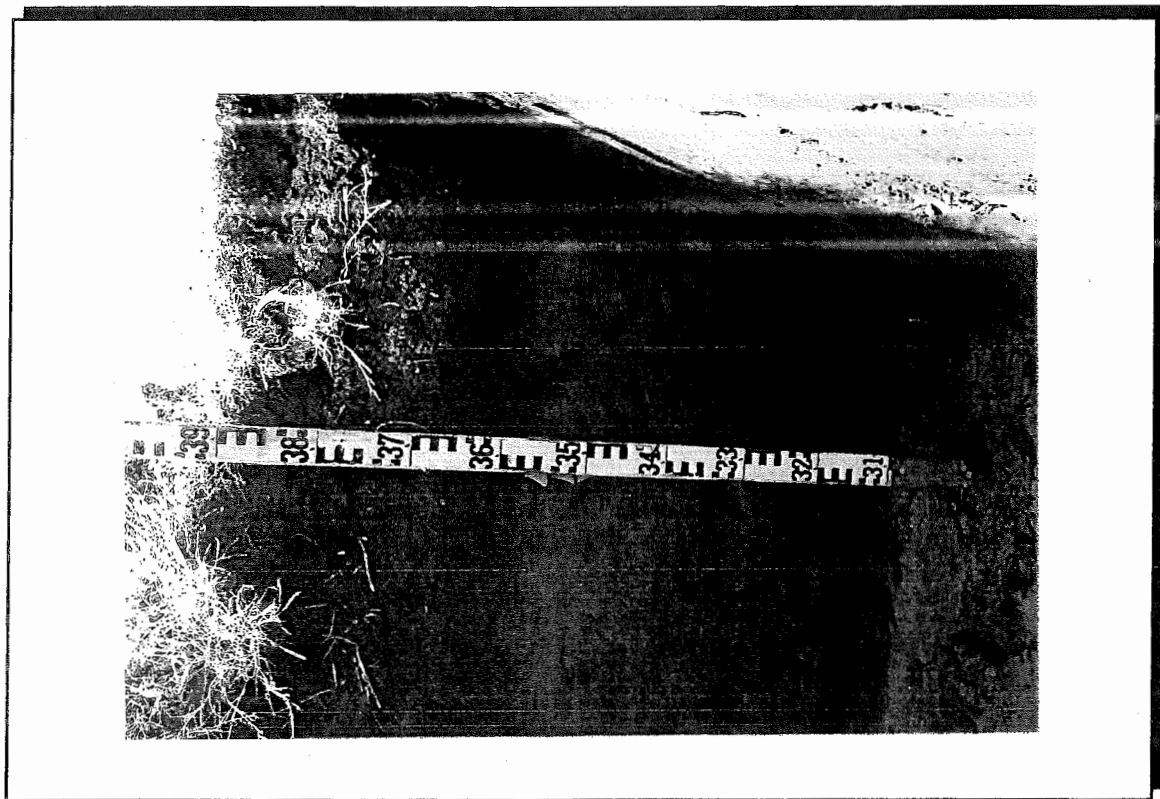
Terms and Conditions: www.exova.com/about/terms-and-conditions

PLN - 562

Appendix D: Photographs



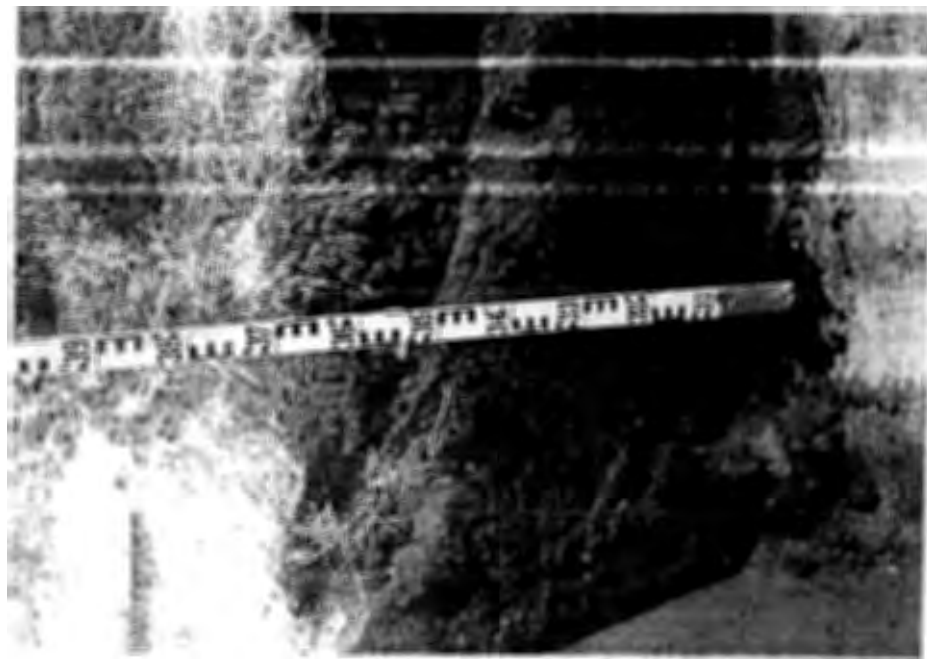
1(a): Landscape at Soil Pit #1



1b): Soil Pit #1, 100 cm organic peat over silty clay loam



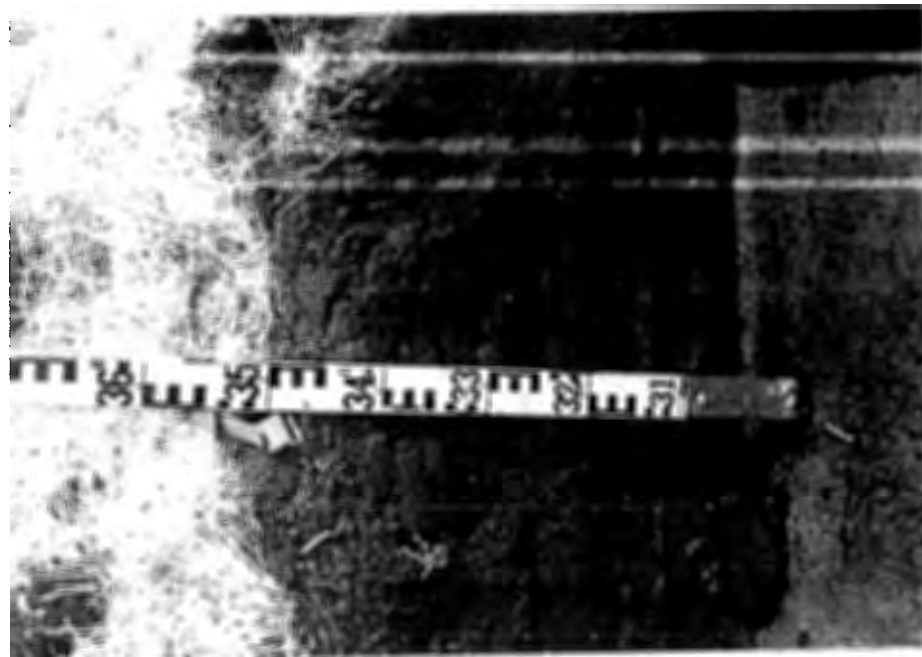
2(a): Landscape at Soil Pit #2



2b): Soil Pit #2, 60cm organic peat over silty clay loam



3(a): Landscape at Soil Pit #3

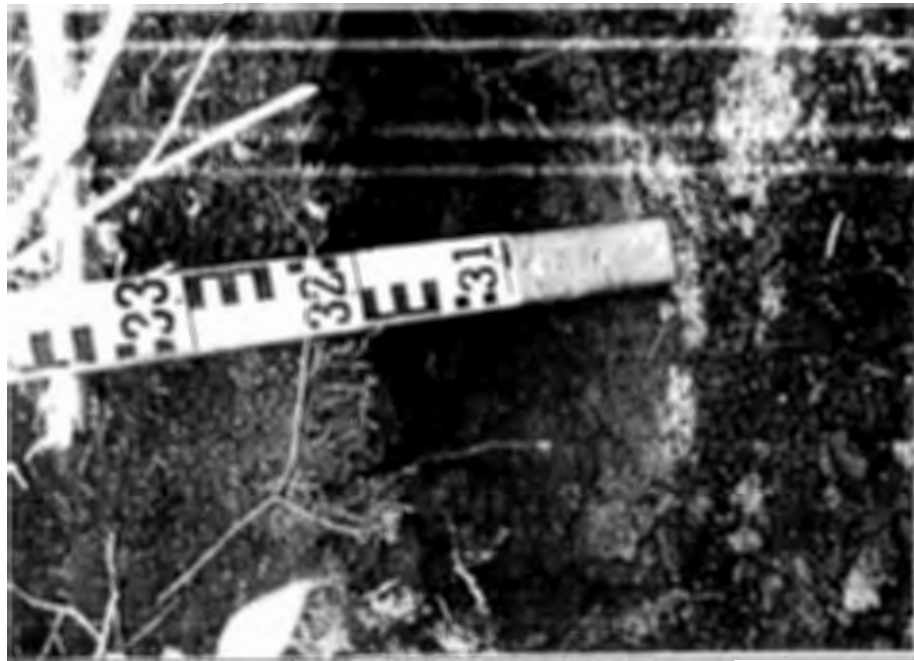


3b): Soil Pit #3, 45cm organic peat over silty clay loam



PLN - 568

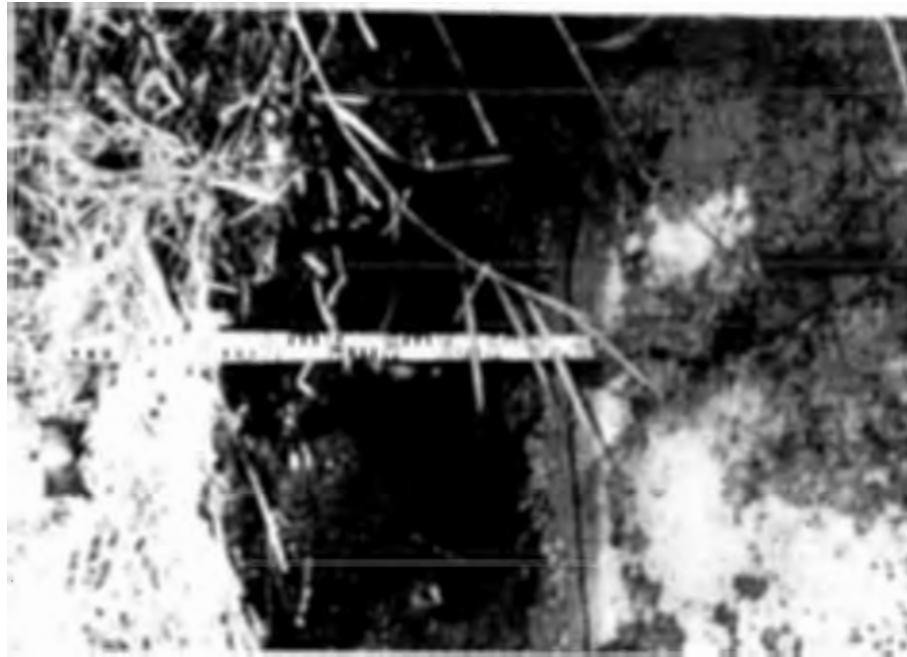
4(a): Landscape at Soil Pit #4



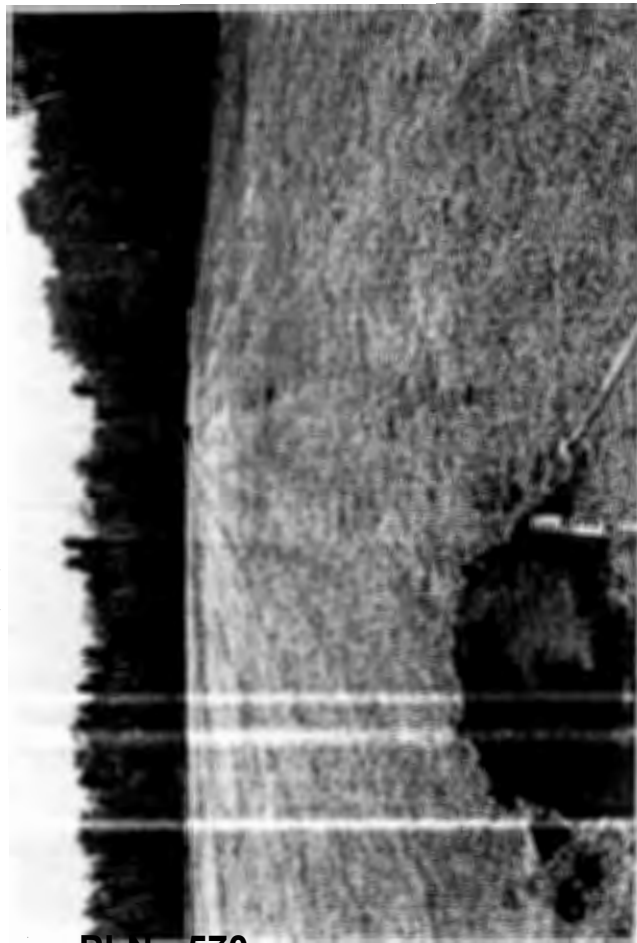
4b): Soil Pit #4, 20cm organic peat over silty clay loam



5(a): Landscape at Soil Pit #5

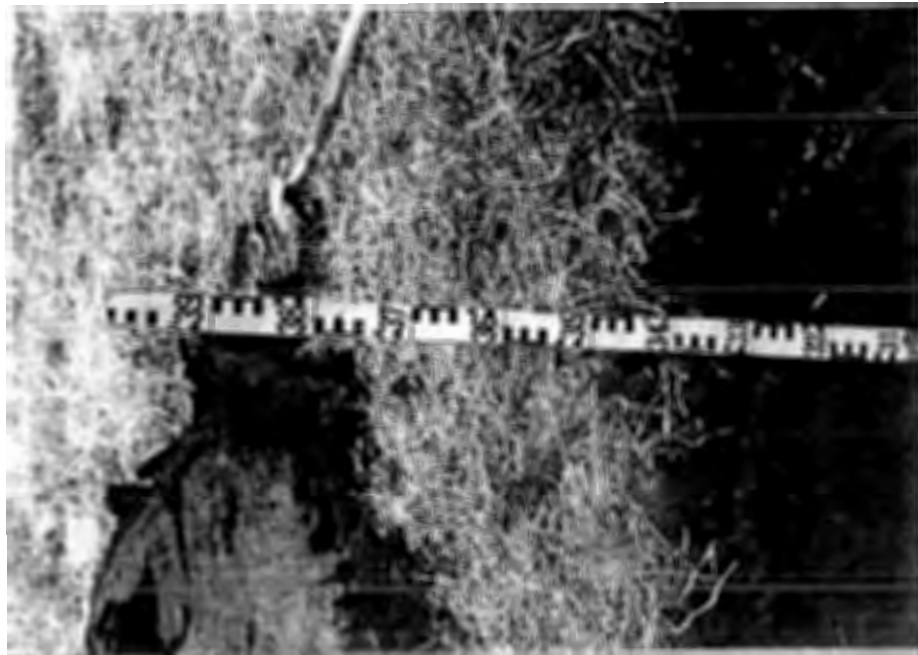


5b): Soil Pit #5, 40cm organic peat over silty clay loam



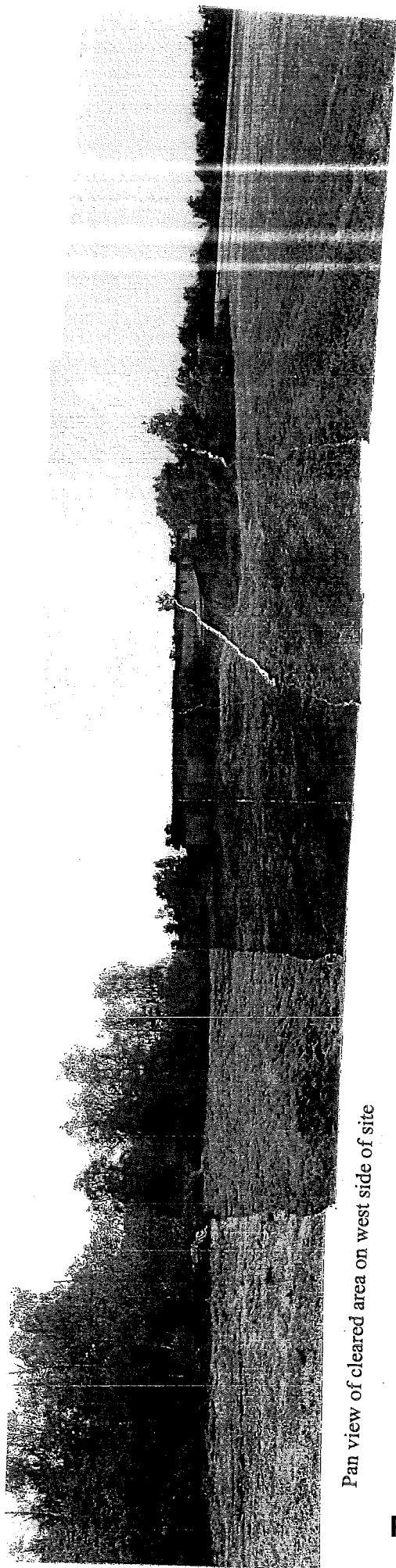
PLN - 570

6(a): Landscape at Soil Pit #6



6b): Soil Pit #6, 35cm organic peat over silty clay loam

PLATE 7: 14671 WILLIAMS ROAD, RICHMOND, B.C.: July 9, 2015



Pan view of cleared area on west side of site

PLN - 571



Appendix E: Excerpts from MOE Manual 1



**LAND CAPABILITY CLASSIFICATION
FOR AGRICULTURE IN
BRITISH COLUMBIA**

MOE MANUAL 1

**Ministry of Environment
Surveys and Resource Mapping Branch
and
Ministry of Agriculture and Food
Soils Branch**

**Kelowna, British Columbia
April, 1983**

PLN - 573

4. LAND CAPABILITY CLASSES FOR MINERAL SOILS

The capability class, the broadest category in the classification, is a grouping of lands that have the same relative degree of limitation or hazard for agricultural use. The intensity of the limitation or hazard becomes progressively greater from Class 1 to Class 7. The seven land capability classes for mineral soils are defined and described as follows.

CLASS 1 LAND IN THIS CLASS EITHER HAS NO OR ONLY VERY SLIGHT LIMITATIONS THAT RESTRICT ITS USE FOR THE PRODUCTION OF COMMON AGRICULTURAL CROPS.

Land in Class 1 is level or nearly level. The soils are deep, well to imperfectly drained under natural conditions, or have good artificial water table control, and hold moisture well. They can be managed and cropped without difficulty. Productivity is easily maintained for a wide range of field crops.

CLASS 2 LAND IN THIS CLASS HAS MINOR LIMITATIONS THAT REQUIRE GOOD ONGOING MANAGEMENT PRACTICES OR SLIGHTLY RESTRICT THE RANGE OF CROPS, OR BOTH.

Land in Class 2 has limitations which constitute a continuous minor management problem or may cause lower crop yields or slightly smaller range of crops compared to Class 1 land but which do not pose a threat of crop loss under good management. The soils are deep, hold moisture well and can be managed and cropped with little difficulty.

CLASS 3 LAND IN THIS CLASS HAS LIMITATIONS THAT REQUIRE MODERATELY INTENSIVE MANAGEMENT PRACTICES OR MODERATELY RESTRICT THE RANGE OF CROPS, OR BOTH.

The limitations are more severe than for Class 2 land and management practices are more difficult to apply and maintain. The limitations may restrict the choice of suitable crops or affect one or more of the following practices: timing and ease of tillage, planting and harvesting; and methods of soil conservation.

CLASS 4 LAND IN THIS CLASS HAS LIMITATIONS THAT REQUIRE SPECIAL MANAGEMENT PRACTICES OR SEVERELY RESTRICT THE RANGE OF CROPS, OR BOTH.

Land in Class 4 has limitations which make it suitable for only a few crops, or the yield for a wide range of crops is low, or the risk of crop failure is high, or soil conditions are such that special development and management practices are required. The limitations may seriously affect one or more of the following practices: timing and ease of tillage, planting and harvesting; and methods of soil conservation. Note that in areas which are climatically suitable for growing tree fruits and grapes the limitations of stoniness and/or topography on some Class 4 lands are not significant limitations to these crops. (Refer to Chapter 10).

CLASS 5 LAND IN THIS CLASS HAS LIMITATIONS THAT RESTRICT ITS CAPABILITY TO PRODUCING PERENNIAL FORAGE CROPS OR OTHER SPECIALLY ADAPTED CROPS.

Land in Class 5 is generally limited to the production of perennial forage crops and specially adapted crops (crops such as cranberries suited to unique soil conditions not amenable to a wide range of common crops). Productivity of these suited crops may be high. Class 5 lands can be cultivated and some can be used for cultivated field crops provided unusually intensive management is employed and/or the crop is particularly adapted to the conditions peculiar to these lands. Cultivated field crops may be grown on some Class 5 land where adverse climate is the main limitation, but crop failure can be expected under average conditions. Note that in areas which are climatically suitable for growing tree fruits and grapes the limitations of stoniness and/or topography on some Class 5 lands are not significant limitations to these crops. (Refer to Chapter 10).

CLASS 6 LAND IN THIS CLASS IS NONARABLE BUT IS CAPABLE OF PRODUCING NATIVE AND/OR UNCULTIVATED PERENNIAL FORAGE CROPS.

Land in Class 6 provides sustained natural grazing for domestic livestock (i.e. cattle and sheep) and is not arable in its present condition. Land is

placed in this class because of severe climate, or the terrain is unsuitable for cultivation or use of farm machinery, or the soils do not respond to intensive improvement practices. Some unimproved Class 6 lands can be improved by draining, diking and/or irrigation.

CLASS 7 LAND IN THIS CLASS HAS NO CAPABILITY FOR ARABLE CULTURE OR SUSTAINED NATURAL GRAZING.

All classified areas not included in Classes 1 to 6 are placed in this class. Class 7 land may have limitations equivalent to Class 6 land but they do not provide natural forage for sustained grazing by domestic livestock due to climate and resulting unsuited natural vegetation. Also included are rockland, other nonsoil areas, and small water-bodies not shown on the maps. Some unimproved Class 7 lands can be improved by draining, diking and/or irrigation.

<u>AWSC (upper 50 cm)</u>	<u>Definitive Soil Texture</u>	<u>Best Improved Rating</u>
>60 mm	sandy loam or finer	1
45-60 mm	loamy sand to coarse sandy loam	2A
25-44 mm	sand to coarse loamy sand	3A
10-24 mm	very gravelly sand	5A
<10 mm	gravel	no improvement

Adverse climate (C): This subclass is used on a subregional or local basis and is derived from 1:100 000 scale "Climatic Capability for Agriculture" maps (see "Thermal Limitations" pg. 43). It indicates thermal limitations to agricultural capability including the adverse affect on plant growth during the growing season by minimum temperatures near freezing and/or insufficient heat units, and/or, extreme minimum winter temperatures which injure or kill dormant or near dormant fruit trees.

Improvement of adverse climate due to thermal limitations is not considered practical. The Improved Rating is equivalent to the Unimproved Rating.

Undesirable soil structure and/or low perviousness (D): This subclass is used for soils difficult to till, requiring special management for seedbed preparation and soils with trafficability problems for common farm implements. Also included are soils which have insufficient aeration, absorb and distribute water slowly, or have the depth of rooting zone restricted by conditions other than wetness (high water table) or consolidated bedrock or permafrost.

The guidelines suggested for class designations are based on texture, structure, consistence, permeability (hydraulic conductivity of disturbed samples in the laboratory) and depth to root restricting layer. These restricting layers may include clay enriched horizons, compact soil parent materials, cemented horizons, horizons with massive structure, or horizons with weak structure and firm to very firm consistency. Soils with good tilth in the upper 25 cm may be rated one class better than the guidelines indicate. Tilth

is the physical condition of soil as related to its ease of tillage, fitness as a seedbed, and impedance to seedling emergence and root penetration.

CLASS 1 : A root restricting layer does not occur within 75 cm of the mineral soil surface, and the upper 25 cm has a non-sticky wet consistence and a texture usually coarser than silty clay loam, and permeability is usually greater than 1.0 cm/hr in the upper 100 cm.

CLASS 2D: A root restricting layer occurs within 50 to 75 cm of the mineral soil surface, or the upper 25 cm has a slightly sticky wet consistence and usually has a texture of silty clay loam, clay loam or sandy clay, or the slowest permeability is usually 0.5 to 1.0 cm/hr in the upper 100 cm.

CLASS 3D: A root restricting layer occurs within 25 to 50 cm of the mineral soil surface, or the upper 25 cm has a sticky wet consistence and usually has a texture of silty clay or clay, or the slowest permeability is usually 0.15 to 0.5 cm/hr in the upper 100 cm.

CLASS 4D: A root restricting layer occurs within 25 cm of the mineral soil surface, or the upper 25 cm has a very sticky wet consistence and usually has a texture of heavy clay, or the slowest permeability is usually less than 0.15 cm/hr in the upper 100 cm.

Some features of undesirable soil structure and/or low perviousness are improvable to varying degrees (amelioration of soil texture, deep ploughing or blading to break-up root restricting layers); others, such as strongly cemented horizons, are not. The Improved Rating for this subclass, if indicated, should be determined on the basis of past experience with improving comparable soils. If such experience is not available no improvement is assumed and the Improved Rating is equivalent to the Unimproved Rating.

sheet, rill or wind erosion, and/or the area is dissected by moderately deep to deep gullies with small areas of intact soil between the gullies. Improvements are not feasible and farm machinery cannot be reasonably or safely operated. Class 6 land in its present condition provides sustained natural grazing for domestic livestock but Class 7 land does not.

Erosion is usually a continuing limitation. It is often practical to reduce the affect of present erosion but improvement of the effects of past erosion is not considered. The Improved Rating is equivalent to the Unimproved Rating.

Fertility (F): Soils with this subclass are those limited by fertility characteristics that are either correctable with constant and careful use of fertilizers and/or other soil amendments, or are difficult to correct in a feasible way. The limitations may be due to lack of available nutrients, inadequate (low) cation exchange capacity or nutrient holding ability, high acidity or alkalinity, high levels of carbonates, the presence of toxic elements or compounds, or high fixation of plant nutrients. The limitations are assessed on the rooting zone depth (upper 50 cm of mineral soil) unless otherwise stated. Limitations due to salinity are not considered in this subclass.

CLASS 1 : Soils are well supplied with nutrients easily and continuously available to plants. Fertility status neither restricts the range or productivity of a wide range of crops.

CLASS 2F: Includes both, soils with minor fertility limitations in the upper 50 cm, such as minor nutrient imbalances, inadequate exchange capacity or nutrient holding ability, or moderate acidity or alkalinity, and/or soils with moderate to severe fertility problems below the 50 cm depth. Fertility status does not restrict the range of crops, but routine additions of fertilizer and/or other soil

amendments are required to maintain productivity for a wide range of crops (Improved Rating is Class 1).

CLASS 3F: Includes soils with moderate nutrient imbalances, low cation exchange capacity or nutrient holding ability, high acidity or alkalinity and/or high levels of carbonates. Fertility status does not restrict the range of crops, but moderate, ongoing additions of fertilizer and/or other soil amendments are required to maintain productivity for a wide range of crops (Improved Rating is Class 1).

CLASS 4F: Includes soils with severe nutrient imbalances, very low cation exchange capacity or nutrient holding ability, very high acidity or alkalinity, very high levels of carbonates and/or high fixation of plant nutrients. Fertility status significantly restricts the range of crops, but with intensive and judicious applications of fertilizers and/or other soil amendments, productivity for a wide range of crops is attainable. (Improved Rating is Class 1, or Class 2F if improvement results in lower crop yields than common for Class 1 lands).

CLASS 5F: Includes soils with very severe nutrient imbalances, extreme acidity or alkalinity and/or extremely high levels of carbonates. Fertility status restricts the range of crops to perennial forages or other specially adapted crops such as cranberries. With very intensive, closely controlled and carefully monitored applications of fertilizers and/or other soil amendments, these soils are improvable in crop range, climate permitting. If expected crop range upon improvement is wide the Improved Rating is 2F, otherwise 3F.

CLASS 6F: Soils in which the very poor fertility status is unsuited for agricultural crops and is impractical to improve with feasible management practices. Specially adapted native plant species are present which are suitable for grazing by domestic livestock.

CLASS 7F: Soils which contain elements or compounds toxic to vegetation, or support plants poisonous to animals which cannot be removed with feasible management practices.

Inundation (I): This subclass includes soils where overflow by streams, lakes or marine tides causes crop damage or restricts agricultural use. The following criteria based on relative hazard or increasing limitation to plant growth are suggested for class designation.

CLASS 1 : Soils are not subject to damaging overflow.

CLASS 2I: Soils are subject to occasional, very brief (1 day) inundation during the growing period causing slight crop damage, or the occurrence of winter inundation causing high water tables affecting only deep-rooted perennial crops.

CLASS 3I: Soils are subject to frequent, brief (2 days) overflow during the growing period causing minor crop damage but no crop loss, and/or are flooded until mid-spring forcing late seeding and adversely affecting perennial crops during the winter months.

CLASS 4I: Soils are subject to either frequent or extended overflow during the growing period causing moderate crop damage and occasional crop loss, or are flooded until late spring preventing seeding in some years.

CLASS 5I: Soils are subject to frequent overflow of extended duration (7 days or more) during the growing period or are flooded until early summer making the land suitable only for perennial forage crops and/or improved pasture. Effective grazing period is longer than 10 weeks.

CLASS 6I: Extended flooding (>6 weeks) and/or very frequent overflow during

the growing season with effective natural grazing period of 5 to 10 weeks.

CLASS 7I: Flooded for most of the growing season; not useable for agriculture.

Inundation can be prevented by diking and no further hazard is assumed to exist. The Improved Rating for this subclass in such a case is CLASS 1. Any hazard or limitation expected to continue after diking due to high water tables is indicated by the Subclass W (excess water). Note that lands with Unimproved Ratings of 6I or 7I are improvable by diking.

Salinity (N): This subclass includes soils adversely affected by soluble salts which reduce crop growth or restrict the range of crops that may be grown. The following guidelines for class designation are suggested. The salt content is expressed as the electrical conductivity of the extract from a water-saturated paste.

CLASS 1 : No limitations to crop growth or range of crops. Soils have low (<2 mS/cm) salt content from 0 to 100 cm.

CLASS 2N: Only salt sensitive crops are adversely affected. Soils have low (<2 mS/cm) salt content from 0 to 50 cm and have moderate (2 to 4 mS/cm) salt content from 50 to 100 cm.

CLASS 3N: Most crops are adversely affected. Soils have moderate (2 to 4 mS/cm) salt content from 0 to 50 cm and/or have high to very high (>4 mS/cm) salt content from 50 to 100 cm.

CLASS 4N: Moderate limitation to most crops. Soils have high (4 to 8 mS/cm) salt content from 0 to 50 cm.

CLASS 5N: Salt content is sufficiently severe to preclude most crops, but salt-tolerant forage crops can be established and maintained. Soils have very high (>8 mS/cm) salt content in the 0 to 50 cm depth.

CLASS 6N: Soils are too salty for cultivated crops but support specially adapted, native salt-tolerant plant species, some of which are suitable for grazing by domestic livestock.

CLASS 7N: Soils are too salty for cultivated crops and do not support native plants suitable for grazing or soils which support poisonous plants which cannot be removed with feasible management practices.

There are different reasons for, and types of, salinity problems. Improvement practices and their success in alleviating limitations due to salinity vary depending on site and soil conditions. The Improved Rating for this subclass, if indicated, should be determined on the basis of past experience with improving comparable soils. If such experience is not available no improvement is assumed and the Improved Rating is equivalent to the Unimproved Rating.

Stoniness (P): This subclass applies to soils with sufficient coarse fragments* to significantly hinder tillage, planting, and/or harvesting operations. The suggested guidelines for class designation are based on the sieved proportion of "coarse gravels" (2.5 to 7.5 cm diameter), cobbles (7.5 to 25 cm diameter) and stones (>25 cm diameter) of the total soil in the upper 25 cm of mineral soil.

CLASS 1 : Total coarse fragment content (2.5 cm diameter or larger) offers no or very slight hindrance to cultivation. Total coarse fragment content is 5% or less with cobbles and stones occupying 0.01% or less of the sieved soil.

* In this case coarse fragments refer to "coarse gravels" plus cobbles plus stones, i.e. fragments 2.5 cm diameter or larger.

CLASS 4T: Simple slopes varying from 16 to 20% or complex slopes varying from 11 to 15%. Note that in areas which are climatically suitable for growing tree fruits and grapes, a CLASS 4 level Topography limitation may not be considered a significant limitation to these crops. (Refer to Chapter 10).

CLASS 5T: Simple slopes varying from 21 to 30% or complex slopes varying from 16 to 30%. Note that in areas which are climatically suitable for growing tree fruits and grapes, a CLASS 5 level Topography limitation may not be considered a significant limitation to these crops. (Refer to Chapter 10).

CLASS 6T: Slopes, either simple or complex, varying from 31 to 60% and the land in its present condition provides sustained natural grazing for domestic livestock.

CLASS 7T: Slopes, either simple or complex, greater than 30%. The land in its present condition is not useable for either arable agriculture or sustained natural grazing by domestic livestock.

Improvement of topographic limitations is considered impractical. The Improved Rating is equivalent to the Unimproved Rating.

Excess water (W): This subclass applies to soils for which excess free water, other than from inundation (flooding), limits their use for agriculture. The excess water occurs because of imperfect to very poor drainage due to high water tables, seepage, or runoff from surrounding areas. The following guidelines for class designation are suggested.

CLASS 1 : Crop damage due to excess water is not a factor.

CLASS 2W: Occasional occurrence of excess water during the growing period causing slight crop damage, or the occurrence of excess water during

the winter months adversely affecting deep rooted perennial crops. Water level is rarely, if ever, at the surface and excess water is within the upper 50 cm for only short periods (less than 2 weeks) during the year.

- CLASS 3W: Occasional occurrence of excess water during the growing period causing minor crop damage, but no crop loss, or the occurrence of excess water during the winter months adversely affecting perennial crops. Water level is near the soil surface until mid-spring forcing late seeding, or the soil is poorly and in some cases imperfectly drained, or the water level is less than 20 cm below the soil surface for a continuous maximum period of 7 days during the growing period.
- CLASS 4W: Frequent or continuous occurrence of excess water during the growing period causing moderate crop damage and occasional crop loss. Water level is near the soil surface during most of the winter and/or until late spring preventing seeding in some years, or the soil is very poorly drained.
- CLASS 5W: Frequent or continuous occurrence of excess water during the growing period making the land suitable for only perennial forage crops, and/or improved pasture. Water level is near the soil surface until early summer, or the maximum period the water level is less than 20 cm below the soil surface is 6 weeks during the growing period, or the soil is very poorly drained, commonly with shallow organic surface layers. Effective grazing period is longer than 10 weeks.
- CLASS 6W: Continuous occurrence of excess water during the growing season with an effective natural grazing period of 5 to 10 weeks. The water level is at or above the soil surface except for a short period in mid-summer.

CLASS 7W: Under water most of the growing season; not useable for agriculture.

Water control (ditching or tiling) will generally improve this limitation by at least one class depending on landscape position, and source and type of excess water. The Improved Rating should be assessed on a site specific basis, using regional experience from comparable soils in the area which have been improved. Note that lands with Unimproved Ratings of 6W or 7W can sometimes be improved by draining.

Permafrost (Z): The presence of a cryic (permanently frozen) layer is a severe limitation to agricultural production. In addition to maintaining undesirable cold soil temperatures, drainage problems are complicated when permafrost is present in the upper 150 cm. If permafrost occurs below 150 cm depth from the soil surface, and its depth is unaffected by cultivation, it poses a less severe limitation to agricultural production than it would if it occurred above 150 cm. Because of limited experience regarding the effect of this limitation on agricultural use, partial guidelines for permafrost conditions are suggested as follows.

CLASS 4Z: Permafrost occurs below 150 cm from the soil surface during the growing season and does not interfere with crop production.

CLASS 6Z: Permafrost occurs within 150 cm of the soil surface during the growing season. The land in its present condition provides sustained natural grazing for domestic livestock.

CLASS 7Z: Permafrost occurs within 150 cm of the soil surface during the growing season. The land in its present condition is not useable for either arable agriculture or sustained natural grazing by domestic livestock.

Improvement of permafrost conditions is assumed impractical. The Improved Rating is equivalent to the Unimproved Rating.

Appendix F: Letters of Support

MAYLAND FARMS LTD.
2611 No. 7 Road
Richmond, B.C. V6V 1R3

August 27, 2015

TO WHOM IT MAY CONCERN:

We, Mayland Farms Ltd., are Cranberry producers in Richmond and sand topdressing is a critical part of our cranberry bog management. We require approximately 3,000 yards of clean, salt-free sand every year.

We have purchased this sand from E. Mathers Bulldozing Co. Ltd. for many years. The sand supplied by Mathers is excellent quality in terms of its particle size, consistency and it is free of salt. The cost of Mathers sand is very reasonable, an important consideration for agricultural producers. We know that there are very limited suppliers of high quality topdressing sand in the Delta - Richmond area and worry that if Mathers is forced out of the area, we will have to import sand from suppliers in Abbotsford at significantly higher cost.

As agricultural producers, we support the application by Mathers to relocate on the property at 14671 Williams Road in Richmond. We believe Mathers provides an important agricultural input to our cranberry operation.

Yours truly,

MAYLAND FARMS LTD.

David May
(Pres)

MAYFAIR LAKES GOLF & COUNTRY CLUB
5460 No. 7 Road
Richmond, B.C. V6V 1R7

August 27, 2015

TO WHOM IT MAY CONCERN:

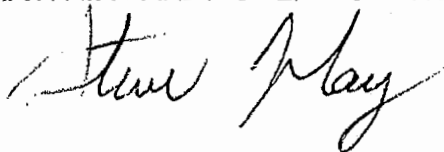
We, Mayfair Lakes Golf & Country Club, require topdressing sand and sand for green and tee maintenance on a regular basis. We require approximately 3,000 yards of clean, salt-free sand every year.

We have purchased this sand from E. Mathers Bulldozing Co. Ltd. for many years. The sand supplied by Mathers is excellent quality in terms of its particle size, consistency and it is free of salt. The cost of Mathers sand is very reasonable. We know that there are very limited suppliers of high quality topdressing sand in the Delta-Richmond area and worry that if Mathers is forced out of the area, we will have to import sand from suppliers in Abbotsford at significantly higher cost.

We support the application by Mathers to relocate on the property at 14671 Williams Road in Richmond. We believe Mathers provides an important service to golf course operators and agricultural producers in Richmond.

Yours truly,

MAYFAIR LAKES GOLF & COUNTRY CLUB

A handwritten signature in cursive script, appearing to read "Steve May".

COLUMBIA CRANBERRY CO. LTD.

4291 No. 7 Road
Richmond, B.C. V6V 1R6

August 27, 2015

TO WHOM IT MAY CONCERN:

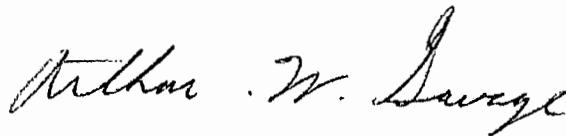
We, Columbia Cranberry Co. Ltd., are Cranberry producers in Richmond and Delta and sand topdressing is a critical part of our cranberry bog management. We require approximately 5,000 yards of clean, salt-free sand every year.

We have purchased this sand from E. Mathers Bulldozing Co. Ltd. for many years. The sand supplied by Mathers is excellent quality in terms of its particle size, consistency and it is free of salt. The cost of Mathers sand is very reasonable, an important consideration for agricultural producers. We know that there are very limited suppliers of high quality topdressing sand in the Delta - Richmond area and worry that if Mathers is forced out of the area, we will have to import sand from suppliers in Abbotsford at significantly higher cost.

As agricultural producers, we support the application by Mathers to relocate on the property at 14671 Williams Road in Richmond. We believe Mathers provides an important agricultural input to our cranberry operation.

Yours truly,

COLUMBIA CRANBERRY CO. LTD.

A handwritten signature in cursive script, reading "Arthur W. Savage". The signature is written in dark ink and is positioned below the typed name of the company.

COUNTRY MEADOWS GOLF CLUB
SAVAGE CREEK GOLF CLUB
8400 No. 6 Road
Richmond, B.C. V6W 1E3

August 27, 2015

TO WHOM IT MAY CONCERN:

We, Country Meadows Golf Club and Savage Creek Golf Club, require topdressing sand and sand for green and tee maintenance on a regular basis. We require approximately 4,000 yards of clean, salt-free sand every year.

We have purchased this sand from E. Mathers Bulldozing Co. Ltd. for many years. The sand supplied by Mathers is excellent quality in terms of its particle size, consistency and it is free of salt. The cost of Mathers sand is very reasonable. We know that there are very limited suppliers of high quality topdressing sand in the Delta-Richmond area and worry that if Mathers is forced out of the area, we will have to import sand from suppliers in Abbotsford at significantly higher cost.

We support the application by Mathers to relocate on the property at 14671 Williams Road in Richmond. We believe Mathers provides an important service to golf course operators and agricultural producers in Richmond.

Yours truly,

COUNTRY MEADOWS GOLF CLUB

and SAVAGE CREEK GOLF CLUB

A handwritten signature in black ink, appearing to be a stylized 'J' or 'G' followed by a flourish.



Westcoast Farms LTD.
Willow Bay Farms LTD.
Willow Bay - a copter LTD.
Willow Bay Aviation LTD.
C-GDUG V. Slings Holdings:

westcoast
INSTANT
LAWNS

Enviro-smart Organics Ltd.
a full cycle company

August 31, 2015

TO WHOM IT MAY CONCERN:

West Coast Instant Lawns has been using E. Mathers Bulldozing Company Ltd. for all our sand requirements since 1996. Over the last 19 years we have made free draining sand turf fields by applying 6 to 12 inches of sand on our soil based fields which allows us to harvest turf during the wet months. Westcoast has been topping up these sand fields approximately every two years.

The reason we use sand from E. Mathers is because we have tested sand from all the other sand suppliers within our logistical area and we have found that Mathers sand is consistent in quality in terms of its particle size and it is free of salts as compared to other suppliers.

Our composting operation consistently uses approximately 100,000 cubic yards of clean, salt free sand from Mathers. This sand helps us meet the strict B.C. Nursery Trades Association specification as required by the landscape industry.

E. Mathers has always given a preferred price to agricultural producers and this is important for farmers to remain competitive.

There is no real alternative for supply of clean, salt free sand in the Delta area and if E. Mathers were to shut down we would be forced to source sand from suppliers in Abbotsford at significantly higher cost.

We at Westcoast Instant Lawns support the application by E. Mathers Bulldozing Company Ltd. to relocate on the property at 14671 Williams Road in Richmond, B.C. Over the years I have talked with other farmers that have benefitted from being able to have a reliable, consistent source of sand for their farm operations in Delta and Richmond.

Yours truly,

West Coast Instant Lawns

Daryl Goodwin, President

4295 - 72nd St. Delta, BC V4K 3N2
Phone: 604.946.0201 Fax: 604.946.0221

PLN - 592

Bruce Richardson
Vice President/Nominee

CBRE Limited, Real Estate Brokerage
Industrial Properties

1021 West Hastings Street, Suite 2500
Vancouver, BC V6E 0C3

+1 604 662 5127 Tel
+1 604 684 9368 Fax

bruce.richardson@cbre.com
www.cbre.ca

November 17, 2015

To Whom it May Concern

I have worked at CBRE for 31 years which is the largest real estate network in the world, with over 300 offices in North America. I have a Bachelor of Commerce from the Urban Land program at UBC and throughout my career I have specialized in Richmond industrial real estate. During my career I have been involved in several significant deals..... relocating IKEA's store within the City of Richmond... moving the Canada Post 700,000 square foot Processing Plant from Georgia Street in Vancouver onto the Airport. Five years ago, during the relocation for Canada Post, I spent 6 months looking for a site for Canada Post. We could not find a site as there was virtually no supply of land available for them, this the reason they ended up leasing land from the Airport Authority. Their requirement in terms of land size was similar to yours so I have an excellent understanding of the supply of industrial land in the City of Richmond.

For the last 5 years, I have been searching for a suitable site that is near the south arm of the Fraser River for your soil storage operation. There is no sites that have come available in the last 5 years that would suit your needs. As you need a site near the Fraser River I can say it is almost impossible to find what you are looking for.

Richmond is surrounded by water on 3 sides making the supply of industrial sites very limited. Further the demand from companies who need to be near the Airport puts even more demand on the industrial land. The supply is limited as it is a rare situation that the City of Richmond can only grow eastward.

I confirm that it will be near impossible to find a site in the City of Richmond for your soil storage operation.

Please call me if you any questions or concerns.

Yours truly,

CBRE LIMITED



Bruce Richardson, B.Comm.
Vice President / Nominee
Industrial Properties
Direct Line (604) 662-5127

BR/cc