



**Planning Committee**

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

**Wednesday, September 9, 2015  
4:00 p.m.**

Pg. #      ITEM

MINUTES

**PLN-6**      *Motion to adopt the **minutes** of the meeting of the Planning Committee held on July 21, 2015.*



NEXT COMMITTEE MEETING DATE

September 22, 2015, (tentative date) at 4:00 p.m. in the Anderson Room

COMMUNITY SERVICES DIVISION

1. **APPROVAL TO REPLACE HOUSING AGREEMENT (9500 CAMBIE ROAD) BYLAW NO. 8862 WITH TERMINATION OF HOUSING AGREEMENT (9500 CAMBIE ROAD) BYLAW NO. 9286 AND HOUSING AGREEMENT (9500 CAMBIE ROAD) BYLAW NO. 9251**  
(File Ref. No. 08-4057-01; 12-8060-20-009251/9286) (REDMS No. 4574655 v. 6)

**PLN-37**

**See Page PLN-37 for full report**

*Designated Speaker: Joyce Rautenberg*

STAFF RECOMMENDATION

- (1) *That Termination of Housing Agreement (9500 Cambie Road) Bylaw No. 9286 be introduced and given first, second, and third readings to authorize the termination, release and discharge of the Housing Agreement entered into pursuant to Housing Agreement (9500 Cambie Road) Bylaw No. 8862 and the repeal of Housing Agreement (9500 Cambie Road) Bylaw No. 8862; and*
- (2) *That Housing Agreement (9500 Cambie Road) Bylaw No. 9251 be introduced and given first, second, and third readings to permit the City to enter into a Housing Agreement substantially in the form attached thereto, in accordance with the requirements of s. 905 of the Local Government Act, to secure the affordable rental housing units required by Rezoning Application No. 10-557519.*



2. **HOUSING AGREEMENT BYLAW NO. 9229 TO PERMIT THE CITY OF RICHMOND TO SECURE AFFORDABLE HOUSING UNITS LOCATED AT 8151 ANDERSON ROAD (ANDERSON SQUARE HOLDINGS LTD.)**

(File Ref. No. 08-4057-01; 12-8060-20-009229) (REDMS No. 4530101 v. 11)

PLN-61

See Page PLN-61 for full report

*Designated Speaker: Joyce Rautenberg*

STAFF RECOMMENDATION

*That Bylaw No. 9229 be introduced and given first, second and third readings to permit the City to enter into a Housing Agreement substantially in the form attached hereto, in accordance with the requirements of s. 905 of the Local Government Act, to secure the Affordable Housing Units required by the Development Permit Application DP 13-645286.*



3. **AFFORDABLE HOUSING CONTRIBUTION RATE AND RESERVE FUND STRATEGY REVIEW – FINAL RECOMMENDATIONS FOR ADOPTION**

(File Ref. No. 08-4057-01) (REDMS No. 4630503 v. 5)

PLN-84

See Page PLN-84 for full report

*Designated Speaker: Joyce Rautenberg*

STAFF RECOMMENDATION

- (1) *That the proposed rates in the staff report titled, Affordable Housing Contribution Rate and Reserve Fund Strategy Review – Final Recommendations for Adoption, dated July 6, 2015, from the General Manager, Community Services be adopted:*
  - (a) *\$2 per square foot from single family subdivision developments;*
  - (b) *\$4 per square foot from townhouse developments; and*
  - (c) *\$6 per square foot from apartment and mixed use developments involving 80 or less residential units;*
- (2) *That development applications received prior to Council’s adoption of the proposed policy, be processed under the existing Affordable Housing Strategy policies, provided the application is presented to Council for their consideration within 1 year of the effective date of the revised policy; and*
- (3) *That the approved rates undergo periodic review to account for current market conditions and affordable housing demands.*



4. **PROPOSED SECONDARY SUITE POLICY AFFORDABLE HOUSING STRATEGY AMENDMENTS FOR SINGLE FAMILY SUBDIVISIONS AND REZONINGS**

(File Ref. No. 08-4057-01) (REDMS No. 4571609 v. 16)

PLN-100

See Page PLN-100 for full report

*Designated Speaker: Joyce Rautenberg*

STAFF RECOMMENDATION

- (1) *That, as per the staff report titled Proposed Secondary Suite Policy Affordable Housing Strategy Amendments for Single Family Subdivisions and Rezoning, dated July 6, 2015, from the General Manager, Community Services; the City’s existing Secondary Suite Policy, for all single family rezoning applications being subdivided through a rezoning application, where a density bonusing approach is taken in exchange for a higher density, be amended to require developers to either:*
  - (a) *build a secondary suite on 100% of the single family lots subdivided through rezoning applications; or*

- (b) *build a secondary suite on 50% of the single family lots subdivided through rezoning applications and a cash-in-lieu contribution of \$2 per square foot per total buildable area to the Affordable Housing Reserve Fund from the remaining lot; or*
- (c) *provide a 100% cash-in-lieu contribution of \$2 to the Affordable Housing Reserve Fund for the total buildable area of single family lots subdivided through rezoning applications that cannot accommodate the provision of built secondary suites; and*
- (2) *That single family rezoning applications received prior to Council's adoption of the proposed policy, be processed under the existing Affordable Housing Strategy policies, provided the application is presented to Council for their consideration within 1 year of the effective date of the revised policy.*



5. **CHILD CARE DEVELOPMENT POLICY AMENDMENT**

(File Ref. No. 07-3070-01) (REDMS No. 4586418 v. 3)

PLN-113

[See Page PLN-113 for full report](#)

*Designated Speaker: Coralys Cuthbert*

**STAFF RECOMMENDATION**

*That the Child Care Development Policy 4017 be amended as set out in Appendix A of the staff report titled Child Care Development Policy Amendment, dated June 2, 2015, from the General Manager, Community Services.*



**PLANNING AND DEVELOPMENT DIVISION**

- 6. **APPLICATION BY YIN P. MUI FOR REZONING AT 10491 NO. 1 ROAD FROM SINGLE DETACHED (RS1/E) TO COACH HOUSES (RCH1)**

(File Ref. No. 12-8060-20-009213; RZ 13-643655) (REDMS No. 4498681)

PLN-185

[See Page PLN-185 for full report](#)

*Designated Speaker: Wayne Craig*



STAFF RECOMMENDATION

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 9213, for the rezoning of 10491 No. 1 Road from “Single Detached (RS1/E)” to “Coach Houses (RCH1)”, be introduced and given first reading.*

☐

7. **APPLICATION BY STEVE DHANDA FOR REZONING AT 3260/3280 BLUNDELL ROAD FROM TWO-UNIT DWELLINGS (RD1) TO SINGLE DETACHED (RS2/C)**

(File Ref. No. 12-8060-20-009225; RZ 15-690340) (REDMS No. 4587634)

PLN-204

**See Page PLN-204 for full report**

*Designated Speaker: Wayne Craig*

STAFF RECOMMENDATION

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 9225, for the rezoning of 3260/3280 Blundell Road from “Two-Unit Dwellings (RD1)” to “Single Detached (RS2/C)”, be introduced and given first reading.*

☐

8. **MANAGER’S REPORT**

ADJOURNMENT

☐



## Planning Committee

Date: Tuesday, July 21, 2015

Place: Anderson Room  
Richmond City Hall

Present: Councillor Linda McPhail, Chair  
Councillor Bill McNulty  
Councillor Chak Au  
Councillor Carol Day  
Councillor Harold Steves  
Mayor Malcolm Brodie

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 July 7, 2015, be adopted as circulated.*

**CARRIED**

### NEXT COMMITTEE MEETING DATE

September 9, 2015, (tentative date) at 4:00 p.m. in the Anderson Room

### PLANNING AND DEVELOPMENT DIVISION

1. **APPLICATION BY 0717844 B.C. LTD. FOR A STRATA TITLE  
CONVERSION AT 12371 HORSESHOE WAY**  
(File Ref. No. SC 15-693380) (REDMS No. 4595363 v. 4)

Wayne Craig, Director, Development, briefed Committee on the proposed application, noting that the proposed strata title conversion was reviewed and complies with City policy.

1.

**Planning Committee**  
**Tuesday, July 21, 2015**

---

In reply to queries from Committee, Mr. Craig noted that typically developments are strata titled prior to building occupancy. He added that Council approval is required if a building has been occupied for more than six months prior to a strata plan being submitted to the Land Title Office.

It was moved and seconded

- (1) *That the application for a Strata Title Conversion by 0717844 B.C. Ltd. for the property located at 12371 Horseshoe Way, as generally shown in Attachment 1, be approved on fulfilment of the following conditions:*
- (a) *payment of all City utility charges and property taxes up to and including the year 2015;*
  - (b) *registration of a flood indemnity covenant on title identifying a minimum habitable elevation of 2.9 m GSC; and*
  - (c) *submission of appropriate plans and documents for execution by the Approving Officer within 180 days of the date of this resolution; 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.*

**CARRIED**

**2. APPLICATION BY AM-PRI DEVELOPMENTS (2013) LTD. FOR REZONING AT 5460, 5480, 5500, 5520, 5540 AND 5560 MONCTON STREET FROM THE "SINGLE DETACHED (RS1/C & RS1/E)" ZONES TO A NEW " SINGLE DETACHED (ZS23) – STEVESTON " ZONE**

(File Ref. No. 12-8060-20-009274/9275; RZ 14-674749) (REDMS No. 4600463)

Mr. Craig spoke on the proposed application and highlighted the following:

- the proposed rezoning application will facilitate the subdivision of the subject site into 30 smaller residential lots;
- the proposed Official Community Plan (OCP) amendments will provide updates to the Trites Area Land Use Map to reflect the property boundaries to the east and clarify the future road network to the south of subject site;
- the proposed application will include a cash-in-lieu contribution to the Affordable Housing Reserve Fund and a contribution to the Public Art Program;
- the applicant is proposing to install a Japanese garden along the site's Moncton Street frontage;

## Planning Committee

### Tuesday, July 21, 2015

---

- the Richmond Heritage Commission has reviewed and endorsed the proposed development; and
- the proposed development will be under a site-specific zone that (i) will limit the homes to two storeys, (ii) will provide access to the rear lane network, and (iii) a vertical building envelope was created to facilitate the form of housing that exists south of the subject site.

In reply to queries from Committee, Mr. Craig advised that the subject site is designated for single-family homes and that the bonus density provisions were used to secure the contributions to the Affordable Housing Reserve Fund. He added that the additions of secondary suites were discussed with the applicant; however, due to the size of the proposed homes, the applicant has indicated that adding secondary suites would not be feasible.

Discussion ensued with regard to the Floodplain Management Implementation Strategy, and in reply to queries from Committee, Sara Badyal, Planner 2, noted that the subject site and the corner lot on Trites Road falls outside of Area A and requires a 2.9 metre flood construction elevation.

Discussion then ensued with regard to grading and drainage and in reply to queries from Committee, Mr. Craig noted that upgrades to drainage will be facilitated through a servicing agreement. Ms. Badyal added that there will be transitional grading along older sections of Moncton Street where floodplain levels are lower than current standards.

In reply to queries from Committee, Mr. Craig advised that the size of the proposed subdivided lots will be similar in size to other compact single-family lots in the area.

Amit Sandhu, AM-PRI Developments (2013) Ltd., spoke on the proposed application, noting that the proposed development will provide relatively affordable single-family housing and that the proposed Japanese garden will be an asset to the community.

In reply to queries from Committee, Mr. Sandhu advised that due to the size of the proposed lot and buildings, installing secondary suites would not be feasible. He added that landscaping on-site can address potential impacts related to the industrial zone south of the subject site.

In reply to queries from Committee, Ms. Badyal noted that there will be a servicing agreement to facilitate frontage, road and bus stop upgrades. She added that the upgrades were reviewed to minimize impact to road and pedestrian connections and maintain bus service.

Lyn ter Borg, 5860 Sandpiper Court, expressed support for the proposed development and the proposed Japanese garden and landscaping. She noted that the long-time resident families have made suggestions to name the new roads after heritage village names such as the Town of Mio.

**Planning Committee**  
**Tuesday, July 21, 2015**

---

Discussion ensued with regard to encouraging development on small compact single-family lots and in reply to queries from Committee, Joe Erceg, General Manager, Planning and Development noted that more area is needed to be designated for small lot development. He added that most of the existing lot sizes are protected by the City's 702 Lot Size Policy and that a neighbourhood-by-neighbourhood review would be required to pursue potential changes to said policy.

The Chair advised that the City has a road naming policy and suggestions for road names may be submitted to the City.

It was moved and seconded

- (1) *That Official Community Plan Bylaw 7100, Amendment Bylaw 9274, to replace the Trites Area Land Use Map in Schedule 2.4 (Steveston Area Plan) thereof, be introduced and given first reading;*
- (2) *That Bylaw 9274, having been considered in conjunction with:*
  - (a) *the City's Financial Plan and Capital Program; and*
  - (b) *the Greater Vancouver Regional District Solid Waste and Liquid Waste Management Plans;**is hereby found to be consistent with said program and plans, in accordance with Section 882(3)(a) of the Local Government Act;*
- (3) *That Bylaw 9274 and this report, having been considered in accordance with OCP Bylaw Preparation Consultation Policy 5043, is hereby found not to require further consultation; however, out of courtesy, they be sent to the Richmond School Board for information purposes and the Richmond School Board may provide comments at the Public Hearing; and*
- (4) *That Richmond Zoning Bylaw 8500, Amendment Bylaw 9275, to create the "Single Detached (ZS23) – Steveston" zone, and to rezone 5460, 5480, 5500, 5520, 5540 and 5560 Moncton Street from the "Single Detached (RS1/C & RS1/E)" zones to the "Single Detached (ZS23) – Steveston" zone, be introduced and given first reading.*

**CARRIED**

Discussion ensued with respect to encouraging small lot subdivision in the city.

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

It was moved and seconded

*That staff investigate the potential for small lot subdivision in the city and report back.*

**CARRIED**

**Planning Committee**  
**Tuesday, July 21, 2015**

---

**3. APPLICATION BY 1006738 BC LTD. FOR REZONING AT 11811 DUNFORD ROAD FROM SINGLE DETACHED (RS1/E) TO SINGLE DETACHED (RS2/A)**

(File Ref. No. 12-8060-20-009270; RZ 15-697230) (REDMS No. 4620626)

Mr. Craig briefed Committee on the proposed application, noting that the proposed rezoning is consistent with the area's lot size policy, and added that there is potential to retain the existing house on-site.

In reply to queries from Committee, Mr. Craig advised that proposed subdivision would have two lots and retain the existing house. He added that there is future potential for a three lot subdivision; however, the existing house must be removed.

It was moved and seconded

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 9270, for the rezoning of 11811 Dunford Road from "Single Detached (RS1/E)" to "Single Detached (RS2/A)", be introduced and given first reading.*

**CARRIED**

**4. PROPOSED ZONING BYLAW AMENDMENTS TO REGULATE BUILDING MASSING AND ACCESSORY STRUCTURES IN SINGLE-FAMILY AND TWO-FAMILY DEVELOPMENTS**

(File Ref. No. 12-8060-20-00980/9281; 08-4430-01) (REDMS No. 4630710)

Barry Konkin, Program Coordinator, Development, briefed Committee on the proposed amendments to regulate building massing and accessory structures, and highlighted the following:

- stakeholder input from two workshops hosted by staff was received;
- the proposed amendments will address issues related to interior ceiling height and vertical building envelope;
- the staff report includes alternative bylaws that could be adopted should Council opt to vary certain technical aspects of the proposed amendments;
- the proposed amendments would eliminate the use of drop ceilings in new construction;
- the proposed amendments would limit the height of accessory buildings less than 10 m<sup>2</sup> in area to 3.0 metres for buildings with a pitched roof and 2.5 metres for buildings with a flat roof;
- the proposed amendments would limit the maximum height of accessory buildings greater than 10 m<sup>2</sup> in area to 4.0 metres for buildings with a pitched roof and 3.0 metres for a building with a flat roof;

5.

## Planning Committee

### Tuesday, July 21, 2015

---

- the setback from the exterior side lot line for accessory buildings will increase as lot width increases;
- the recommended bylaw amendments would limit the interior ceiling height to a maximum of 3.7 metres; and
- the proposed amendments would allow for an overheight area for entrances and stairs and for another portion of the house.

In reply to queries from Committee, Mr. Konkin advised that the proposed bylaws provide flexibility for builders. He added that Council may provide further direction to restrict the overheight areas.

James Cooper, Manager, Plan Review, spoke of the proposed amendments with respect to the building envelope and noted the following:

- the proposed amendments to the building envelope addresses the volume of the house and defines where the house may exist according to the size of the lot;
- the proposed amendments will not reduce the floor area of the homes, but defines where the area may be distributed;
- no changes to building envelope regulations are proposed for lots less than 12 metres;
- lots between 12 to 18 metres in width would have maximum 5 metre sidewalls with the roofline rise at a 45 degree angle; and
- lots greater than 18 metres in width would have the roofline rise at a 30 degree angle.

Mr. Cooper commented on enforcement aspects of the proposed amendments and noted that it would take place in three phases: (i) during the plan check, (ii) during construction by means of a field review, and (iii) post-construction by means of a site review. Also, he noted that during the plan check, additional drawings and information will be required from the builder and an enhanced construction checklist will be available.

Discussion ensued with regard to (i) the resources available for enforcement, (ii) the frequency of inspections, and (iii) additional inspections during the development process.

In reply to queries from Committee, Mr. Cooper noted that the proposed amendments would provide clarity for inspectors. He added that City Building Inspectors may partner with Community Bylaws staff on the post-construction review.

Mr. Erceg noted that the proposed amendments would be more effective to enforce and would address issues related to drop ceilings. He added that, if necessary, staff can seek more enforcement resources from Council in the future.

## Planning Committee

### Tuesday, July 21, 2015

---

In reply to queries from Committee with regard to post-construction enforcement, Mr. Erceg advised that City Building Inspectors may be accompanied by Community Bylaws staff during post-construction reviews and that enforcement action would continue to be complaint based. He added that during the plan review process, staff may flag applications that could have the potential for future violations based on building design.

In reply to queries from Committee, Mr. Cooper noted that builders will have contact information available to the public; however, the public will not have oversight during construction of a development. Mr. Erceg added that public input is received during the rezoning and development permit review; however, Building Permits do not allow for this under the existing regulatory framework established by the Province.

Discussion ensued with respect to (i) the lack of confidence in local builders by the community, (ii) illegal dumping of construction waste, (iii) construction during statutory holidays, and (iv) the completion of construction in a reasonable timeframe.

In reply to queries from Committee, Mr. Erceg noted that there have been recent bylaw amendments to address noise and construction during statutory holidays and on Sundays. He added that if recent amendments are approved, builders will be required to post contact information on-site.

Discussion ensued regarding construction timelines, and in reply to queries from Committee, Gavin Woo, Senior Manager, Building Approvals, noted that builders must report for inspection at certain intervals during construction. He added that the building permit may be cancelled if there is no construction activity for six months.

Samuel Yau, 8420 Pigott Road, expressed concern with regard to the proposed amendments and was in opposition to the proposed changes restricting maximum ceiling heights.

Simon Then, 6538 Fleming Street, Vancouver, expressed concern regarding the proposed amendments and in particular, the proposed changes restricting maximum ceiling heights. He then spoke of some of the construction practices in the City of Vancouver and noted that there is demand for larger homes by larger families.

In reply to queries from Committee, Mr. Craig noted that the City of Vancouver has limited maximum ceiling height to 3.7 metres and that the *Vancouver Charter*, provides the City of Vancouver additional authority to oversee building design that are not available to the City.

Charan Sethi, 10571 Granville Avenue, expressed concern with regard to the potential effects of the proposed amendments to in-stream applications. Also, he was of the opinion that builders are generally responsible and that there is market demand for larger homes.



## Planning Committee

### Tuesday, July 21, 2015

---

Discussion ensued regarding the aesthetic aspects of high ceilings and the subjective nature of architectural design. Mr. Sethi noted that there is demand for homes with high ceilings.

In reply to queries from Committee, Mr. Erceg advised that there are options available to address in-stream applications such as granting development variance permits and delaying the implementation date of the proposed amendments.

In reply to queries from Committee, Mr. Sethi expressed that he supports enforcement of bylaws and that enforcement would address non-compliant builders.

Discussion ensued regarding complaints received by the City regarding illegal construction and Mr. Woo advised that the City receives approximately 600 complaints annually. He added that of the complaints, there were only two cases where drop ceilings were converted into a second floor.

In reply to queries from Committee, Mr. Erceg noted that a homeowner would not be in compliance of the bylaw if garage space is primarily used for non-vehicle storage or is converted into habitable living space.

Discussion then took place with regard to placing heavy fines on violators.

Shu Guo Zhou, 7431 Ludlow Place, with the assistance of an interpreter, expressed his opposition to the proposed amendments.

*Cllr. Steves left the meeting (5:44 p.m.) and returned (5:49 p.m.).*

Mark Sakai, Greater Vancouver Home Builders' Association, spoke on the proposed amendments and read from his submission (attached to and forming part of these minutes as Schedule 1).

In reply to queries from Committee, Mr. Sakai commented on the City's Good Neighbour Program and how aspects of the Program were used in other municipalities.

Ivan Krpan, 8451 Fairbrook Crescent, expressed his opposition to the proposed amendments and was the opinion that (i) the consultation process was flawed, (ii) the City needs to create more incentives for builders to comply with the bylaw, and (iii) the City's bylaw enforcement was inadequate for build sites.

In reply to queries from Committee, Mr. Krpan noted that he was of the opinion that the proposed amendments will not prevent excessive massing of buildings and that architects may be able to circumnavigate the proposed amendments. He added that definitions and regulations should be simplified to remove potential loopholes.

## Planning Committee

### Tuesday, July 21, 2015

---

Khalid Hasan, 6086 Russ Baker Way, expressed concern regarding the proposed amendments in relation to the results of the comment forms distributed at the public consultation workshop and the potential for the loss of business as a result of potential uncertainties from the proposed amendments. Also, he noted that there is a demand for homes with high ceilings since they create a bright airy space and that neighbourhoods should be consulted with regard to the proposed amendments. He added that the proposed amendments will not be effective for lots less than 18 metres wide since the massing would be pushed further into the backyard.

In reply to queries from Committee, Mr. Erceg advised that comment sheets from the workshop were provided to Council and that the staff report provides an overview of the consultation done.

Nick Poon, 2200 Shell Road, spoke in opposition to the proposed amendments and was of the opinion that (i) the current bylaws were only challenged by few residents, (ii) regulating subjective aspects of architectural design sets a negative precedent, (iii) architects will be able to circumnavigate the proposed amendments, and (iv) densification is required to generate affordable housing.

In reply to queries from Committee, Mr. Craig advised that the proposed amendments to vertical building envelope regulations should prevent designs of cube-shaped homes.

Raman Kooner, representing the Small Builders Group, expressed concern with regard to the proposed amendments and noted that (i) builders can build homes with larger Floor Area Ratio (FAR) in other municipalities compared to Richmond, (ii) the Small Builders Group supports the 5.0 metre ceiling height limit tied to the building structure, and (iii) there is market demand for homes with high ceilings. Mr. Kooner added that the Small Builders Group is satisfied with most of the proposed amendments; however, they would like to request that status quo regulations be extended to lots up to 15 metres in width.

Discussion ensued with regard to the vertical building envelope provisions in sections 4.18.2 and 4.18.3 in the proposed Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 9281.

*Cllr. Au left the meeting (6:28 p.m.) and returned (6:29 p.m.).*

In reply to queries from Committee, Mr. Kooner expressed his opinion that the proposed amendments would have a significant impact to building massing in new homes.

Cindy Piper, 2024 East Pender Street, Vancouver, spoke on the proposed amendments and read from her submission (attached to and forming part of these minutes as Schedule 2).

**Planning Committee**  
**Tuesday, July 21, 2015**

---

Calvin Lee, 8591 Fairhurst Road, expressed concern that the proposed amendments may affect his ability to build his home. Also, he noted that there is demand for homes with high ceilings and that restricting ceiling height in new homes may adversely affect the market. He added that he would prefer that regulations do not change and that more public consultation be pursued on the matter before amendments are implemented.

Gursher Randhawa, 8311 No. 6 Road, expressed his opposition to the proposed amendments. He was of the opinion that (i) resident complaints during the workshops stem from other factors such as small backyards, affordability, and bad building practices and not building massing itself, (ii) the process to implement the proposed amendments is biased, and (iii) the size of proposed homes have already been affected by the proposed amendments.

Jim Wright, 8300 Osgoode Drive, expressed concern with regard to the proposed amendments and read from his submission (attached to and forming part of these minutes as Schedule 3).

Gabrielle Huang, 7865 Cumberland Street, Burnaby, expressed concern that the proposed amendments could affect her ability to purchase a home with a high ceiling in the city. She noted that high ceilings are an attractive feature and suggested that the City implement area specific zoning for larger homes.

In reply to queries from Committee, Mr. Craig advised that considerable time and resources will be required to consider area specific zoning in the City.

Kathryn McCreary, 6560 Glacier Crescent, expressed concern regarding the proposed amendments with respect to (i) addressing drop ceilings in new construction, (ii) the effectiveness of the City's Good Neighbour Program, (iii) building projections into side yard setbacks, and (iv) the comment forms used at the City's workshop for the proposed building massing amendments.

Bob Williamson, 8166 Michael Court, expressed support for the proposed amendments, noting that the proposed amendments are a first step to reduce the size of new homes in the city.

Lyn ter Borg, 5860 Sandpiper Court, expressed concern with regard to the proposed amendments and read from her submission (attached to and forming part of these minutes as Schedule 4).

Discussion ensued with respect the construction of new 2.5 storey homes in the city.

John ter Borg, 5860 Sandpiper Court, expressed concern with regard to the proposed amendments and was of the opinion that the 5.0 metre ceiling limit contributes to the increase in height and massing of new homes.

Sam Sandhu, 4961 Tilton Road, expressed concern with regard to the proposed amendments and was of the opinion that the consultation process has caused division in the community and that the City should consult each neighbourhood in Richmond.

## Planning Committee

### Tuesday, July 21, 2015

---

Bob Ethier, 10471 Truro Road, commented on the proposed amendments, noting that delegates that have spoken during the Planning Committee meeting do not necessarily reflect the opinions of all stakeholders.

Steve Dhanda, 10880 No. 5 Road, spoke in opposition to the proposed amendments, and suggested that the City examine construction guidelines specific to different areas of the city.

In reply to queries from Committee with regard to Land Use Contracts, Mr. Erceg advised that (i) the proposed amendments would affect the base zoning, which would apply should the Land Use Contracts be terminated, (ii) Provincial legislation indicates that if a Land Use Contract is terminated by Council, the property owner would still have one year to build under provisions of the Land Use Contract, and (iii) should the property owner claim hardship, an application may be made to the Board of Variance to extend the Land Use Contract.

In reply to queries from Committee, Mr. Erceg noted that there are approximately 16,000 properties under City zoning and that the City has heard concerns from residents regarding the building massing of new homes.

Discussion took place with regard to issues related to building massing causing division in the community and addressing topics related to building massing, construction noise, building height and Land Use Contracts in a methodical manner.

Discussion then ensued with regard to making adjustments to Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 9279 to remove the additional 15 m<sup>2</sup> overheight area and the 1.5 metre ceiling height allowance for 2.5 storey homes.

In reply to queries from Committee, Mr. Erceg advised that under Council direction, staff can remove provisions for the 1.5 metre ceiling height allowance for 2.5 storey homes; however, staff believe this height is required to conceal the half storey roof form.

Discussion took place with regard to the bylaw approval process, and in reply to queries from Committee, Mr. Erceg advised that should they proceed, the proposed amendments would be brought forward to Council, then Public Hearing in September 2015.

In reply to queries from Committee with respect to area-specific zoning, Mr. Erceg advised that customized zoning is not typical and that examining each neighbourhood would take significant staff time and resources. He added that the issues surrounding building massing will remain unaddressed during the time it takes to research custom zoning and the City will not be able to place a moratorium on new building permit applications.

## Planning Committee

### Tuesday, July 21, 2015

---

Discussion ensued with regard to utilizing a down zoning system similar to what is used in the Corporation of Delta. In reply to queries from Committee, Mr. Konkin noted that in the Corporation of Delta, homeowners within a specific area have the opportunity to downzone the property, should there be a consensus amongst area residents; however, the process is time consuming and individual homeowners retain the ability to rezone their property back to the original zoning.

In reply to queries from Committee, Mr. Erceg noted that should the proposed amendments proceed, the proposed amendments would apply to all single-family lots in the city without Land Use Contracts. He added that the proposed amendments would provide clarity and precision to the current regulations.

It was moved and seconded

- (1) *That Richmond Zoning Bylaw 8500, Amendment Bylaw 9280 to amend the zoning regulations for building massing, interior ceiling height and floor area calculation, and accessory structure locations within single-family, coach house and two-unit dwelling zones be introduced and given first reading;*
- (2) *That Richmond Zoning Bylaw 8500, Amendment Bylaw 9281 to amend the residential vertical lot width building envelope within single-family, coach house and two-unit dwelling zones:*
  - (a) *be updated at section 4.18.2 and 4.18.3 to change the figures "12.5 m" to "15 m"; and*
  - (b) *be introduced and given first reading ; and*
- (3) *That staff report back to Planning Committee in one year on the implementation of the proposed zoning amendments to regulate building massing and accessory structures in single-family developments.*

The question on the motion was not called as discussion ensued with regard to (i) the possible effect of the proposed amendments on Land Use Contracts, (ii) the possibility of restricting subjective aspects of architectural design, (iii) reviewing the proposed amendments in the future, (iv) having appropriate setbacks to adjacent properties, and (v) the definition of ceiling height.

In reply to queries from Committee, Mr. Craig noted that the proposed amendments will restrict the ability to add drop ceilings. Mr. Cooper added that the proposed measurement of ceiling height will be tied to the building's structure.

The Chair requested further clarification in relation to the proposed measurement of ceiling height in cases of exposed beams. Mr. Erceg advised that staff will be able to provide clarification with respect to ceiling height measurement prior to the next Council meeting.

**Planning Committee**  
**Tuesday, July 21, 2015**

---

It was suggested that the motion on the floor be amended to replace Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 9280 with Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 9279.

In reply to queries from Committee, David Weber, Director City Clerk's Office, advised that the proposed amendment was out of order as it negated the main motion by proposing an alternate bylaw and further that the motion on the floor must be considered prior to introducing another bylaw in a new motion.

There was agreement to deal with Parts (1), (2), and (3) separately.

The question on Part (1) was then called and it was **CARRIED** with Cllrs. Day and Steves opposed.

The question on Part (2) was then called and it was **CARRIED**.

The question on Part (3) was then called and it was **CARRIED**.

5. **MANAGER'S REPORT**

None.

**ADJOURNMENT**

It was moved and seconded

*That the meeting adjourn (8:22 p.m.).*

**CARRIED**

Certified a true and correct copy of the Minutes of the meeting of the Planning Committee of the Council of the City of Richmond held on Tuesday, July 21, 2015.

---

Councillor Linda McPhail  
Chair

---

Evangel Biason  
Auxiliary Committee Clerk

21 July 2015

Chair Linda McPhail and Members of Planning Committee

My name is Mark Sakai, and I am the Director of Government Relations for the Greater Vancouver Home Builders' Association. Our organization represents some 830 member companies; in 2014 home construction generated some 42,600 jobs in the Lower Mainland alone.

First off, let me commend this committee, your colleagues on Council and especially your staff in the manner in which you have handled this very challenging issue. You heard the concerns of Richmond residents, directed staff to come up with solutions and, perhaps most importantly to our industry, embarked upon a constructive path of consultation prior to the implementation of new policy and regulations.

I would say that we are "almost there", in terms of finding a good compromise situation. The professional builders of Richmond have always been willing to discuss any concerns about our work, even if those concerns are the result of some poor quality builders who, unfortunately taint the excellent work of the vast majority of the residential construction industry.

In my opinion, virtually all of the elements of the proposals put forward by staff are reasonable. There are, however, a few lingering issues which I would like to discuss.

Regarding the interior height issue, I would recommend that the Committee adopt Bylaw 9280. The massing issue is addressed by a combination of the overall height reduction, the definition/calculation of the ceiling height, and the previously passed bylaw related to the 2 ½ storey buildings. As mentioned by Mr. Erceg, the definition and clarification will, regardless of the option chosen, create a more enforceable bylaw.

Second, I think we can all agree that the vast majority of the concerns raised by residents involve houses on large lots. Therefore, amend the building envelope for houses on lots over 18m, and leave the rest alone. There is a mandated one-year monitoring period, so if there is a need to expand the inclusion of the bylaw or reconsider the envelope, it can be done then. For the time being, limit the impact of the bylaw to the areas where the complaints have originated, as covered in Bylaw 9282.

Third, I also believe that we can agree that this is not a city-wide issue. Clearly, there are several neighbourhoods where “the ship has already sailed”. There are some neighbourhoods in the city where the “historic fabric” has already changed, from bungalows and splits to larger redeveloped homes. Does it make sense to apply a different set of rules to a lot which may be located between and across the street from new houses built under current rules? Would it not be an ironic outcome that, in these cases, the new rules will “change the existing fabric of the neighbourhood”?

Finally, I believe that the City should take a closer look at its existing Good Neighbour Guidelines, as well as the new Neighbourhood Feedback Policy recently implemented in Port Moody, and see if our current guidelines can be modified to improve dialogue amongst builders and residents. I strongly believe that honest and constructive communication can go a long way towards dealing with many issues which arise in our city, and that the implementation of regulatory instruments without seeking to improve dialogue is a recipe for failure. If we truly wish to deal with conflict between diametrically-opposed elements in the city on a long-term basis, then improved communication must be part of the solution.

Thank you for the opportunity to speak with you today.

Mark Sakai  
Director of Government Relations  
Greater Vancouver Home Builders' Association



**Presentation Notes**  
cindy chan piper

Schedule 2 to the Minutes of the Planning Committee meeting of Richmond City Council held on Tuesday, July 21, 2015.

**BUILDERS ISSUES:**

**1. CEILING HEIGHTS @ 5 m (16 ft)**

- proposed bylaw will count ceiling heights over 3.7m (12 ft) as double FAR
- 16 ft ceiling height will be effective for infill abuse of void spaces and will reduce massing from current 20 ft ceilings
- massing will also be *contained within the proposed vertical envelopes* regardless of 16 ft. ceiling areas

**request that a ceiling height of 16 ft be permitted before double counting floor space as outlined in Bylaw 9280**

- this is necessary for market demands and will still reduce massing from present situation
- comments from public consultation and comment forms support a 16 ft ceiling height

**2. VERTICAL BUILDING ENVELOPE**

- vertical building envelopes proposed for lot widths between 12 m and 18 m
- adverse impact on lots under 15 m (49.2 ft) which are duplex lots or can be subdivided
- test design on a 14.5 m (45 ft) wide lot shows builders can build a house with 4 bedrooms and 3 baths on second floor but at the sacrifice of an open entry and higher ceilings in living room
- this is detrimental to market demands
- test drawings attached

**request that the vertical building envelope for lots less than 12.5 m be extended to include lots 15 m (49.2 ft) wide**

- lots wider than 15 m can be contained within the vertical building envelope proposed by City staff
- Amend Bylaw 9281, clause 4.18.2 to read *For a lot with a lot width that is 15.0 m or less*

**UNINTENDED CONSEQUENCES****1. Downzoning effect**

- double counting of areas with ceiling heights over 12 ft. will reduce the available floor area for some houses
  - this will effectively reduce the buildable area for some lots if the builders need to respond to market requirements
  - this will effectively down zone some lots in Richmond

Ms Terborg quoted some stats on house and lot prices in Richmond

- land values and prices are a reflection of market conditions and buildable area
- smaller houses that do not meet market conditions may result in an effective down zoning of some lots in the city

**2. Rear Yards**

- Ms Terborg has raised a valid issue of shadow impacts and loss of use in rear yards
  1. proposed amendments for accessory buildings in rear yards may have shadow and overlook impacts from rear yards which will further exacerbate residents complaints about rear yards
  2. proposed vertical building envelopes may push building massing further towards rear yards which will further exacerbate shadow and overlook impacts into neighbouring properties.

**3. Discouragement of Smaller Houses**

- Proposed bylaw may encourage builders to build one large house on larger lots to meet market demands instead of building two smaller houses on same lot.

**PROPOSED BYLAW**

- Proposed amendments to bylaw is a good start to regulate massing but it needs testing
- this issue will return

**OPTIONS:****Option 1**

Pass proposed bylaw for interim control and review in one year (same as staff recommendation)

**Option 2**

Delay passing bylaw until Fall to allow building industry to work with City staff to test the proposed amendments and bring forward.

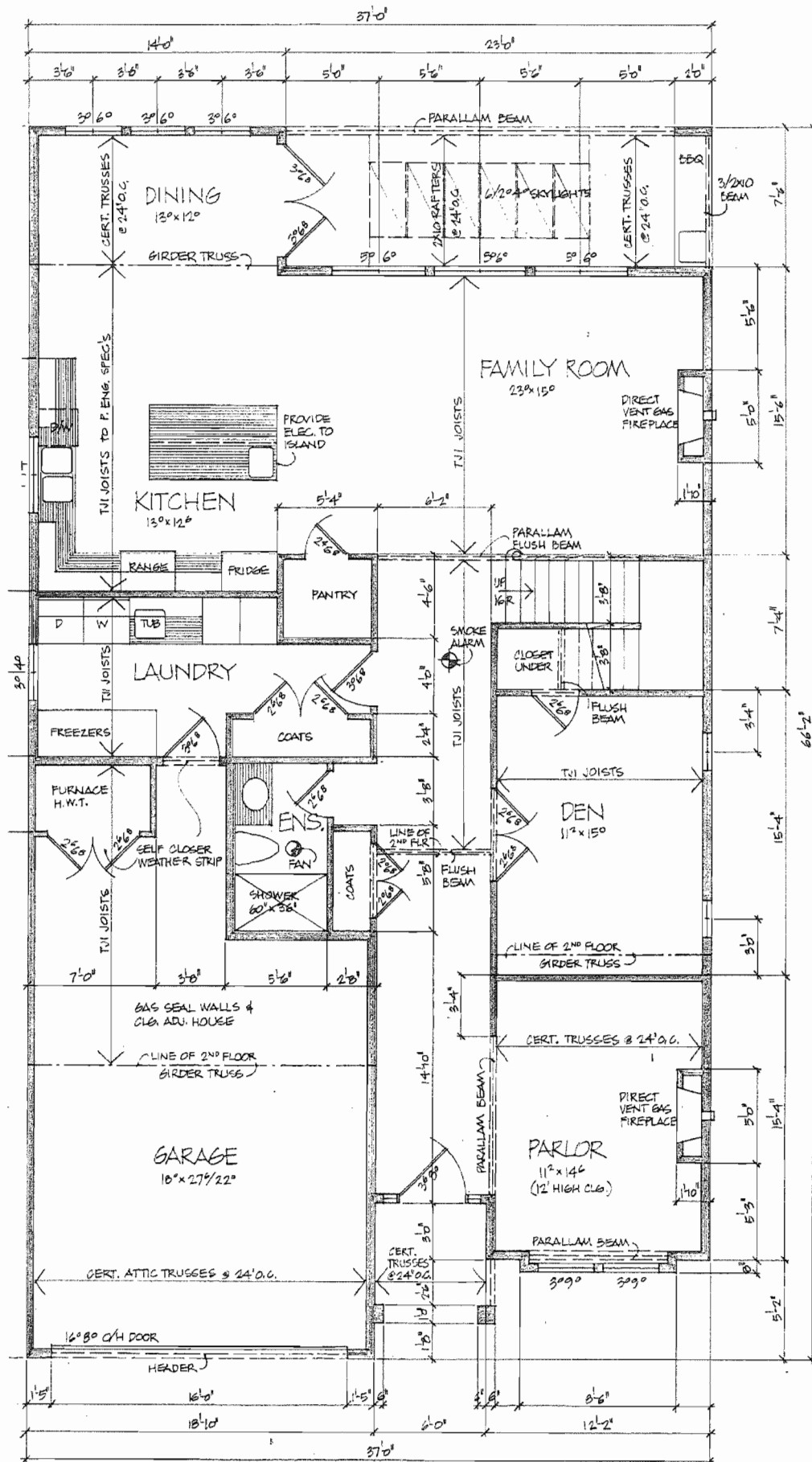
- Ms Terborg has identified additional issues which should also be considered and tested.
- Test results and recommendations can be brought forward in the Fall.

**SUGGESTIONS**

Some good suggestions were brought forward during the public consultation. I have gathered them here for future consideration.

1. Consider different massing in existing neighbourhoods to ensure new houses are compatible with existing homes.
2. Consider neighbourhood by neighbourhood zoning instead of a city wide broad brush zone to ensure new development fits into existing neighbourhoods
3. Resolve issues such as unauthorized infill with enhanced enforcement and hefty fines; Builders endorse a 1 year post occupancy inspection
4. Consider shadow impact studies for large homes
5. Consider giving bonus floor space for good design, sensitive massing, and larger backyard space. [Richmond has the lowest FAR for single family homes compared to other cities in the Lower Mainland, except Tsawwassen.]



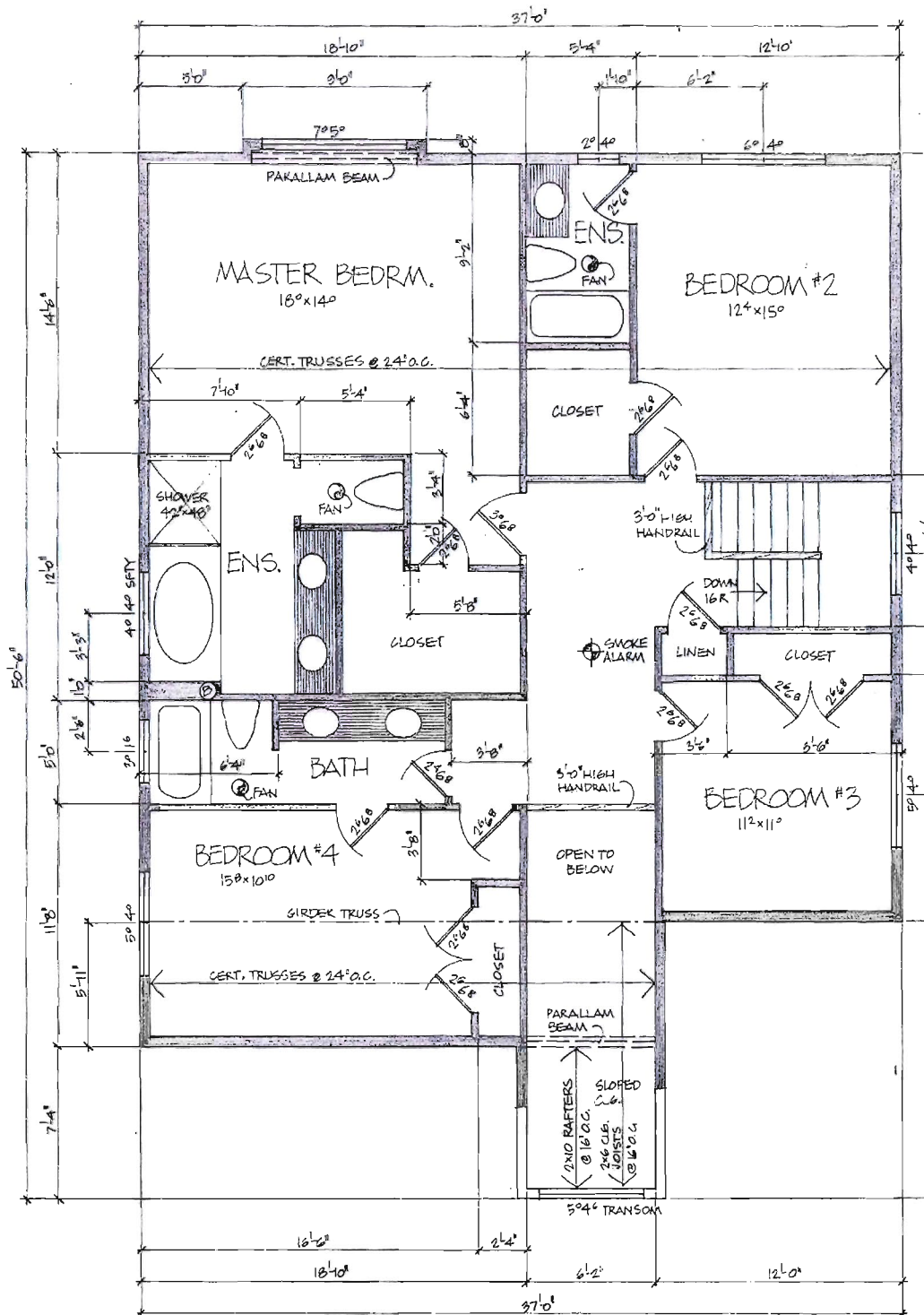


# MAIN FLOOR PLAN

SCALE 1/4" = 1'-0"

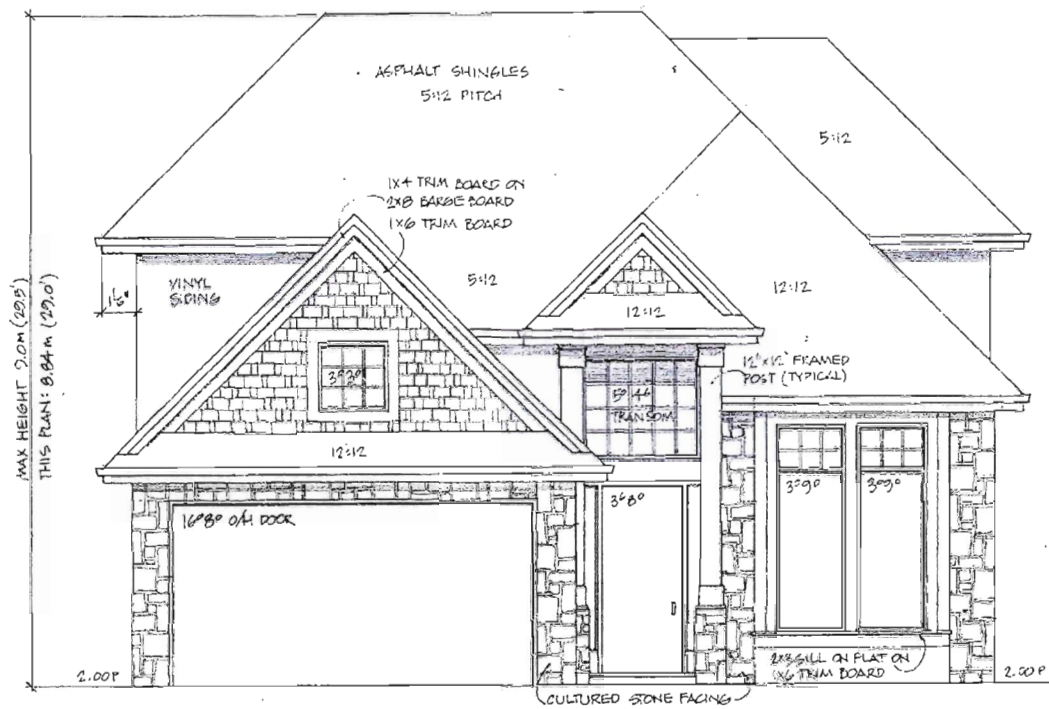
FIN. FLOOR AREA	1626+
GARAGE AREA	533+
COVERED AREA	213+
TOTAL SITE	2977

PLN-25



UPPER FLOOR PLAN

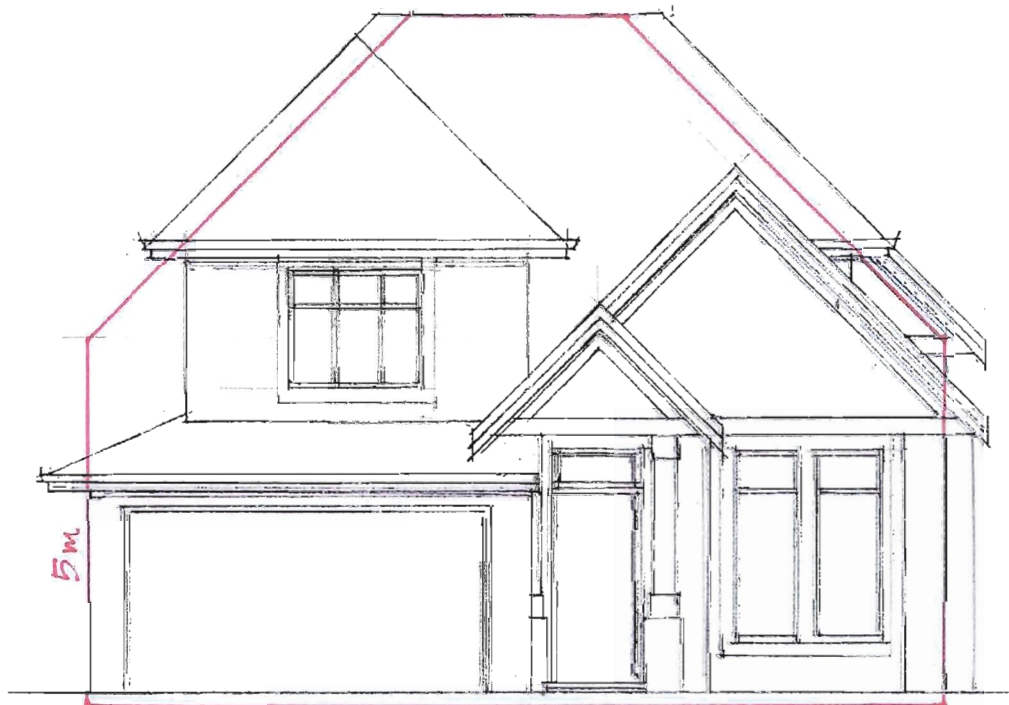
TOTAL AREA 1579'6"  
 LESS STAIRS (-107'4")  
 1472'2" (1472'2")



1.23E FRONT ELEVATION

SCALE 1/8" = 1'-0"

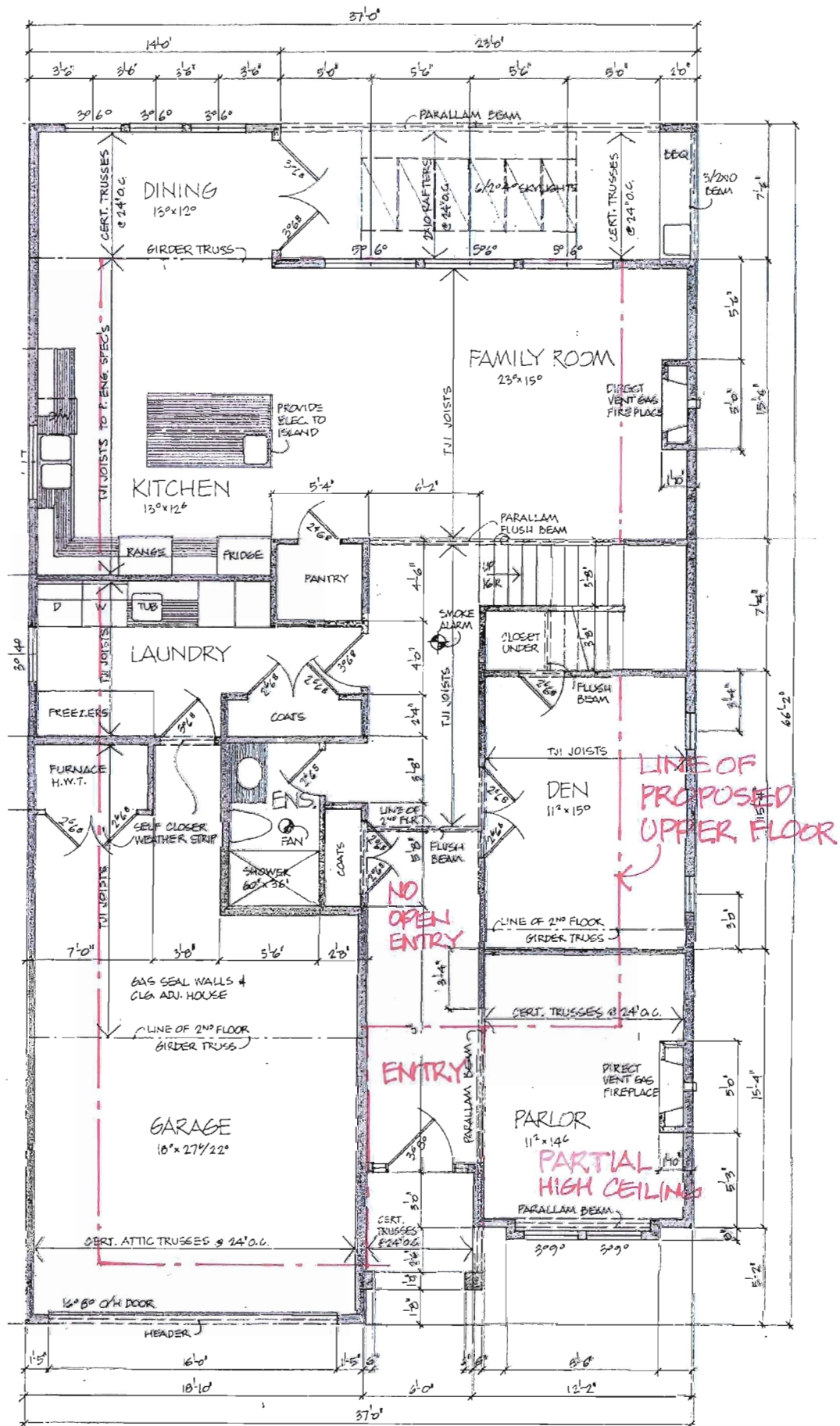
EXISTING ENVELOPE



FRONT ELEVATION 1/8" = 1'-0"

PROPOSED ENVELOPE

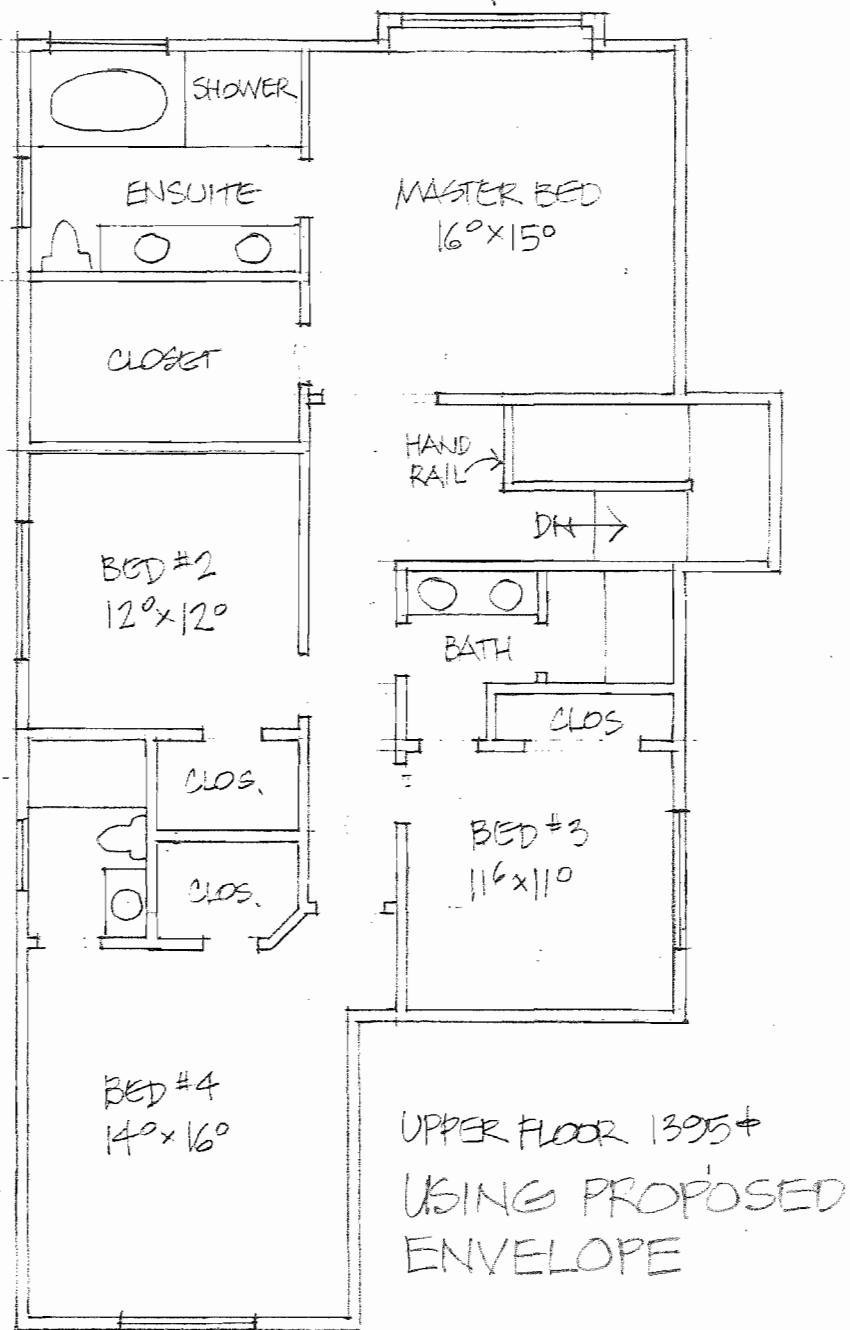




MAIN FLOOR PLAN  
 SCALE 1/4" = 1'-0"

FIN. FLOOR AREA 1626 +  
 GARAGE AREA 558 +  
 COVERED AREA 213 +  
 TOTAL SITE CRV 2377 +  
**PLN - 28**





- NO OVERLOOK TO ENTRY
- NOT AS OPEN FEELING WITH HALLWAYS,

**Jim Wright, 8300 Osgoode Drive, on Item 4, Building Height and Massing**

For one *crucial* reason, I am **outraged** by the proposed Building Height and Massing. Incredibly, the **10.5-metre** height limit has been slipped in **yet gain**. That consists of the supposed 9-metre limit *plus a 1.5-metre bonus* for no good reason. It would be a death warrant for my family neighbourhood, Rideau Park. The area is so well designed that I was awe-struck when I came across it in 1981. I drove slowly around the looping drives and cul-de-sacs in a state of wonder. Somehow it is still hanging on, and we still love to take a 4 km walk around the entire neighbourhood each night.

Even without the bonus, developers are allowed a 9-metre house height on their “raised site grade,” which adds more height. Houses like that are about three metres higher than the original houses, which are mostly large homes of two storeys or split level, mainly with gently sloping roofs. The supposed height limit of 9 metres is far too high, but we can live with it.

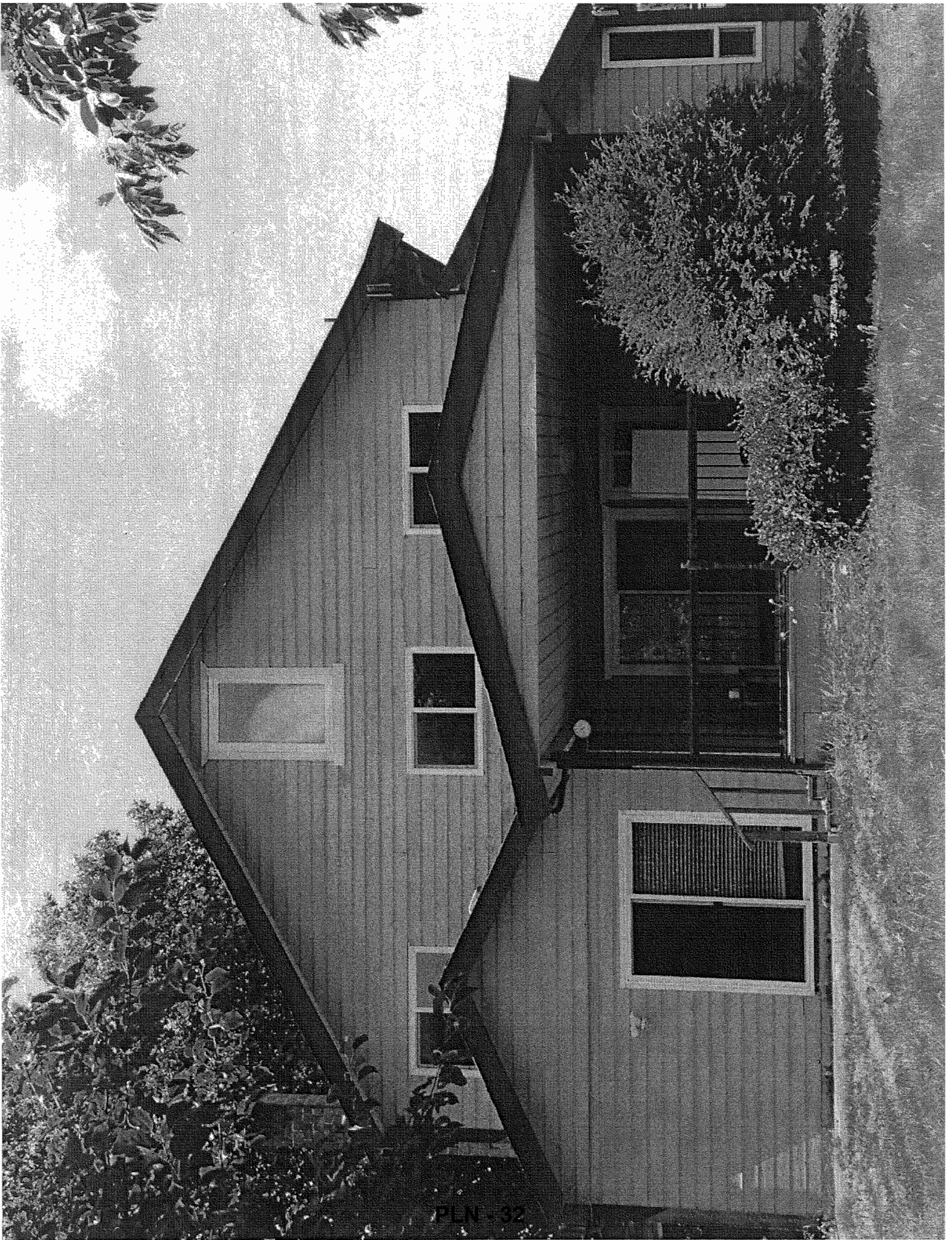
The problem for neighbourhood lots in Richmond, including all of Rideau Park, is the 1.5-metre bonus for the 3-storey houses that are called “two-and-a-half-storey” houses. (The bonus applies to everything except narrow lots.) As it happens, I live near an original 39-year-old house that is two-and-a-half storeys. It includes a double-height entrance and living room, and it is **well under 8 metres** tall. The small third floor was designed as an art studio with terrific natural lighting from a large window and a skylight. **[Show a photo of it.]**

If today's developers can't build a two-and-a-half-storey house within a true 9-metre height limit, let them stick to two-storey houses and allow our neighbourhoods to survive. I've listened closely to staff reasons for the bonus, and they are *not reason enough* to destroy our quality of life by allowing the loophole. Builders have said today that they will always find loopholes, and one could drive a Panamax tanker through this one.

On the Proposed Building Envelopes poster, the images for the envelopes except the narrowest one are misleading. The numbers indicate a 9 metre height instead of a 10.5 metres, but the 10.5-height is what anyone can build to by simply including a "half storey."

Similarly, on page 5 of the staff report with today's agenda, the 1.5-metre height bonus for the vast majority of new houses is implicitly included in a *misleading statement*. It is implicitly among the many consultation matters that were "not the subject of comment or concern" (according to the report). On my survey form, I wrote "NO EXTRA HEIGHT for anyone, especially 2.5 storey houses," and I elaborated on that at length.

Believe me, I *am* concerned, and a lot of people are concerned. We are concerned for our neighbourhoods, and we are concerned for the future of Richmond. Please help.



(1)

Proposed Building Height and Massing Bylaw Summary					Height		Accessory Buildings	
Double Height & Massing & Accessory Buildings	Amendment Bylaw #	Control	Double Height Standard	Bonus 'Additional FAR'	Control	No Change	Increase	Control
1 Residents option	9278		12.1 ft (3.7 m)	Ø	2 storey house	2.5 storey house	Max Area	Setback from front lot line
2 Staff recommendation	9279		12.1 ft (3.7 m)	161 ft <sup>2</sup> (15 m <sup>2</sup> )	29.5 ft (9 m)	34.5 ft (10.5 m)	753 ft <sup>2</sup> (70 m <sup>2</sup> )	65.6 ft (20 m)
3 Builders option	9280		16.4 ft (5.0 m)	Ø				

(2)

Proposed Building Envelope Bylaw Summary			Control	
Building Envelope	Amendment Bylaw #		Amend Frontage Lot Widths	
4 Staff recommendation	9281		3 different lot envelopes: (1) 'status quo' < 41 feet (2) 41 to 59 feet (3) > 59 feet	
5 Builders option	9282		2 different lot envelopes: (1) 'status quo' for lots < 59 feet (2) amending for lots > 59 feet	

(3)

**Bylaw Future Considerations \*\*Council must direct staff in order for the following reviews to proceed\*\***

*Through the consultation held July 8 and July 9, 2015, several issues were raised by the public which, with the benefit of more time, might warrant additional analysis. These issues were:*

- *Maximum depth of house*
- *Rear yard setbacks to house*
- *Front Rear yard setback for larger detached accessory buildings*
- *Interior side yard setbacks*
- *Projections into required side yard setbacks*
- *Secondary (upper floor) building envelope*

#### Bylaw Amendment Concerns

##### No Change to FAR requested

- 'Additional Bonus FAR' not disclosed at public workshops or on story boards
- Why give a free bonus? What will the new house give back to the neighborhood in return? (deeper setbacks?, preserve all mature trees?)
- A free bonus (161 ft<sup>2</sup>) overheight space left to 'float' inside a house is difficult to administer and easy to abuse
- If at all, tie bonus extra height area to the front of the house where it belongs

**No other municipality distinguishes height differences between 2 and 2.5 storey houses. The 3rd half storey is to be tucked under the roof pitch 16.4 feet does not work with today's construction practices (10 ft, 11 ft, 12 ft storey heights). Vancouver, Surrey, and Burnaby have all made the switch**

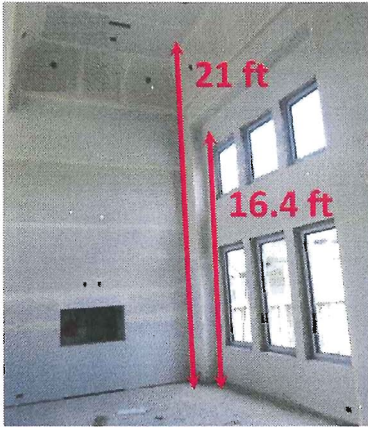
- Proposed clause includes additional unnecessary defined term 'ceiling height'. This only complicates the intent of the Bylaw and is problematic.
- Richmond proposed double height control is to 'underside' of floor joist, 'underside' of roof joist, or 'underside' of bottom chord of structural truss
- Vancouver double height control is to 'top' of roof joists, 12.1 ft (3.7 m)
- Burnaby double height control is to 'top' of wall plate, 12.1 ft (3.7 m)
- Surrey double height control is floor area with 'extended height', 12.1 ft (3.7 m)



# New House Massing and Height Questions

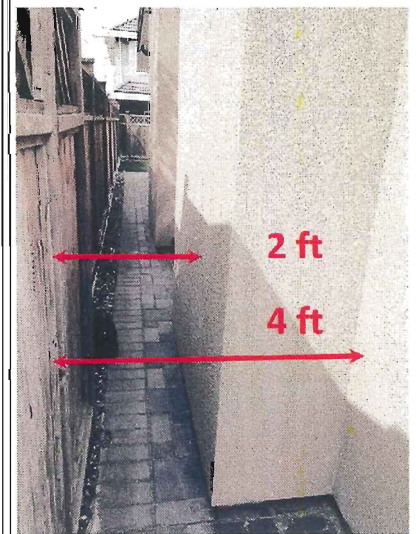
for City of Richmond workshops, Planning Committee, Public Hearing, and for a finalized Bylaw.

**Preserve current Floor Area Ratio (FSR) but control massing and height**



## TOO MASSIVE

- What is massing?
- Please explain double height spaces?
- What are void spaces? Are these extra rooms?
- What is back-framing? and when is it used?
- What are standard architectural massing controls?
- Why give a free bonus (161 ft<sup>2</sup>) of over height space? What will the new house give back to the neighborhood in return? (deeper setbacks?, preserve all mature trees?)
- What are habitable and non-habitable spaces and overheight spaces? And how are they calculated into the total square footage?

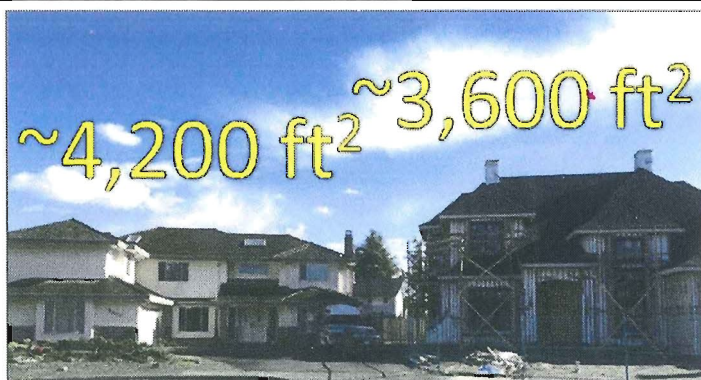


## TOO DEEP

- Will backyard detached garages respect the 20 foot rear yard setback?
- How do you propose to eliminate massing of houses in backyards?
- Why are maximum building depth (50% of lot) and limits on 2nd storey floor areas (80% of 1st storey) controls postponed for another year?

## TOO WIDE

- Why does the City allow projections into side yard setbacks?



1990 Construction

2015 Construction

## TOO HIGH

- Why provide a bonus height allowance for 2.5 storey houses when other municipalities make no distinction and the 3rd half storey is tucked under the roof pitch?
- What is a half storey and its purpose?
- Why do you measure to the midpoint of the roof to calculate overall building height and not the roof peak?
- How is building height calculated when multiple peaks, pitches, ridges, and hybrid flat/pitched roofs are combined?
- How does the building height change from 29.5 ft (in 2008) to 34.5 ft contribute to massing challenges?

West Richmond Association for Positive development  
Stay Current, Subscribe: [info@WRAPd.org](mailto:info@WRAPd.org)

[www.WRAPd.org](http://www.WRAPd.org)



1. Can you tell us what aspects of house construction make the house appear too big?

- ☒ Overall building height
- ☒ Interior ceiling height and floor area calculation
- ☒ Side-wall height
- ☒ Front yard massing
- ☒ Rear yard massing
- ☒ Other

Comments:

Houses don't just appear massive but ARE too massive for lot size. Not accurately double counting the overheight VOIDS and allowing back framing to create voids is breaching the intent of the bylaws. 22' outside wall expression is a 22 feet high single storey. Current bylaw says 16' 4" is the maximum height. Dropping a false ceiling to 16' in a 22' space doesn't reduce outside effect on the neighbours. This is a false interpretation.

2. Do you support a requirement that all interior ceiling heights be measured to a structural element within the building, and eliminating the use of dropped ceilings?

- ☒ Yes
- ☐ No

Comments:

The "structural element" & height should be defined as the top of the wall plate not ceiling and is measured on the house plan and at framing when the roof is on.... not after a decorative ceiling (with or without back framing and drops) is added. A plan checker does not see nor needs to comment on ceiling treatments (such as coffered or floating). That is the prerogative of the owner and builder, to finish inside of the house as they want.

3. What maximum interior ceiling height do you support?

- ☒ 3.7 m
- ☐ 5.0 m

Comments:

This is the best control for reducing massing. Reduce Richmond's 5 m (16'4") to 3.7m (12' 1") for single storey height. Vancouver, Burnaby and Surrey all use 3.7m as their double height maximum for double counting floor area ratio. Nothing is preventing higher heights in a particular room, you just have to pay for it by off setting the area of VOID space created from the total allowable floor area ratio permitted for the specific lot.

4. We have proposed amendments to the setbacks and height for accessory buildings. Do you support the proposed height limits and revised setbacks?

- ☐ Yes *see comments*
- ☐ No

Comments:

Can't be answered simply. Yes to reduced heights, but no if habitable area can be encouraged over the garages to reduce depth of lot coverage.. No to revised setbacks if detached garages are permitted on 20 foot backyard setbacks. This setback is required to put a distance to the back neighbour. Detached accessory buildings should not be allowed on the front of the lot as this pushes the house too far back on the lot.

**5. Do you support the proposed changes to building envelopes?**

☒ Yes

☐ No

**Comments:**

Need to address maximum lot depth coverage, and reduce second storey floor area maximum of 80% of the first storey to let more light into yards. Massing control tools encouraged by City's Design Advisory Panel. Bringing habitable space forward over the garages eliminates the problems with knock out trusses presently being used to create illegal suites exceeding allowable floor area ratios after occupancy.

**6. Please provide any other general comments you wish to make.**

**Comments:**

NO to an additional FREE 161 sq. ft. BONUS that was offered within all three proposals to the Planning Committee June 16. This proposed bonus wasn't included in any storey board or online material, nor was it proposed or discussed in the public or the builder's workshops on July 8 & 9th. If this was to be included in the final staff recommendation to Planning on July 20, it would be seen as counter productive to the referral motion asking for "control of massing and height " and disingenuous to the process of public consultation. Need common height 9m for both 2 & 2 1/2 storey homes. No other municipality offers two heights and this added height to 34.5 feet given in 2008 has directly resulted in the escalating massing and building height problems we are experiencing in 2015. 29.5 feet to roof peak minimizes use of the third level and also illegal filling-in of third floor attic space for habitable space. Tighten regulations, eliminate void spaces, beef up enforcement. Many 22' (no drop) single storey rooms have been approved by inspectors. How is this possible?

---

**Thank you for your feedback.**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Please complete this Comment Form and return it, to the attention of Gavin Woo – Senior Manager, Building Approvals, by **Wednesday, July 15, 2015**.

- Mail it to the City of Richmond, 6911 No. 3 Road, Richmond BC V6Y 2C1; or
- Fax it to the City of Richmond at 604-276-4052; or
- Leave it in the drop-off box provided at the Public Workshop.

If you would like an opportunity for further review of the information boards presented at today's workshop, please visit the City's website at [www.richmond.ca](http://www.richmond.ca) . The display boards will be provided at the following page:

<http://www.richmond.ca/plandev/planning2/projects/buildingmassingstudy.htm>





# City of Richmond

## Report to Committee

**To:** Planning Committee **Date:** August 17, 2015  
**From:** Cathryn Volkering Carlile **File:** 08-4057-01/2015-Vol  
General Manager, Community Services 01  
**Re:** **Approval to Replace Housing Agreement (9500 Cambie Road) Bylaw No. 8862 with Termination of Housing Agreement (9500 Cambie Road) Bylaw No. 9286 and Housing Agreement (9500 Cambie Road) Bylaw No. 9251**

### Staff Recommendation

1. That Termination of Housing Agreement (9500 Cambie Road) Bylaw No. 9286 be introduced and given first, second, and third readings to authorize the termination, release and discharge of the Housing Agreement entered into pursuant to Housing Agreement (9500 Cambie Road) Bylaw No. 8862 and the repeal of Housing Agreement (9500 Cambie Road) Bylaw No. 8862; and
2. That Housing Agreement (9500 Cambie Road) Bylaw No. 9251 be introduced and given first, second, and third readings to permit the City to enter into a Housing Agreement substantially in the form attached thereto, in accordance with the requirements of s. 905 of the Local Government Act, to secure the affordable rental housing units required by Rezoning Application No. 10-557519.

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

Att. 3

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

## Staff Report

### Origin

The purpose of this report is to recommend Council adoption of the Termination of Housing Agreement Bylaw No. 9286 (Attachment 1) and Housing Agreement Bylaw No. 9251 (Attachment 2) to secure 4,306 ft<sup>2</sup> (399 m<sup>2</sup>), or six (6) affordable rental housing units in the proposed development located at 9500 Cambie Road (Attachment 3).

The report and bylaws support 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.*

The report and bylaws also support 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.*

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

GBL Architects Inc., on behalf of Well Sing Property Development Ltd., has applied to the City to rezone 9500 Cambie Road from "Single Detached (RS1/F)" to "Low Rise apartment (ZLR24) – Alexandra Neighbourhood (West Cambie)" to permit development of approximately 135 residential units, including six (6) affordable rental housing units over a parking structure.

At the December 20, 2011 Public Hearing, the rezoning application received second and third readings (RZ Application 10-557519 and associated Richmond Zoning Bylaw 8500, Amendment Bylaw 8826). On November 12, 2013, Council authorized the City to enter into a Housing Agreement with 0890784 B.C. Ltd. to secure six (6) affordable housing units located at 9500 Cambie Road (Bylaw 8862). The then owner signed the Housing Agreement at the time, although the City did not sign it as the then owner did not proceed with the application. The owner has since sold the property to the new owner. Accordingly, Housing Agreement Bylaw 8862 will need to be repealed through Termination of Housing Agreement (9500 Cambie Road) Bylaw No. 9286 and the City will also enter into a new Housing Agreement (Bylaw No. 9251) with the new owner. It is recommended that the Bylaws be introduced and given first, second, and third readings.

## Analysis

The subject rezoning application involves a development consisting of approximately 135 residential units, including six (6) affordable rental housing units, the combined habitable floor area of which shall comprise at least 0.066 of the total maximum Floor Area Ratio (FAR) of the subject development's total residential building area. The affordable rental housing component of this project consists of 4,302 ft<sup>2</sup> (399 m<sup>2</sup>) of livable space that includes three (3) two-bedroom units and three (3) one-bedroom units. All affordable housing units in this development must satisfy the Richmond Zoning Bylaw requirements for Basic Universal Housing.

Unit Type	Minimum Size	Maximum Monthly Rent	Total Household Annual Income
1 bedroom	50 m <sup>2</sup> (400 ft <sup>2</sup> )	\$950	\$38,000 or less
2 bedroom	80 m <sup>2</sup> (535 ft <sup>2</sup> )	\$1,162	\$46,500 or less

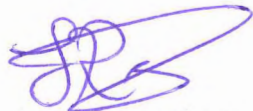
The Housing Agreement restricts the annual household incomes for eligible occupants and specifies that the units must be made available at low end market rent rates in perpetuity. The Agreement includes provisions for annual adjustment of the maximum annual housing incomes and rental rates in accordance with specified requirements. The Agreement also specifies that occupants of the affordable housing units subject to the Housing Agreement shall enjoy full and unlimited access to and use of all on-site indoor and outdoor amenity spaces. The owner has agreed to the terms and conditions of the attached Housing Agreement, and to register notice of the Housing Agreement on title to secure the six (6) affordable rental housing units.

## Financial Impact

Administration of the Housing Agreement will be covered by existing City resources.

## Conclusion

In accordance with Section 905 of the *Local Government Act*, adoption of Bylaw No. 9286 and Bylaw No. 9251 is required to permit the City to enter into the housing agreement which, together with the housing covenants, will act to secure the six (6) affordable rental housing units that are proposed in association with Rezoning Application No. 10-557519. It is recommended that the above noted Bylaws be introduced and given first, second, and third readings.



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

- Att. 1: Termination of Housing Agreement (9500 Cambie Road) Bylaw No. 9286  
 2: Housing Agreement (9500 Cambie Road) Bylaw No. 9251  
 3: Subject Property Map – 9500 Cambie Road



City of  
Richmond

## Bylaw 9286

### Termination of Housing Agreement (9500 Cambie Road) Bylaw No. 9286

The Council of the City of Richmond enacts as follows:

1. The Mayor and City Clerk for the City of Richmond are authorized to:
  - (a) execute agreements to terminate the housing agreement referred to in Housing Agreement (9500 Cambie Road) Bylaw No. 8862 (the "Original Housing Agreement");
  - (b) cause Notices and other charges registered at the Land Title Office in respect to the Original Housing Agreement to be discharged from title;
  - (c) execute such other documentation required to effect the termination of the Original Housing Agreement;
2. To repeal Housing Agreement (9500 Cambie Road) Bylaw No. 8862
3. This Bylaw is cited as "**Termination of Housing Agreement (9500 Cambie Road) Bylaw No. 9286**".

FIRST READING

SECOND READING

THIRD READING

ADOPTED

\_\_\_\_\_  
MAYOR

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

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



City of  
Richmond

## Bylaw 9251

### Housing Agreement (9500 Cambie Road) Bylaw No. 9251

The Council of the City of Richmond enacts as follows:

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

PID: 029-537-096

Lot 1 Section 34 Block 5 North Range 6 West  
New Westminster District Plan EPP35455

2. This Bylaw is cited as **"Housing Agreement (9500 Cambie Road) Bylaw No. 9251"**.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
MAYOR

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

Schedule A

to Housing Agreement (9500 Cambie Road) Bylaw No. 9251

HOUSING AGREEMENT BETWEEN THE CITY OF RICHMOND AND WELL SING  
PROPERTY DEVELOPMENT LTD. (Inc. No. BC1000315)

**HOUSING AGREEMENT**  
**(Section 905 *Local Government Act*)**

**THIS AGREEMENT** is dated for reference the 22nd day of May, 2015.

**BETWEEN:**

**WELL SING PROPERTY DEVELOPMENT LTD.**

**(Inc. No. BC1000315),**

a company duly incorporated under the laws of the Province of British Columbia and having its registered office at 3061 West 42<sup>nd</sup> Avenue, Vancouver, British Columbia, V6N 3H1

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

**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" as more fully defined in section 1.1 of this Agreement)

**WHEREAS:**

- A. Section 905 of the *Local Government Act* permits the City to enter into and, by legal notation on title, note on title to lands, housing agreements which may include, without limitation, conditions in respect to the form of tenure of housing units, availability of housing units to classes of persons, administration of housing units and rent which may be charged for housing units;
- B. The Owner is the owner of the Lands (as hereinafter defined); and
- C. The Owner and the City wish to enter into this Agreement (as herein defined) to provide for affordable housing on the terms and conditions set out in this Agreement,

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

**ARTICLE 1**  
**DEFINITIONS AND INTERPRETATION**

1.1 In this Agreement the following words have the following meanings:

- (a) **"Affordable Housing Unit"** means a Dwelling Unit or Dwelling Units designated as such in accordance with a building permit and/or development permit issued by the City and/or, if applicable, in accordance with any rezoning consideration applicable to the development on the Lands and includes, without limiting the generality of the foregoing, the Dwelling Unit charged by this Agreement;
- (b) **"Agreement"** means this agreement together with all schedules, attachments and priority agreements attached hereto;
- (c) **"City"** means the City of Richmond;
- (d) **"CPI"** means the All-Items Consumer Price Index for Vancouver, B.C. published from time to time by Statistics Canada, or its successor in function;
- (e) **"Daily Amount"** means \$100.00 per day as of January 1, 2009 adjusted annually thereafter by adding thereto an amount calculated by multiplying \$100.00 by the percentage change in the CPI since January 1, 2009, to January 1 of the year that a written notice is delivered to the Owner by the City pursuant to section 6.1 of this Agreement. In the absence of obvious error or mistake, any calculation by the City of the Daily Amount in any particular year shall be final and conclusive;
- (f) **"Dwelling Unit"** means a residential dwelling unit or units located or to be located on the Lands whether those dwelling units are lots, strata lots or parcels, or parts or portions thereof, and includes single family detached dwellings, duplexes, townhouses, auxiliary residential dwelling units, rental apartments and strata lots in a building strata plan and includes, where the context permits, an Affordable Housing Unit;
- (g) **"Eligible Tenant"** means a Family having a cumulative annual income of:
  - (i) in respect to a bachelor unit, \$34,000 or less;
  - (ii) in respect to a one bedroom unit, \$38,000 or less;
  - (iii) in respect to a two bedroom unit, \$46,500 or less; or
  - (iv) in respect to a three or more bedroom unit, \$57,500 or less



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

- (h) **"Family"** means:
  - (i) a person;
  - (ii) two or more persons related by blood, marriage or adoption; or
  - (iii) a group of not more than 6 persons who are not related by blood, marriage or adoption
- (i) **"Housing Covenant"** means the agreements, covenants and charges granted by the Owner to the City (which includes covenants pursuant to section 219 of the *Land Title Act*) charging the Lands registered on \_\_\_\_ day of \_\_\_\_\_, 20\_\_, under number \_\_\_\_\_, as it may be amended or replaced from time to time;
- (j) **"Interpretation Act"** means the *Interpretation Act*, R.S.B.C. 1996, Chapter 238, together with all amendments thereto and replacements thereof;
- (k) **"Land Title Act"** means the *Land Title Act*, R.S.B.C. 1996, Chapter 250, together with all amendments thereto and replacements thereof;
- (l) **"Lands"** means the following lands and premises situate in the City of Richmond and, including a building or a portion of a building, into which said land is Subdivided:  
  
 PID: 029-537-096  
 LOT 1 SECTION 34 BLOCK 5 NORTH RANGE 6 WEST NWD PLAN  
 EPP35455
- (m) **"Local Government Act"** means the *Local Government Act*, R.S.B.C. 1996, Chapter 323, together with all amendments thereto and replacements thereof;
- (n) **"LTO"** means the New Westminster Land Title Office or its successor;
- (o) **"Owner"** means the party described on page 1 of this Agreement as the Owner and any subsequent owner of the Lands or of any part into which the Lands are

Subdivided, and includes any person who is a registered owner in fee simple of an Affordable Housing Unit from time to time;

(p) **“Permitted Rent”** means no greater than:

- (i) \$850.00 a month for a bachelor unit;
- (ii) \$950.00 a month for a one bedroom unit;
- (iii) \$1,162.00 a month for a two bedroom unit; and
- (iv) \$1,437.00 a month for a three (or more) bedroom unit,

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

(q) **“Real Estate Development Marketing Act”** means the *Real Estate Development Marketing Act*, S.B.C. 2004, Chapter 41, together with all amendments thereto and replacements thereof;

(r) **“Residential Tenancy Act”** means the *Residential Tenancy Act*, S.B.C. 2002, Chapter 78, together with all amendments thereto and replacements thereof;

(s) **“Strata Property Act”** means the *Strata Property Act* S.B.C. 1998, Chapter 43, together with all amendments thereto and replacements thereof;

(t) **“Subdivide”** means to divide, apportion, consolidate or subdivide the Lands, or the ownership or right to possession or occupation of the Lands into two or more lots, strata lots, parcels, parts, portions or shares, whether by plan, descriptive words or otherwise, under the *Land Title Act*, the *Strata Property Act*, or otherwise, and includes the creation, conversion, organization or development of “cooperative interests” or “shared interest in land” as defined in the *Real Estate Development Marketing Act*;

(u) **“Tenancy Agreement”** means a tenancy agreement, lease, license or other agreement granting rights to occupy an Affordable Housing Unit; and

(v) **“Tenant”** means an occupant of an Affordable Housing Unit by way of a Tenancy Agreement.

1.2 In this Agreement:

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

## ARTICLE 2

### USE AND OCCUPANCY OF AFFORDABLE HOUSING UNITS

- 2.1 The Owner agrees that each Affordable Housing Unit may only be used as a permanent residence occupied by one Eligible Tenant. An Affordable Housing Unit must not be occupied by the Owner, the Owner's family members (unless the Owner's family members qualify as Eligible Tenants), or any tenant or guest of the Owner, other than an Eligible Tenant.
- 2.2 Within 30 days after receiving notice from the City, the Owner must, in respect of each Affordable Housing Unit, provide to the City a statutory declaration, substantially in the

form (with, in the City Solicitor's discretion, such further amendments or additions as deemed necessary) attached as Appendix A, sworn by the Owner, containing all of the information required to complete the statutory declaration. The City may request such statutory declaration in respect to each Affordable Housing Unit no more than once in any calendar year; provided, however, notwithstanding that the Owner may have already provided such statutory declaration in the particular calendar year, the City may request and the Owner shall provide to the City such further statutory declarations as requested by the City in respect to an Affordable Housing Unit if, in the City's absolute determination, the City believes that the Owner is in breach of any of its obligations under this Agreement.

- 2.3 The Owner hereby irrevocably authorizes the City to make such inquiries as it considers necessary in order to confirm that the Owner is complying with this Agreement.

### **ARTICLE 3 DISPOSITION AND ACQUISITION OF AFFORDABLE HOUSING UNITS**

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

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

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

- (g) the Tenancy Agreement will identify all occupants of the Affordable Housing Unit and will stipulate that anyone not identified in the Tenancy Agreement will be prohibited from residing at the Affordable Housing Unit for more than 30 consecutive days or more than 45 days total in any calendar year; and
  - (h) the Owner will forthwith deliver a certified true copy of the Tenancy Agreement to the City upon demand.
- 3.4 If the Owner has terminated the Tenancy Agreement, then the Owner shall use best efforts to cause the Tenant and all other persons that may be in occupation of the Affordable Housing Unit to vacate the Affordable Housing Unit on or before the effective date of termination.

#### **ARTICLE 4 DEMOLITION OF AFFORDABLE HOUSING UNIT**

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

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

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

#### **ARTICLE 5 STRATA CORPORATION BYLAWS**

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

the use and enjoyment of any common property, limited common property or other common areas, facilities or amenities of the strata corporation by all the owners, tenants, or any other permitted occupants of all the strata lots in the applicable strata plan which are not Affordable Housing Units.

## **ARTICLE 6 DEFAULT AND REMEDIES**

- 6.1 The Owner agrees that, in addition to any other remedies available to the City under this Agreement or the Housing Covenant or at law or in equity, if an Affordable Housing Unit is used or occupied in breach of this Agreement or rented at a rate in excess of the Permitted Rent or the Owner is otherwise in breach of any of its obligations under this Agreement or the Housing Covenant, the Owner will pay the Daily Amount to the City for every day that the breach continues after forty-five (45) days written notice from the City to the Owner stating the particulars of the breach. For greater certainty, the City is not entitled to give written notice with respect to any breach of the Agreement until any applicable cure period, if any, has expired. The Daily Amount is due and payable five (5) business days following receipt by the Owner of an invoice from the City for the same.
- 6.2 The Owner acknowledges and agrees that a default by the Owner of any of its promises, covenants, representations or warranties set-out in the Housing Covenant shall also constitute a default under this Agreement.

## **ARTICLE 7 MISCELLANEOUS**

### **7.1 Housing Agreement**

The Owner acknowledges and agrees that:

- (a) this Agreement includes a housing agreement entered into under section 905 of the *Local Government Act*;
- (b) where an Affordable Housing Unit is a separate legal parcel the City may file notice of this Agreement in the LTO against the title to the Affordable Housing Unit and, in the case of a strata corporation, may note this Agreement on the common property sheet; and
- (c) where the Lands have not yet been Subdivided to create the separate parcels to be charged by this Agreement, the City may file a notice of this Agreement in the LTO against the title to the Lands. If this Agreement is filed in the LTO as a notice under section 905 of the *Local Government Act* prior to the Lands having been Subdivided, and it is the intention that this Agreement is, once separate legal parcels are created and/or the Lands are subdivided, to charge and secure only the legal parcels or Subdivided Lands which contain the Affordable Housing Units, then the City Solicitor shall be entitled, without further City Council approval, authorization or bylaw, to partially discharge this Agreement accordingly. The

Owner acknowledges and agrees that notwithstanding a partial discharge of this Agreement, this Agreement shall be and remain in full force and effect and, but for the partial discharge, otherwise unamended. Further, the Owner acknowledges and agrees that in the event that the Affordable Housing Unit is in a strata corporation, this Agreement shall remain noted on the strata corporation's common property sheet.

## 7.2 **Modification**

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

## 7.3 **Management**

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

## 7.4 **Indemnity**

The Owner will indemnify and save harmless the City and each of its elected officials, officers, directors, and agents, and their heirs, executors, administrators, personal representatives, successors and assigns, from and against all claims, demands, actions, loss, damage, costs and liabilities, which all or any of them will or may be liable for or suffer or incur or be put to by reason of or arising out of:

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

## 7.5 **Release**

The Owner hereby releases and forever discharges the City and each of its elected officials, officers, directors, and agents, and its and their heirs, executors, administrators,



personal representatives, successors and assigns, from and against all claims, demands, damages, actions, or causes of action by reason of or arising out of or which would or could not occur but for the:

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

#### **7.6 Survival**

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

#### **7.7 Priority**

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

#### **7.8 City's Powers Unaffected**

This Agreement does not:

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

#### **7.9 Agreement for Benefit of City Only**

The Owner and the City agree that:

- (a) this Agreement is entered into only for the benefit of the City;
- (b) this Agreement is not intended to protect the interests of the Owner, any Tenant, or any future owner, lessee, occupier or user of the Lands or the building or any portion thereof, including any Affordable Housing Unit; and

- (c) the City may at any time execute a release and discharge of this Agreement, without liability to anyone for doing so, and without obtaining the consent of the Owner.

#### **7.10 No Public Law Duty**

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

#### **7.11 Notice**

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

To: Clerk, City of Richmond  
6911 No. 3 Road  
Richmond, BC V6Y 2C1

And to: City Solicitor  
City of Richmond  
6911 No. 3 Road  
Richmond, BC V6Y 2C1

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

#### **7.12 Enuring Effect**

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

#### **7.13 Severability**

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

#### **7.14 Waiver**

All remedies of the City will be cumulative and may be exercised by the City in any order or concurrently in case of any breach and each remedy may be exercised any number of times with respect to each breach. Waiver of or delay in the City exercising

any or all remedies will not prevent the later exercise of any remedy for the same breach or any similar or different breach.

**7.15 Sole Agreement**

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

**7.16 Further Assurance**

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

**7.17 Covenant Runs with the Lands**

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

**7.18 Equitable Remedies**

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

**7.19 No Joint Venture**

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

**7.20 Applicable Law**

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

**7.21 Deed and Contract**

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

**7.22 Joint and Several**


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

**7.23 Limitation on Owner's Obligations**

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

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

**WELL SING PROPERTY DEVELOPMENT LTD.,**  
by its authorized signatory(ies):

Per:   
Name: Stevie Wei

Per: \_\_\_\_\_  
Name: \_\_\_\_\_

**CITY OF RICHMOND**  
by its authorized signatory(ies):

Per: \_\_\_\_\_  
Malcolm D. Brodie, Mayor

Per: \_\_\_\_\_  
David Weber, Corporate Officer

<b>CITY OF RICHMOND</b>
APPROVED for content by originating dept.
APPROVED for legality by Solicitor
DATE OF COUNCIL APPROVAL

# **Appendix A to Housing Agreement**

## **STATUTORY DECLARATION**

<b>CANADA</b>	)	<b>IN THE MATTER OF A</b>
	)	<b>HOUSING AGREEMENT WITH</b>
<b>PROVINCE OF BRITISH COLUMBIA</b>	)	<b>THE CITY OF RICHMOND</b>
	)	<b>("Housing Agreement")</b>

TO WIT:

I, \_\_\_\_\_ of \_\_\_\_\_, British Columbia, do solemnly declare that:

1. I am the owner or authorized signatory of the owner of \_\_\_\_\_ (the "Affordable Housing Unit"), and make this declaration to the best of my personal knowledge.
2. This declaration is made pursuant to the Housing Agreement in respect of the Affordable Housing Unit.
3. For the period from \_\_\_\_\_ to \_\_\_\_\_, the Affordable Housing Unit was occupied only by the Eligible Tenants (as defined in the Housing Agreement) whose names and current addresses and whose employer's names and current addresses appear below:

*[Names, addresses and phone numbers of Eligible Tenants and their employer(s)]*

4. The rent charged each month for the Affordable Housing Unit is as follows:
  - (a) the monthly rent on the date 365 days before this date of this statutory declaration: \$ \_\_\_\_\_ per month;
  - (b) the rent on the date of this statutory declaration: \$ \_\_\_\_\_; and
  - (c) the proposed or actual rent that will be payable on the date that is 90 days after the date of this statutory declaration: \$ \_\_\_\_\_.
5. I acknowledge and agree to comply with the Owner's obligations under the Housing Agreement, and other charges in favour of the City noted or registered in the Land Title Office against the land on which the Affordable Housing Unit is situated and confirm that the Owner has complied with the Owner's obligations under the Housing Agreement.

6. I make this solemn declaration, conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and pursuant to the *Canada Evidence Act*.

DECLARED BEFORE ME at the City of \_\_\_\_\_,  
 \_\_\_\_\_, in the Province of British  
 Columbia, this \_\_\_\_\_ day of  
 \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
 A Commissioner for Taking Affidavits in the  
 Province of British Columbia

)  
)  
)  
)  
)  
)  
)  
)  
)  
)  
)

\_\_\_\_\_  
 DECLARANT

# **PRIORITY AGREEMENT**

In respect to a Housing Agreement (the "Housing Agreement") made pursuant to section 905 of the *Local Government Act* between the City of Richmond and Well Sing Property Development Ltd. (the "Owner") in respect to the lands and premises legally known and described as:

PID: 029-537-096

Lot 1 Section 34 Block 5 North Range 6 New Westminster District Plan EPP35455

(the "Lands")

**CANADIAN WESTERN BANK** (the "Chargeholder") is the holder of a Mortgage and Assignment of Rents encumbering the Lands which Mortgage and Assignment of Rents were registered in the Lower Mainland LTO under numbers CA3813079 and CA3813080, respectively ("the Bank Charges").

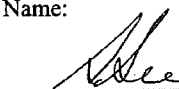
The Chargeholder, being the holder of the Bank Charges, by signing below, in consideration of the payment of Ten Dollars (\$10.00) and other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged and agreed to by the Chargeholder), hereby consents to the granting of the covenants in the Housing Agreement by the Owner and hereby covenants that the Housing Agreement shall bind the Bank Charges in the Lands and shall rank in priority upon the Lands over the Bank Charges as if the Housing Agreement had been signed, sealed and delivered and noted on title to the Lands prior to the Bank Charges and prior to the advance of any monies pursuant to the Bank Charges. The grant of priority is irrevocable, unqualified and without reservation or limitation.

## **CANADIAN WESTERN BANK**

by its authorized signatory(ies):

Per: 

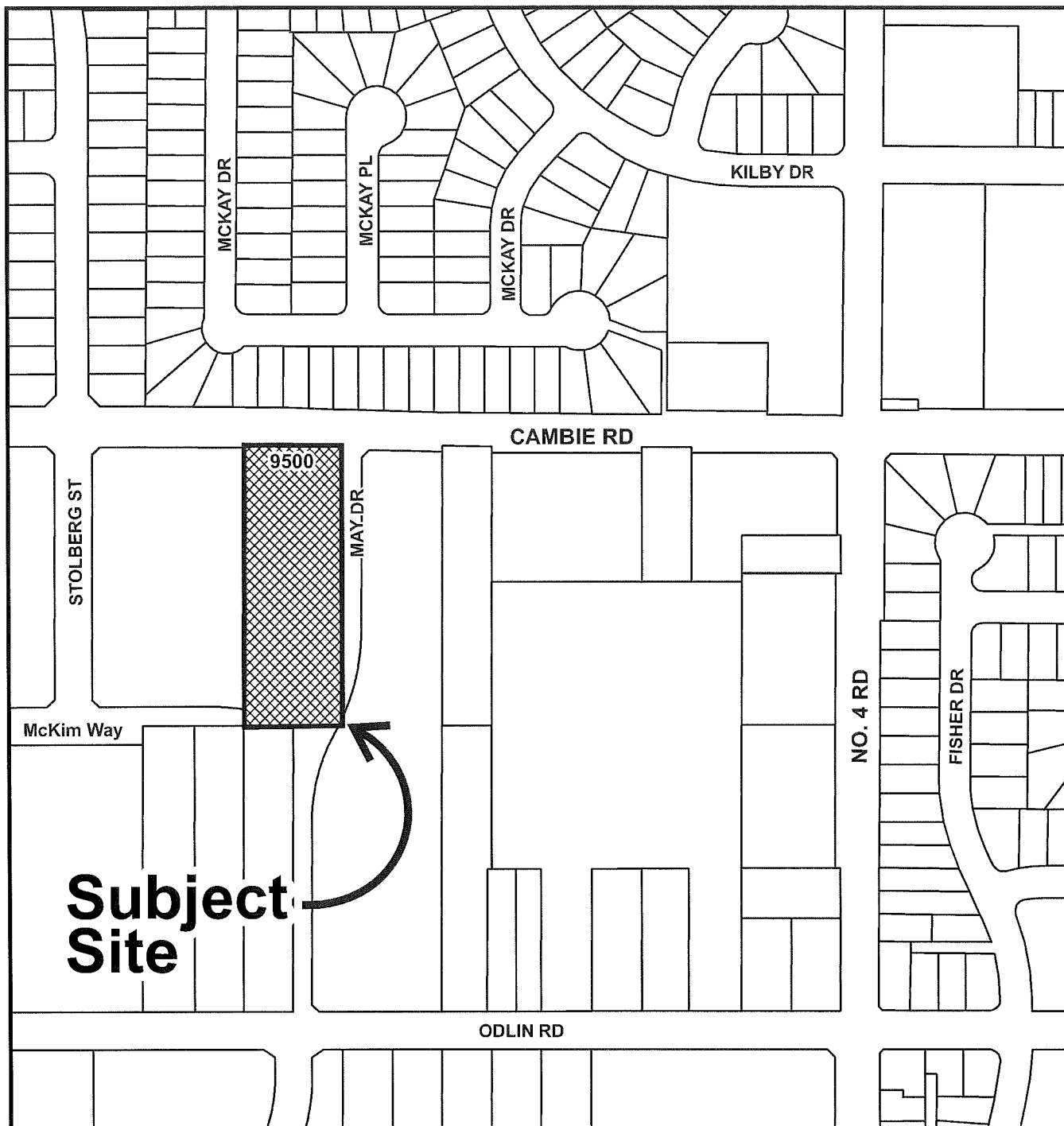
Name: **WILLIAM G. WHELAN**  
**SENIOR MANAGER**  
**COMMERCIAL BANKING**

Per: 

Name: **ALICE SEE**  
Mgr. Comm. Bkg.



# City of Richmond



## 9500 Cambie Road

Original Date: 08/10/15

Revision Date:

Note: Dimensions are in METRES





# City of Richmond

## Report to Committee

**To:** Planning Committee **Date:** August 17, 2015  
**From:** Cathryn Volkering Carlile **File:** 08-4057-01/2015-Vol  
General Manager, Community Services 01  
**Re:** Housing Agreement Bylaw No. 9229 to Permit the City of Richmond to Secure  
Affordable Housing Units located at 8151 Anderson Road (Anderson Square  
Holdings Ltd.)

### Staff Recommendation

That Bylaw No. 9229 be introduced and given first, second and third readings to permit the City to enter into a Housing Agreement substantially in the form attached hereto, in accordance with the requirements of s. 905 of the Local Government Act, to secure the Affordable Housing Units required by the Development Permit Application DP 13-645286.

*Cathryn Volkering Carlile*

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

Att. 2

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Law	<input checked="" type="checkbox"/>	<i>Cathryn Volkering Carlile</i>
Development Applications	<input checked="" type="checkbox"/>	
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b> <i>mg</i>	<b>APPROVED BY CAO (Deputy):</b> <i>[Signature]</i>

## Staff Report

### Origin

The purpose of this report is to recommend that Council adopt Housing Agreement Bylaw No. 9229 (Attachment 1) to secure 508 m<sup>2</sup> (5,476 ft<sup>2</sup>) or eight (8) affordable housing units in the proposed development located at 8151 Anderson Road (Attachment 2).

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

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

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

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

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

Andrew Cheung Architects Inc. has applied on behalf of Anderson Square Holdings Ltd. (the registered owner) to the City of Richmond for a development permit to develop approximately 111 residential units (103 apartment condominium units and eight (8) affordable housing units), in a fifteen (15) storey high-rise building and a six (6) storey mid-rise building, as well as ground level commercial units at 8151 Anderson Road on a site zoned "Downtown Commercial (CDT1)".

There is no rezoning associated with this project, therefore a Public Hearing was not required.

The Development Permit was endorsed by the Development Permit Panel on February 25, 2015, subject to a Housing Agreement being registered on title to secure eight affordable housing units with maximum rental rates and tenant income as established by the City's Affordable Housing Strategy. The proposed Housing Agreement Bylaw for the subject development (Bylaw No. 9229) is presented as attached. It is recommended that the Bylaw be introduced and given first, second and third readings. Following adoption of the Bylaw, the City will be able to execute the Housing Agreement and arrange for notice of the agreement to be filed in the Land Title Office.

**Analysis**

The subject development application involves a development consisting of 111 residential units, including eight (8) affordable rental housing units. The affordable housing units are anticipated to deliver as follows:

Unit Type	Number of Units	Maximum Monthly Rent	Total Household Annual Income
1 bedroom	5	\$950	\$38,000 or less
1 bedroom & den	3	\$950	\$38,000 or less
	8 units		

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

**Financial Impact**

None.

**Conclusion**

In accordance with the *Local Government Act* (Section 905), adoption of Bylaw No. 9229 is required to permit the City to enter into a Housing Agreement which together with the housing covenant will act to secure eight (8) affordable rental units that are proposed in association with Development Permit Application 13-645286.



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

Att. 1: Bylaw No. 9229, Schedule A

Att. 2: Map of Subject Property



City of  
Richmond

## Bylaw 9229

### Housing Agreement (8151 Anderson Road) Bylaw No. 9229

The Council of the City of Richmond enacts as follows:

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

PID: 003-558-827      Lot A (J96195E) Section 9 Block 4 North Range 6 West New Westminster District Plan 6789

2. This Bylaw is cited as **"Housing Agreement (8151 Anderson Road) Bylaw No. 9229"**.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
MAYOR

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

Schedule A

To Housing Agreement (8151 Anderson Road) Bylaw No. 9229

HOUSING AGREEMENT BETWEEN THE CITY OF RICHMOND AND ANDERSON  
SQUARE HOLDINGS LTD.

**HOUSING AGREEMENT**  
**(Section 905 *Local Government Act*)**

**THIS AGREEMENT** is dated for reference the 24th day of August, 2015.

**BETWEEN:**

**ANDERSON SQUARE HOLDINGS LTD.** (Inc. No. BC0684287),  
a company duly incorporated under the laws of the Province of British  
Columbia and having its registered office at 1000 – 840 Howe Street,  
Vancouver, B.C. V6Z 2M1

(the “Owner” as more fully defined in section 1.1 of this  
Agreement)

**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” as more fully defined in section 1.1 of this Agreement)

**WHEREAS:**

- A. Section 905 of the *Local Government Act* permits the City to enter into and, by legal notation on title, note on title to lands, housing agreements which may include, without limitation, conditions in respect to the form of tenure of housing units, availability of housing units to classes of persons, administration of housing units and rent which may be charged for housing units;
- B. The Owner is the owner of the Lands (as hereinafter defined); and
- C. The Owner and the City wish to enter into this Agreement (as herein defined) to provide for affordable housing on the terms and conditions set out in this Agreement,

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

## ARTICLE 1 DEFINITIONS AND INTERPRETATION

1.1 In this Agreement the following words have the following meanings:

- (a) **"Affordable Housing Unit"** means a Dwelling Unit or Dwelling Units designated as such in accordance with a building permit and/or development permit issued by the City and/or, if applicable, in accordance with any rezoning consideration applicable to the development on the Lands and includes, without limiting the generality of the foregoing, the Dwelling Unit charged by this Agreement;
- (b) **"Agreement"** means this agreement together with all schedules, attachments and priority agreements attached hereto;
- (c) **"City"** means the City of Richmond;
- (d) **"CPI"** means the All-Items Consumer Price Index for Vancouver, B.C. published from time to time by Statistics Canada, or its successor in function;
- (e) **"Daily Amount"** means \$100.00 per day as of January 1, 2009 adjusted annually thereafter by adding thereto an amount calculated by multiplying \$100.00 by the percentage change in the CPI since January 1, 2009, to January 1 of the year that a written notice is delivered to the Owner by the City pursuant to section 6.1 of this Agreement. In the absence of obvious error or mistake, any calculation by the City of the Daily Amount in any particular year shall be final and conclusive;
- (f) **"Dwelling Unit"** means a residential dwelling unit or units located or to be located on the Lands whether those dwelling units are lots, strata lots or parcels, or parts or portions thereof, and includes single family detached dwellings, duplexes, townhouses, auxiliary residential dwelling units, rental apartments and strata lots in a building strata plan and includes, where the context permits, an Affordable Housing Unit;
- (g) **"Eligible Tenant"** means a Family having a cumulative annual income of:
  - (i) in respect to a bachelor unit, \$34,000 or less;
  - (ii) in respect to a one bedroom unit, \$38,000 or less;
  - (iii) in respect to a two bedroom unit, \$46,500 or less; or
  - (iv) in respect to a three or more bedroom unit, \$57,500 or less

Housing Agreement (Section 905 Local Government Act)  
8151 Anderson Road  
Application No. DP13-645286

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

- (h) **"Family"** means:
  - (i) a person;
  - (ii) two or more persons related by blood, marriage or adoption; or
  - (iii) a group of not more than 6 persons who are not related by blood, marriage or adoption
- (i) **"Housing Covenant"** means the agreements, covenants and charges granted by the Owner to the City (which includes covenants pursuant to section 219 of the *Land Title Act*) charging the Lands registered on \_\_\_\_ day of \_\_\_\_\_, 20\_\_, under number \_\_\_\_\_, as it may be amended or replaced from time to time;
- (j) **"Interpretation Act"** means the *Interpretation Act*, R.S.B.C. 1996, Chapter 238, together with all amendments thereto and replacements thereof;
- (k) **"Land Title Act"** means the *Land Title Act*, R.S.B.C. 1996, Chapter 250, together with all amendments thereto and replacements thereof;
- (l) **"Lands"** means the following lands and premises situate in the City of Richmond and, including a building or a portion of a building, into which said land is Subdivided:  
  
 PID: 003-558-827  
 Lot A (J96195E) Section 9 Block 4 North Range 8 West NWD Plan 6789
- (m) **"Local Government Act"** means the *Local Government Act*, R.S.B.C. 1996, Chapter 323, together with all amendments thereto and replacements thereof;
- (n) **"LTO"** means the New Westminster Land Title Office or its successor;



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

provided that, commencing July 1, 2013, the rents set-out above shall, in each year thereafter, be adjusted, plus or minus, by adding or subtracting therefrom, as the case may be, an amount calculated that is equal to the Core Need Income Threshold data and/or other applicable data produced by Canada Mortgage Housing Corporation in the years when such data is released. In the event that, in applying the values set-out above, the rental increase is at any time greater than the rental increase permitted by the *Residential Tenancy Act*, then the increase will be reduced to the maximum amount permitted by the *Residential Tenancy Act*. In the absence of obvious error or mistake, any calculation by the City of the Permitted Rent in any particular year shall be final and conclusive;
- (q) **“Real Estate Development Marketing Act”** means the *Real Estate Development Marketing Act*, S.B.C. 2004, Chapter 41, together with all amendments thereto and replacements thereof;
- (r) **“Residential Tenancy Act”** means the *Residential Tenancy Act*, S.B.C. 2002, Chapter 78, together with all amendments thereto and replacements thereof;
- (s) **“Strata Property Act”** means the *Strata Property Act* S.B.C. 1998, Chapter 43, together with all amendments thereto and replacements thereof;
- (t) **“Subdivide”** means to divide, apportion, consolidate or subdivide the Lands, or the ownership or right to possession or occupation of the Lands into two or more lots, strata lots, parcels, parts, portions or shares, whether by plan, descriptive words or otherwise, under the *Land Title Act*, the *Strata Property Act*, or otherwise, and includes the creation, conversion, organization or development of “cooperative interests” or “shared interest in land” as defined in the *Real Estate Development Marketing Act*;
- (u) **“Tenancy Agreement”** means a tenancy agreement, lease, license or other agreement granting rights to occupy an Affordable Housing Unit; and

- (v) **"Tenant"** means an occupant of an Affordable Housing Unit by way of a Tenancy Agreement.

1.2 In this Agreement:

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

## ARTICLE 2

### USE AND OCCUPANCY OF AFFORDABLE HOUSING UNITS

- 2.1 The Owner agrees that each Affordable Housing Unit may only be used as a permanent residence occupied by one Eligible Tenant. An Affordable Housing Unit must not be occupied by the Owner, the Owner's family members (unless the Owner's family

members qualify as Eligible Tenants), or any tenant or guest of the Owner, other than an Eligible Tenant.

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

### **ARTICLE 3**

#### **DISPOSITION AND ACQUISITION OF AFFORDABLE HOUSING UNITS**

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

Housing Agreement (Section 905 Local Government Act)  
8151 Anderson Road  
Application No. DP13-645286

property or similar tax; provided, however, if the Affordable Housing Unit is a strata unit and the following costs are not part of strata or similar fees, an Owner may charge the Tenant the Owner's cost, if any, of providing cablevision, telephone, other telecommunications, gas, or electricity fees, charges or rates;

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

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

- (g) the Tenancy Agreement will identify all occupants of the Affordable Housing Unit and will stipulate that anyone not identified in the Tenancy Agreement will be prohibited from residing at the Affordable Housing Unit for more than 30 consecutive days or more than 45 days total in any calendar year; and

- (h) the Owner will forthwith deliver a certified true copy of the Tenancy Agreement to the City upon demand.
- 3.4 If the Owner has terminated the Tenancy Agreement, then the Owner shall use best efforts to cause the Tenant and all other persons that may be in occupation of the Affordable Housing Unit to vacate the Affordable Housing Unit on or before the effective date of termination.

#### **ARTICLE 4**

#### **DEMOLITION OF AFFORDABLE HOUSING UNIT**

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

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

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

#### **ARTICLE 5**

#### **STRATA CORPORATION BYLAWS**

- 5.1 This Agreement will be binding upon all strata corporations created upon the strata title Subdivision of the Lands or any Subdivided parcel of the Lands.
- 5.2 Any strata corporation bylaw which prevents, restricts or abridges the right to use the Affordable Housing Units as rental accommodation will have no force and effect.
- 5.3 No strata corporation shall pass any bylaws preventing, restricting or abridging the use of the Affordable Housing Units as rental accommodation.
- 5.4 No strata corporation shall pass any bylaw or approve any levies which would result in only the Owner or the Tenant or any other permitted occupant of an Affordable Housing Unit

Housing Agreement (Section 905 Local Government Act)  
8151 Anderson Road  
Application No. DP13-645286

(and not include all the owners, tenants, or any other permitted occupants of all the strata lots in the applicable strata plan which are not Affordable Housing Units) paying any extra charges or fees for the use of any common property, limited common property or other common areas, facilities, or amenities of the strata corporation.

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

## **ARTICLE 6 DEFAULT AND REMEDIES**

- 6.1 The Owner agrees that, in addition to any other remedies available to the City under this Agreement or the Housing Covenant or at law or in equity, if an Affordable Housing Unit is used or occupied in breach of this Agreement or rented at a rate in excess of the Permitted Rent or the Owner is otherwise in breach of any of its obligations under this Agreement or the Housing Covenant, the Owner will pay the Daily Amount to the City for every day that the breach continues after forty-five (45) days written notice from the City to the Owner stating the particulars of the breach. For greater certainty, the City is not entitled to give written notice with respect to any breach of the Agreement until any applicable cure period, if any, has expired. The Daily Amount is due and payable five (5) business days following receipt by the Owner of an invoice from the City for the same.
- 6.2 The Owner acknowledges and agrees that a default by the Owner of any of its promises, covenants, representations or warranties set-out in the Housing Covenant shall also constitute a default under this Agreement.

## **ARTICLE 7 MISCELLANEOUS**

### **7.1 Housing Agreement**

The Owner acknowledges and agrees that:

- (a) this Agreement includes a housing agreement entered into under section 905 of the *Local Government Act*;

Housing Agreement (Section 905 Local Government Act)  
8151 Anderson Road  
Application No. DP13-645286

- (b) where an Affordable Housing Unit is a separate legal parcel the City may file notice of this Agreement in the LTO against the title to the Affordable Housing Unit and, in the case of a strata corporation, may note this Agreement on the common property sheet; and
- (c) where the Lands have not yet been Subdivided to create the separate parcels to be charged by this Agreement, the City may file a notice of this Agreement in the LTO against the title to the Lands. If this Agreement is filed in the LTO as a notice under section 905 of the *Local Government Act* prior to the Lands having been Subdivided, and it is the intention that this Agreement is, once separate legal parcels are created and/or the Lands are subdivided, to charge and secure only the legal parcels or Subdivided Lands which contain the Affordable Housing Units, then the City Solicitor shall be entitled, without further City Council approval, authorization or bylaw, to partially discharge this Agreement accordingly. The Owner acknowledges and agrees that notwithstanding a partial discharge of this Agreement, this Agreement shall be and remain in full force and effect and, but for the partial discharge, otherwise unamended. Further, the Owner acknowledges and agrees that in the event that the Affordable Housing Unit is in a strata corporation, this Agreement shall remain noted on the strata corporation's common property sheet.

## 7.2 **Modification**

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

## 7.3 **Management**

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

## 7.4 **Indemnity**

The Owner will indemnify and save harmless the City and each of its elected officials, officers, directors, and agents, and their heirs, executors, administrators, personal representatives, successors and assigns, from and against all claims, demands, actions, loss, damage, costs and liabilities, which all or any of them will or may be liable for or suffer or incur or be put to by reason of or arising out of:

Housing Agreement (Section 905 Local Government Act)  
8151 Anderson Road  
Application No. DP13-645286

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

#### **7.5 Release**

The Owner hereby releases and forever discharges the City and each of its elected officials, officers, directors, and agents, and its and their heirs, executors, administrators, personal representatives, successors and assigns, from and against all claims, demands, damages, actions, or causes of action by reason of or arising out of or which would or could not occur but for the:

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

#### **7.6 Survival**

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

#### **7.7 Priority**

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

#### **7.8 City's Powers Unaffected**

This Agreement does not:

- (a) affect or limit the discretion, rights, duties or powers of the City under any enactment or at common law, including in relation to the use or subdivision of the Lands;



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

#### **7.9 Agreement for Benefit of City Only**

The Owner and the City agree that:

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

#### **7.10 No Public Law Duty**

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

#### **7.11 Notice**

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

To: Clerk, City of Richmond  
6911 No. 3 Road  
Richmond, BC V6Y 2C1

And to: City Solicitor  
City of Richmond  
6911 No. 3 Road  
Richmond, BC V6Y 2C1

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

**7.12 Enuring Effect**

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

**7.13 Severability**

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

**7.14 Waiver**

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

**7.15 Sole Agreement**

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

**7.16 Further Assurance**

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

**7.17 Covenant Runs with the Lands**

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

**7.18 Equitable Remedies**

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

**7.19 No Joint Venture**

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

**7.20 Applicable Law**

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

**7.21 Deed and Contract**

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

**7.22 Joint and Several**

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

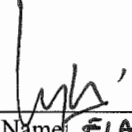
### 7.23 Limitation on Owner's Obligations

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

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

#### ANDERSON SQUARE HOLDINGS LTD.

by its authorized signatory(ies):

Per:   
 Name: ELAINE S.M. LEONG, SECRETARY

Per: \_\_\_\_\_  
 Name: \_\_\_\_\_

#### CITY OF RICHMOND

by its authorized signatory(ies):

Per: \_\_\_\_\_  
Malcolm D. Brodie, Mayor

Per: \_\_\_\_\_  
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

### STATUTORY DECLARATION

CANADA	)	IN THE MATTER OF A
	)	HOUSING AGREEMENT WITH
PROVINCE OF BRITISH COLUMBIA	)	THE CITY OF RICHMOND
	)	("Housing Agreement")

TO WIT:

I, \_\_\_\_\_ of \_\_\_\_\_, British Columbia, do solemnly declare that:

1. I am the owner or authorized signatory of the owner of \_\_\_\_\_ (the "Affordable Housing Unit"), and make this declaration to the best of my personal knowledge.
2. This declaration is made pursuant to the Housing Agreement in respect of the Affordable Housing Unit.
3. For the period from \_\_\_\_\_ to \_\_\_\_\_, the Affordable Housing Unit was occupied only by the Eligible Tenants (as defined in the Housing Agreement) whose names and current addresses and whose employer's names and current addresses appear below:

*[Names, addresses and phone numbers of Eligible Tenants and their employer(s)]*

4. The rent charged each month for the Affordable Housing Unit is as follows:
  - (a) the monthly rent on the date 365 days before this date of this statutory declaration: \$\_\_\_\_\_ per month;
  - (b) the rent on the date of this statutory declaration: \$\_\_\_\_\_; and
  - (c) the proposed or actual rent that will be payable on the date that is 90 days after the date of this statutory declaration: \$\_\_\_\_\_.
5. I acknowledge and agree to comply with the Owner's obligations under the Housing Agreement, and other charges in favour of the City noted or registered in the Land Title Office against the land on which the Affordable Housing Unit is situated and confirm that the Owner has complied with the Owner's obligations under the Housing Agreement.

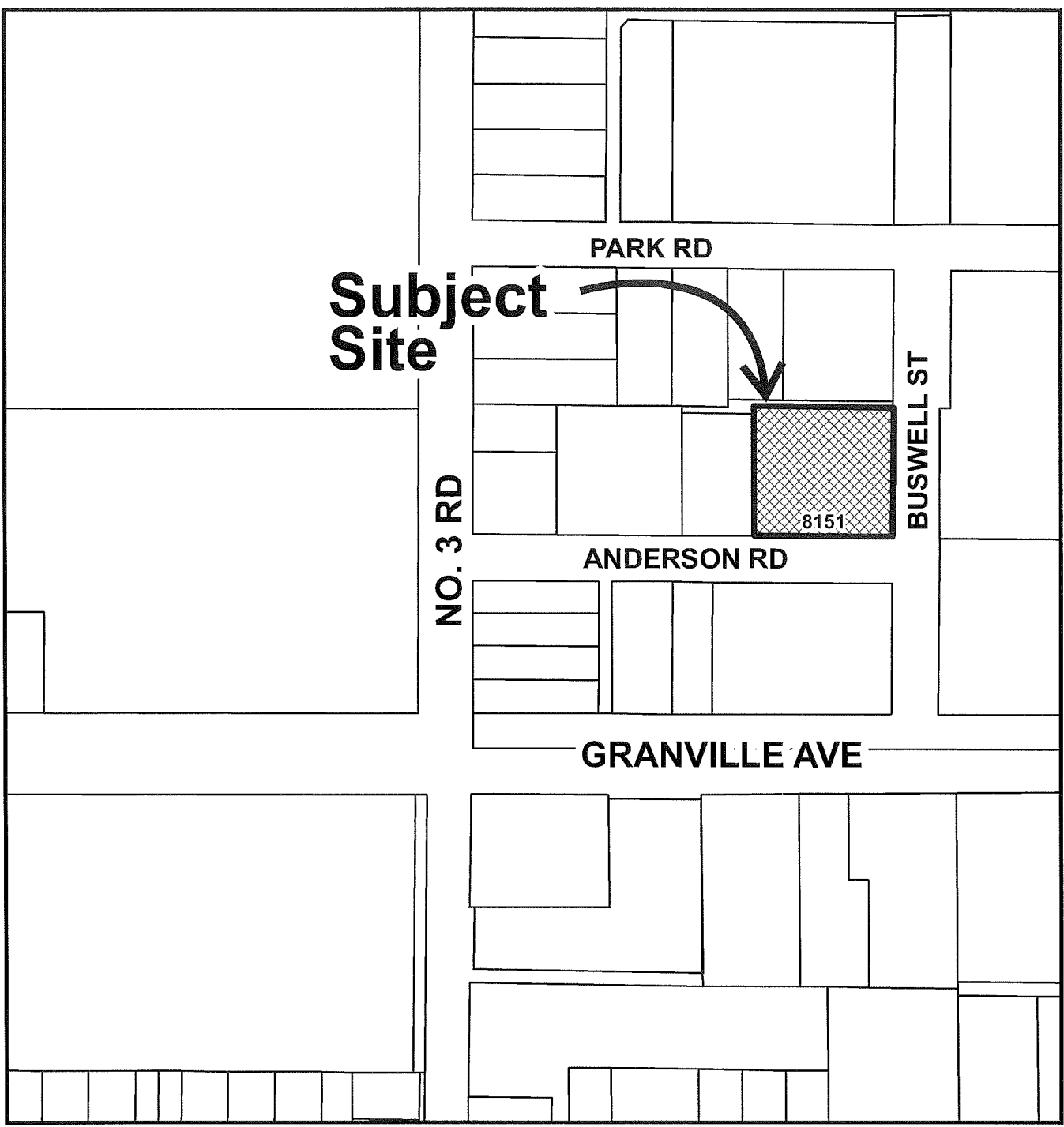
Housing Agreement (Section 905 Local Government Act)  
8151 Anderson Road  
Application No. DP13-645286

6. I make this solemn declaration, conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and pursuant to the *Canada Evidence Act*.

DECLARED BEFORE ME at the City of	)	
_____, in the Province of British	)	
Columbia, this _____ day of	)	
_____, 20____.	)	
	)	
	)	
	)	
_____	)	_____ DECLARANT
A Commissioner for Taking Affidavits in the	)	
Province of British Columbia	)	



City of  
Richmond



8151 Anderson Road

Original Date: 08/05/15

Revision Date:

Note: Dimensions are in METRES



# City of Richmond

## Report to Committee

---

**To:** Planning Committee **Date:** July 6, 2015  
**From:** Cathryn Volkering Carlile **File:** 08-4057-01/2015-Vol  
General Manager, Community Services 01  
**Re:** **Affordable Housing Contribution Rate and Reserve Fund Strategy Review –  
Final Recommendations for Adoption**

---

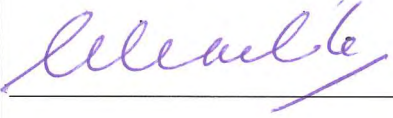


### Staff Recommendation

1. That the proposed rates in the report titled, "Affordable Housing Contribution Rate and Reserve Fund Strategy Review – Final Recommendations for Adoption" dated July 6, 2015 from the General Manager, Community Services be adopted:
  - a. \$2 per square foot from single family subdivision developments;
  - b. \$4 per square foot from townhouse developments; and
  - c. \$6 per square foot from apartment and mixed use developments involving 80 or less residential units.
2. That development applications received prior to Council's adoption of the proposed policy, be processed under the existing Affordable Housing Strategy policies, provided the application is presented to Council for their consideration within 1 year of the effective date of the revised policy.
3. That the approved rates undergo periodic review to account for current market conditions and affordable housing demands.

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

Att. 3



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

## Staff Report

### Origin

This purpose of this report is to respond to the February 3, 2015 Planning Committee and reiterated at the February 10, 2015 Council meeting:

It was moved and seconded

- (1) That the staff report titled Richmond Affordable Housing Contribution Rate and Reserve Fund Strategy Review, dated January 13, 2015, from the General Manager, Community Services be received for information;*
- (2) That staff be directed to seek comments from the development community and other key stakeholders regarding the recommended Affordable Housing Contribution rates and report back to Planning Committee;*
- (3) That development applications already received and being processed by the City, prior to adoption of the proposed rates, be grandfathered with existing Affordable Housing Contribution rates; and*
- (4) That approved rates undergo periodic review to account for current market conditions and affordable housing demands.*

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.*

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.*

### Background

#### Affordable Housing Contribution Rate and Affordable Housing Reserve Fund Strategy Overview

The Affordable Housing Strategy, Affordable Housing Reserve Fund Policy 5008 and Richmond Zoning Bylaw 8500 Section 5.15 create a City policy framework to articulate affordable housing priorities, collect developer contributions, and manage the City's affordable housing reserve funds to provide resources to meet the specific housing and support needs of priority groups.

The City's Affordable Housing Reserve Fund was not intended to be the sole source of funding for development and operation of affordable housing in the City. Rather, its aim was to help the

City to plan and, as resources and budgets are available, support affordable housing development opportunities through collaboration with senior levels of government and other partners to:

- Develop and implement a strategic land acquisition program; and
- Collect monies to be utilized first and primarily towards subsidized rental housing capital development.

At the Council meeting, held on May 28, 2007, Council adopted the Richmond Affordable Housing Strategy. As part of the Strategy, Council adopted the following Affordable Housing Contribution rates where a cash contribution for affordable housing is received under a statutory density bonusing approach for rezoning applications received after July 1, 2007:

- a. \$1 per square foot from single family subdivision developments;
- b. \$2 per square foot from townhouse developments; and
- c. \$4 per square foot from apartment and mixed use developments involving 80 or less residential units.

This year, a review of the existing rates and the City's Affordable Housing Reserve Fund strategy was conducted as a key component of the overall Affordable Housing Strategy update that is currently underway. The Affordable Housing Contribution Rate and Affordable Housing Reserve Fund strategy review is intended to provide an updated resource to support the City's decisions and resource allocations on affordable housing matters, in accordance with the City's Affordable Housing Strategy and related City policies.

At the February 3, 2015 Planning Committee meeting, the report dated January 13, 2015 and titled, "Richmond Affordable Housing Contribution Rate and Reserve Fund Strategy Review – Recommendations for Stakeholder Consultation" was presented and discussed.

The purpose of the report was to introduce Council with adjustments to the cash-in-lieu affordable housing rates. The report coincided with another report appearing on the February 3, 2015 Planning Committee agenda titled: "Single Family Subdivision Rezoning Policy-Affordable Housing Considerations and Proposed Amendments" to be considered concurrently. Planning Committee directed staff to consult with stakeholders regarding the revised contribution rates and amendments to the single family rezoning policy.

This report provides a recommendation on the rates and provides feedback from the stakeholders.

## **Analysis**

### **Affordable Housing Contribution Rate Review Process**

The City contracted G.P. Rollo and Associates (GPRA), Land Economists, to undertake a review of its current affordable housing contribution rates in order to reflect changes in the housing development market and local land values since the rates were established in 2007.

GPRA reviewed the City's estimated affordable housing needs (projected until 2041) using the targets provided in the Affordable Housing Strategy and Metro Vancouver's Regional Growth Strategy. GPRA then determined the amount of funding the City would need to collect to achieve these targets. The contribution rate review was undertaken to determine how the rates should be adjusted to meet a specified target. GPRA utilized a rate analysis method to ensure that any projected increased rate would allow developers to still achieve an appropriate rate of return on their projects, while providing a fair and reasonable affordable housing contribution to the City as part of their new development requirements (Executive Summary presented in Attachment 1).

Utilizing this rationale, GPRA analyzed current affordable housing contribution rates and put forward two potential Affordable Housing Contribution rates (conservative and recommended) increases that provide varying levels of projected revenues and unit totals that could be generated through City investment of its Affordable Housing Reserve Funds towards affordable housing development. The chart below compares the current, conservative and recommended Affordable Housing contribution rates.

#### Current, Conservative and Recommended Affordable Housing Contribution Rates

Type of Development	Current rate per sq.ft.	Conservative rate per sq.ft.	Recommended rate per sq.ft.
Single Family dwellings	\$1.00	\$1.14	\$2.00
Townhouse developments	\$2.00	\$2.28	\$4.00
Apartments	\$4.00	\$4.55	\$6.00
Potential Revenue (to 2041)	\$38.9M	\$44.2M	\$76.1M
Projected Units	1,174	1,261	1,978

#### Existing Contribution Rates (2007 – 2015)

The existing contribution rates are projected to generate \$38.9M in revenue plus current funds and interest, which would finance approximately 1,174 subsidized rental units through 2041, averaging 39 units per year, with no monies available for other Strategy priorities. The calculation is based on the City providing 20% of the cost of a project in partnership with Senior Government and/or private and community partners.

#### Conservative Contribution Rates

Affordable housing funds collected from the conservative increase would generate \$44.2M (plus current funds and interest), which would finance 20% of approximately 1,261 subsidized rental units through 2041, an average of 42 units per year, again with no money available for other Strategy priorities.

#### Recommended Contribution Rates (2015+)

Affordable housing funds collected from GPRA's recommended increase, would generate \$76.1M (plus current funds and interest), which would allow the City to fund 20% of 1,978 subsidized rental units, an average of 66 units per year, but would also allow for any additional monies to be put towards all three Strategy priorities. It must be stressed that GPRA recommends that rates not exceed the recommended values so as not to discourage redevelopment in the city.

Further, GPRA does not recommend setting lower rates based on hypothetical market downturns; rather, they suggest that periodic rate reviews be conducted to ensure adjustments are made to compensate for any longitudinal changes in the market.

### Affordable Housing Reserve Fund Strategy Considerations

As part of the analysis, affordable housing practices were reviewed from other jurisdictions in Metro Vancouver and elsewhere and found very similar approaches that are employed by the City of Richmond with respect to Affordable Housing Reserve fund management and policy practice.

While a more in depth assessment would be required, some ideas that may be considered are:

Practice	Outcome/Consideration
Seeking additional revenue sources for the Affordable Housing Reserve Fund (i.e. partial transfer from general revenue or other funding).	Sole reliance on collected contributions from new development generates dependency of meeting affordable housing demands on development and business cycles.
Consider allocation of funds to all 3 Strategy priorities.	Diversifying allocations of funds may increase partnership opportunities in meeting affordable housing needs along all points of the affordable housing continuum.
Potential purchase and refurbishment of existing older rental properties or hotels.	May support utilization of existing built infrastructure to secure affordable rental or specialized housing.
Encourage development of a broader variety of housing forms.	Supports flexible design, stratified units/lock off suites, flexible design, and lower levels of finishing to improve affordability.

These ideas can be further examined as the Affordable Housing Strategy is reviewed in 2015/2016.

### Stakeholder Consultation

At the February 3, 2015 Planning Committee and February 10, 2015 Council Meeting, Council directed staff to seek stakeholder input on GPRA's recommended rates. Staff held consultations with representatives from the Urban Development Institute (UDI), Small Builders Group and Greater Vancouver Home Builders' Association (GVHBA).

Below are the key themes that emerged from the discussions, and staff responses:

Key Theme	Staff Response
Need for a complete picture of the total costs of development: figures that represent the community amenity contributions (e.g. affordable housing, childcare, public art).	The consultants chose a fixed rate approach (e.g. \$2/sq.ft. on all single family rezonings) so developers can anticipate affordable housing costs in advance.
Total cost of development is increasing: development cost charge (DCC) rates are also increasing this year, as well as costs of new demolition and recycling programs.	Staff recognize the increasing costs of development; however the affordable housing contribution rates have not been updated since 2007 and do not reflect current market conditions.



Key Theme	Staff Response
Periodic reviews of affordable housing contribution rates are necessary, so the increases will be gradual and not a spike.	GPRA has recommended periodic rate reviews as well, instead of proposing lower rates. Staff will proceed with this recommendation, as this approach will provide opportunities to evaluate and propose amended rates that reflect shifts in the market.
It is not realistic to expect the City to meet all of the housing needs without senior government support – targets should reflect this.	Staff do not expect to meet all of the housing needs in Richmond, but the City can make efforts to secure low end market rental housing targeted towards low to moderate income households, and provide capital grant assistance to non-profit housing providers to address a portion of housing need. During the Housing Action Plan process, a housing needs assessment will be completed which takes the current funding situation into account.
Partnering with the development community is a way to fill the gap of affordable housing provision, with modest support from the federal and provincial funding (e.g. the City could use funds to purchase land and work with developers to build affordable housing).	Staff are always open to considering innovative proposals from the development community, as well as partnership proposals with non-profit housing providers. The Kiwanis senior's housing development is an example of where there was a successful partnership with a non-profit society, developer, the City and senior government.
More thought should be applied to the single family rezoning rate: rates could be scaled based on lot sizes and attach the rate to lot size (instead of floor area).	There are no plans at this time to proceed with a scaled approach. A fixed rate approach provides more clarity around up-front costs.
Staff should consider further discussion of density bonusing on small lots.	Staff recognize the merits of density bonusing on small lots; however, there are no plans to explore this policy at this time.
Clarification on how affordable housing reserve funds are used.	Staff clarified that the funds are typically used for capital grants that cover non-profit developments' cost charges, building permit and servicing cost fees, as well as towards capital construction costs (e.g. Kiwanis Towers and Storeys development).

Additional comments and feedback from the development community are in Attachments 2 and 3. Discussions generated from the stakeholder comments were generally supportive of the proposed changes in contribution rates. Stakeholders expressed concern around the increasing costs of development after factoring in various contributions, but recognized the need to update the affordable housing contribution rates to reflect current market conditions. Stakeholders were also in favour of periodic rate reviews, to avoid a spike in rates in the future.

In conclusion, staff recommend that:

- The GPRA's recommended rate increases (i.e. \$2 from single family subdivision developments, \$4 from townhouse developments, and \$6 from apartment and mixed use developments involving 80 or less residential units) be adopted.

- The revised rates not be applied to development applications that are currently under staff review provided that they are presented to Council for consideration within 1 year of Council's adoption of the revised Affordable Housing Contribution Rates.
- Any new development application received after Council's adoption of the revised Affordable Housing Contribution Rates be subject to the new contribution rates.
- That approved rates undergo periodic review to account for current market conditions and affordable housing demands.

### **Financial Impact**

There will be no financial impact to administer the proposed changes to the Strategy.

### **Conclusion**

Stakeholders from the development community generally recognized the need for a rate review process and increase in contribution rates, but stressed that the reviews should be conducted periodically to ensure the increases are gradual. GPRA's recommended rates are fixed, which means that the costs associated with affordable housing can be anticipated prior to development.

The proposed recommendations cited in this report will support the City to advance its affordable housing objectives while balancing development requirements with growing affordable housing demands in our City, to ensure low to moderate income households can live, work and contribute to Richmond's local and diverse economy and community.



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

- Att. 1: Richmond Affordable Housing Strategy Reserve Fund Strategy Review – Executive Summary
- 2: Stakeholder Consultation Summary – Representatives from Richmond Small Builders Group and Greater Vancouver Home Builders Association
  - 3: Stakeholder Consultation Summary – Representatives from the Urban Development Institute

## EXECUTIVE SUMMARY – RAH RESERVE FUND STRATEGY REVIEW

The City of Richmond established the Affordable Housing Statutory Reserve Fund in 1991 and their Affordable Housing Strategy in 2007 to support the implementation of the City's Affordable Housing priorities assisting in the provision of Subsidized Housing, Low-End Market Rental, and Entry-Level Home Ownership in the City of Richmond.

The 2006 Regional Growth Strategy from Metro Vancouver estimated the annual needs in the City of Richmond at 73 Subsidized Housing units, 279 Low-End Market Rental units, and 243 Entry-Level Ownership units from 2006 to 2041. A separate piece of analysis in 2006 by McClanaghan & Associates for the City was prepared to determine the ability of the City to meet the Metro Vancouver estimates. The McClanaghan & Associates report indicated that the City could reasonably assist in the provision of 25 to 50 Subsidized Housing units, 95 Low-End Market Rental units, and 60 Entry-Level Ownership units annually based on an 80/20 split of funding between other sources and the City respectively. The City then adopted their own annual targets based on the information from both reports. The following table presents the aggregate targets from 2006 to 2041 as estimated by Metro Vancouver, McClanaghan & Associates, and the City of Richmond:

**Table 1: Affordable Housing Needs and Targets by Priority 2006 – 2041**

Estimated Need/Target by 2041	Metro Vancouver	McClanaghan & Associates	City of Richmond
Subsidized Housing	2,520	1,500	2,190
Low End Market Rentals	7,611	2,850	8,370
Entry Level Ownership	8,399	1,800	7,290

Since July 2007 Single Family residential rezonings have been required to provide either secondary suites or coach houses in at least 50% of new lots created or a cash-in-lieu contribution of \$1 per square foot of gross building area (GBA) to the Affordable Housing Reserve Fund. Townhouse developments have been required to contribute a cash-in-lieu contribution to the Fund at \$2 per square foot of GBA and apartment developments less than 80 units have been required to contribute \$4 per square foot of GBA.

It was not intended for the Affordable Housing Reserve Fund to serve as the sole funding support for development and operation of affordable housing in the City, but rather to partner with all levels of government along with private sector and community providers to meet the needs of those in Richmond requiring affordable housing. However, this goal has been hampered by decreased funding from senior government for affordable housing with increased burden placed on individual municipalities to bridge the funding gap.

With this in mind the City of Richmond retained G. P. Rollo & Associates (GPRA) to assist the City in determining:

- A. Appropriate Affordable Housing contribution rates for new development in the City; and



## B. How best to manage the City's Affordable Housing Reserve Fund.

The review of contribution rates was deemed necessary by the City to reflect changes in market conditions since the rates were established in 2007, increased estimates of need, and a desire to update rates to 2015 values as the existing rates were set prior to the adoption of the Affordable Housing Strategy in 2007.

A key issue for GPRA was to ensure the increased rates would allow developers to still achieve an acceptable return on their projects. GPRA undertook an economic review of how the current rates were established as well as proforma analyses in order to determine potential new rates and their impact on developers.<sup>1</sup>

GPRA has put forward two potential Affordable Housing contributions rate increases; an increase to \$1.14 for single family dwellings, \$2.28 for townhouse and \$4.55 for apartments, (**Option 1: Conservative Increase**) and the other being an increase to \$2.00 for single family dwellings, \$4.00 for townhouse and \$6.00 for apartments (**Option 2: Recommended Increase**). GPRA then prepared an estimate of revenues to be collected through to 2041 based on housing demand projections for the City by both Metro Vancouver and Urban Futures using current rates and both the Conservative and Recommended rates.

Two scenarios were identified for how funds were to be allocated among the City's three priorities: in **Scenario 1** *all funds would be allocated to Priority 1 – Subsidized Housing until the City's target of 73 units per year was met*; in the **Scenario 2** *funds would be split between all three priorities*. Even by implementing the Recommended Increase and devoting all funds to Priority 1 the City could not meet their goal of 73 units per year of subsidized housing, and would have no monies available for either of Priority 2 or 3, and would still rely upon 80% of the funding from senior levels of government or from partnering with private housing providers or non-profits.

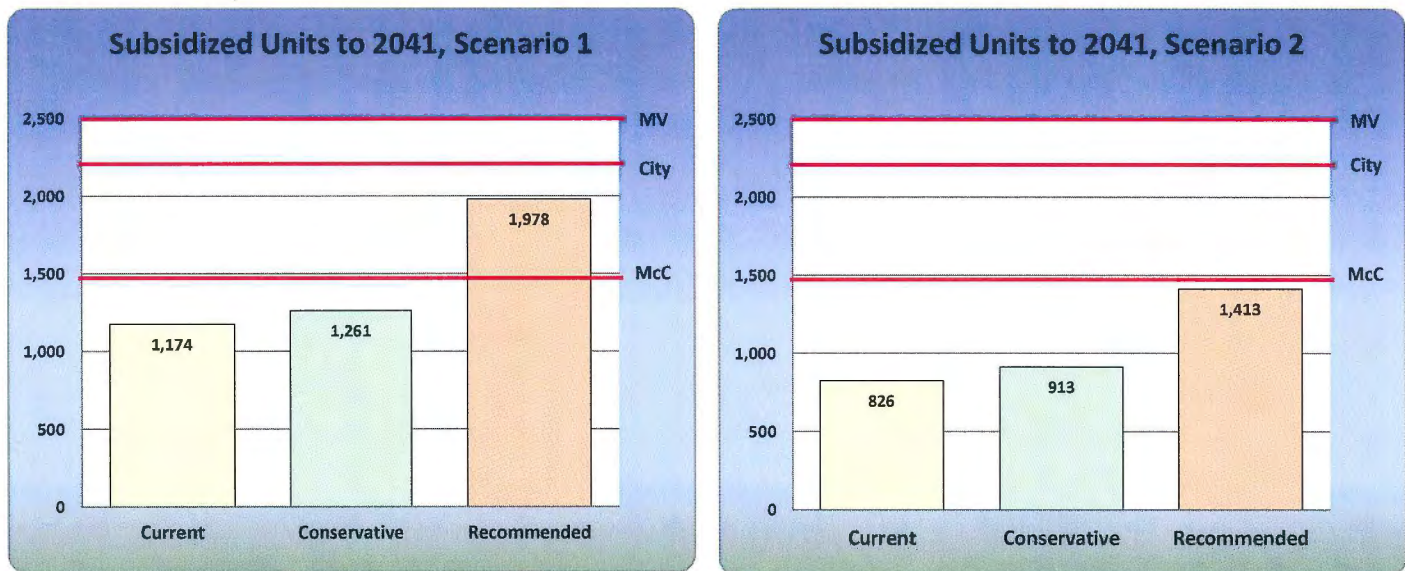
However, by implementing the Recommended Increase and choosing to allocate funds to all three priorities the City could meet or exceed McClanaghan & Associates 'achievable goal' of 25 to 50 subsidized units per year and provide funding to both other priorities.

The two figures on the following page show a comparison between the two scenarios of the total Subsidized Units potentially funded through 2041 with the three contribution rates. The units funded can also be compared to the needs and targets (see Table 1 above) denoted by the horizontal lines **MV** (Metro Vancouver needs), **City** (City of Richmond Targets in the AHS), and **McC** (McClanaghan & Associates 'achievable targets')

---

<sup>1</sup> Economic Analyses on gross contribution potential were completed in October 2011 and then reviewed in November 2013 and again in January 2015 and reflect market conditions at that time. Sensitivity analysis was undertaken to account for potential downward trends in the market, but significant and/or rapid market fluctuations could impact the results and require additional analyses.

**Figure 1: Comparison of Subsidized Units Funded through 2041 Scenario 1 vs. 2**



As part of this process GPRA conducted a review of affordable housing practices in other jurisdictions in the Lower Mainland and elsewhere and found very similar approaches in place as those employed by the City of Richmond.

However, there are some ideas to be considered, including: seeking additional sources of revenue for the Fund; allocation of funds between all three priorities; consider grants, tax exemptions, and other incentives to encourage rental/affordable housing; allocation of fund to ongoing management of affordable housing units; fast tracking rental/affordable housing development approvals; direct subsidies to at-risk; offering low-interest/deferred loans for qualified entry level purchasers; incentivize innovation for affordable housing.

G. P. Rollo and Associates recommends that the City implement the Recommended Increase for Affordable Housing contributions as this will allow the Fund to meet targets set by McClanaghan & Associates for subsidized housing units and for funding for other affordable housing priorities. We also recommend allocating funds to all three priorities to provide at least some assistance to other needs beyond subsidized housing. This, along with consideration of some of the recommendations identified in the review of other jurisdictions will position the City to move forward in their Affordable Housing Strategy to meeting their goals.



## Richmond's Small Builders' Group (RSBG) and Greater Vancouver Home Builders Association Stakeholder Consultation – Affordable Housing Strategy Update

Topic: Affordable Housing Contribution Rates and Single Family Rezoning Application Considerations

Date of Consultation: March 11, 2015

### Purpose:

The purpose of this report is to summarize:

- RSBA and GVHBA members' comments regarding the proposed Affordable Housing Contribution Rates and Single Family Rezoning Application Considerations, and
- City staff responses to their comments were addressed within the context of the existing Affordable Housing Strategy and the City's current updating process.

<b>1. Challenges and Questions Identified by Participants:</b>
• Clarification that this policy and proposed contribution rates apply to subdivisions/rezonings only
• As proposed, the policy will be applicable regardless of lot sizes
• There should be a flexible approach in case lot is too small or a suite is not viable
• How were the proposed rates developed?
– The analysis shows the rate of return, includes cost, loans, interest
– The recommended rates were predicated on developers getting an acceptable rate of return
• Single family and townhouse rates appear to have doubled, why haven't apartment rates?
– \$6 appears to be the cap; anything more would be a pinch
– With larger apartment developments, there are more carrying costs (e.g. rezoning process is longer)
– The analysis also looked at various housing types in neighbourhoods all over Richmond
• There are many costs associated with development: going towards accessible design, meeting and exceeding updated Building Code regulations, adding in solar panels and other energy efficient features → this all adds to the cost of development and construction
• It is really important to consider the big picture and all the costs
• Greater Vancouver Home Builders' Association (GVHBA) is doing a study of all associated costs with building and construction
• Does Richmond have a rental program? Similar to City of Vancouver's STIR (Short-Term Incentives for Rental) or Rental 100 program?
– Purpose-built rental projects contribute overall to affordability in Richmond, but are outside of the Affordable Housing Strategy's scope
– Affordable Housing staff are working with Policy Planning staff to develop a market rental policy; this could increase housing stock as a whole
<b>2. RSBA and GVHBA Responses to Consultant's Proposed Rates, Managing Affordable Housing Reserve Fund and Impacts of Proposed Interim Single Family Rezoning Policy</b>
• How are the funds used? How long does it take for the funds to be used?
– Funds are directed to the City's Affordable Housing Reserve Fund and used for capital grants that cover non-profit's development cost charge (DCC)/permit/servicing costs fees
– Non-profits can leverage the grant funds to get financing for construction/projects
– The City would fund 20%, with project partners funding 80%
• How do Richmond's rates compare with other municipalities?

<ul style="list-style-type: none"> <li>– Richmond is unique – the only city with dedicated affordable housing contributions instead of a broad community amenity contribution (CAC)</li> </ul>
<ul style="list-style-type: none"> <li>• What about industrial developers? Local Government Act allows only for residential density bonusing</li> </ul>
<ul style="list-style-type: none"> <li>– Should look into a mechanism – commercial spaces generate jobs and there is a need for workforce housing</li> </ul>
<ul style="list-style-type: none"> <li>• There should be density bonuses for building a suite, this helps the rental market and ensures that home sizes will not be affected</li> </ul>
<ul style="list-style-type: none"> <li>• Density bonuses could be applied for family-oriented suites</li> </ul>
<ul style="list-style-type: none"> <li>• Should consider bumping up fee for houses of a certain size or larger (e.g. 7000 sq.ft.) for households that can afford to pay and don't want to include a suite</li> </ul>
<ul style="list-style-type: none"> <li>• Should consider an incentive-based approach: incentives for smaller lots, mid-size lots, larger lots → scaled approach</li> </ul>
<ul style="list-style-type: none"> <li>• Need to keep location and transportation in mind: rental housing needs to be in close proximity to transit and amenities</li> </ul>
<ul style="list-style-type: none"> <li>• Lot size policy "protects" single family homes in interior neighbourhoods, rezoning mostly occur on arterial roads</li> </ul>
<ul style="list-style-type: none"> <li>• Concern in certain neighbourhoods over secondary suites because of location</li> </ul>
<ul style="list-style-type: none"> <li>• There are currently no mechanisms to enforce secondary suites – no enforcement of renting the suite out, no rent caps and not secured in perpetuity</li> </ul>
<ul style="list-style-type: none"> <li>• Going back to rates – the original rates were developed in 2006 and were closer to \$2 → the current rates were a compromise (e.g. \$1/ sq. ft. in single family rezoning)</li> </ul>
<ul style="list-style-type: none"> <li>• What is next? Feedback will be presented to Council and going forward, builders will be able to choose from the 3 options</li> </ul>
<ul style="list-style-type: none"> <li>• Builders understand the need for increasing the rates and recognize that the rates cannot stay static</li> </ul>
<b>3. <u>Current Market Condition Challenges Identified by Participants:</u></b>
<ul style="list-style-type: none"> <li>• Concerned about increasing costs of new demolition and recycling program, also increased DCC (would like to know how much they will increase by)</li> </ul>
<ul style="list-style-type: none"> <li>• Land values are extremely high and the end product is not selling at a comparable price</li> </ul>
<ul style="list-style-type: none"> <li>• Housing is becoming more complex to build</li> </ul>
<ul style="list-style-type: none"> <li>• Regulations keep increasing and costing more, especially with energy efficiency</li> </ul>
<ul style="list-style-type: none"> <li>• Many builders choose to build above code, which is also costly</li> </ul>
<ul style="list-style-type: none"> <li>• It is hard to build housing for people who do not qualify for affordable housing</li> </ul>
<ul style="list-style-type: none"> <li>• Currently, builders have to construct custom homes to make money</li> </ul>
<ul style="list-style-type: none"> <li>• Some builders are trying to shift to multi-family construction because single family homes are expensive and challenging to recoup costs</li> </ul>
<ul style="list-style-type: none"> <li>• Land values make single family construction not a viable career option</li> </ul>
<ul style="list-style-type: none"> <li>• Land prices and scarcity of land are biggest challenges</li> </ul>
<ul style="list-style-type: none"> <li>• If you allow subdivisions, it means less neighbourhood change – if lot sizes do not change, the houses become larger and larger</li> </ul>
<ul style="list-style-type: none"> <li>• If the policy is only applied one way (e.g., flat rate), it may not capture the nuances of the market</li> </ul>
<ul style="list-style-type: none"> <li>• What is the alternative? Do an analysis on every single rezoning application (which would require staff resources or external consultants) which would slow down the process to a halt</li> </ul>
<ul style="list-style-type: none"> <li>• Incomes cannot meet the costs of single family homes</li> </ul>

<ul style="list-style-type: none"> <li>• There is no entry level housing in Richmond</li> </ul>
4. <u>City Staff Suggested Next Steps</u>
<ul style="list-style-type: none"> <li>• For builders and development community stakeholders that were unable to attend, a survey will be sent out for feedback</li> </ul>
<ul style="list-style-type: none"> <li>• The Groups are interested in hearing feedback from Richmond residents through Let's Talk Richmond tool</li> </ul>



## UDI Stakeholder Consultation – Affordable Housing Strategy Update

**Topic:** Affordable Housing Contribution Rates and Single Family Rezoning Application Considerations

**Date of Consultation:** March 10, 2015

### Purpose:

The purpose of this report is to summarize:

- UDI members' comments regarding the proposed Affordable Housing Contribution Rates and Single Family Rezoning Application Considerations, and
- City staff responses to their comments were addressed within the context of the existing Affordable Housing Strategy and the City's current updating process.

<b>1. Challenges and Questions Identified by UDI Participants:</b>
<ul style="list-style-type: none"> <li>• What are the total costs of development?</li> <li>• Would like a complete picture of community amenity contributions (e.g., affordable housing, childcare, public art, connecting to District Energy Utility system, etc)</li> </ul>
<ul style="list-style-type: none"> <li>• Are current DCC rates taken into account?</li> <li>• What about the upcoming DCC increase this year in 2015?</li> </ul>
<ul style="list-style-type: none"> <li>• Important to have transparency</li> </ul>
<ul style="list-style-type: none"> <li>• Consultant chose a fixed rate approach so that developers can anticipate costs in advance</li> </ul>
<ul style="list-style-type: none"> <li>• As the building size/number of units increase, the list of requirements becomes longer</li> </ul>
<ul style="list-style-type: none"> <li>• There should be a periodic review of Affordable Housing rates</li> </ul>
<ul style="list-style-type: none"> <li>• What costs end up being passed on to homebuyers?</li> </ul>
<ul style="list-style-type: none"> <li>• How will these charges impact land values?</li> <li>• Concerns around costs and risks with rezoning, and whether increased rates will deter development or decrease the number of units being sold</li> </ul>
<ul style="list-style-type: none"> <li>• There needs to be a balance between the recommended rate and potential (maximum rate)</li> </ul>
<ul style="list-style-type: none"> <li>• Rezoning process: takes a long time, if applications were processed in a shorter time frame, this would decrease carrying costs during rezoning</li> <li>• Currently rezoning takes 1 year</li> </ul>
<b>2. Stakeholder Comments on Financing Affordable Housing &amp; Affordable Housing Targets</b>
<ul style="list-style-type: none"> <li>• There needs to be clarity on all costs associated with development               <ul style="list-style-type: none"> <li>○ Community amenity contributions (CACs) should be derived from meaningful explanation on what City wants to achieve</li> <li>○ Should be similar to the DCC review process</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• What is a reasonable expectation of what Richmond can provide, in terms of affordable housing?</li> </ul>
<ul style="list-style-type: none"> <li>• Clarify: Targets will based on a 20/80 split (City could meet target number of units while contributing 20% of costs, while 80% would be taken on by partner, e.g. senior government)</li> </ul>
<ul style="list-style-type: none"> <li>• It is not realistic to expect the City to meet all housing needs without senior government funding/intervention</li> </ul>
<ul style="list-style-type: none"> <li>• Should look at alternative financing/perspectives:               <ul style="list-style-type: none"> <li>○ Municipal levy (example in Seattle)</li> <li>○ Comparing costs of homelessness and providing housing; costs less to provide housing</li> <li>○ Working with developers and the City being open to innovation</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• How to fill the gap of affordable housing provision? There is a modest amount of federal and provincial funding, there needs to be more partnership with the development community</li> </ul>

<ul style="list-style-type: none"> <li>○ For example, the devolution of assets (expiry of operating agreements with respect to co-ops, social housing stock)</li> </ul>
<ul style="list-style-type: none"> <li>○ Provincial government provides mostly financing for projects, limited capital funding</li> </ul>
<ul style="list-style-type: none"> <li>○ Development community could work with co-ops and societies to do an economic analysis, assess viability of development and explore partnership opportunities</li> </ul>
<ul style="list-style-type: none"> <li>○ Responses need to be flexible and creative</li> </ul>
<b>3. <u>UDI Responses to Consultant's Proposed Rates and Managing The Affordable Housing Reserve Fund</u></b>
<ul style="list-style-type: none"> <li>• Increased rates: \$1 → \$2 for single family rezoning; \$2 → \$4 for townhouse developments; \$4→\$6 for apartment buildings with less than 80 units</li> </ul>
<ul style="list-style-type: none"> <li>• How to create rates to meet achievable targets? <ul style="list-style-type: none"> <li>○ If targets are realistic, a target driven approach could be rolled out and scaled over time (according to market conditions)</li> <li>○ There needs to be a periodic review of these rates so the increases are gradual, not a spike</li> <li>○ Calculate the ratio that represents population growth and target number of units to meet the housing demand</li> <li>○ Consultants took on a reverse analysis, identified what percentage of targets could be met</li> <li>○ Targets are based on Metro Vancouver's Estimated Housing Demand (Richmond numbers)</li> <li>○ Asked the City to determine more achievable targets</li> <li>○ City is currently exceeding subsidized rental and low end market rental (LEMR) targets (Priority 1 and 2 of the Affordable Housing Strategy) – 50 units per year for subsidized rental and 95 units per year for LEMR</li> <li>○ Falling behind on affordable rent- to-own targets (Priority 3)</li> <li>○ There should be a distinction between need (which will always be there) and target (something achievable)</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Staff should keep an eye out for creative opportunities (e.g. similar to Kiwanis) <ul style="list-style-type: none"> <li>○ Could partner with co-ops, non-profits and developers, as well as with Dev Apps/Policy Planning departments to facilitate these innovative opportunities</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• More thought should be applied to single family rezoning rates <ul style="list-style-type: none"> <li>○ Could be scaled based on lot size, attach rate to lot size (not house size/floor area)</li> <li>○ If rezoning could allow for smaller lots, more affordable homes could be achieved and more opportunities to generate funds for the Affordable Housing Reserve Fund</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• What about innovative approaches like the City of Vancouver and the Vancouver Housing Authority? <ul style="list-style-type: none"> <li>○ City could use funds to purchase land and work with developer to build housing (e.g. Storeys Development site located at 8111 Granville/8080 Anderson Road)</li> </ul> </li> </ul>
<b>4. <u>City Staff Suggested Next Steps</u></b>
<ul style="list-style-type: none"> <li>• Information about the next Dialogue Panel (clarify whose panel is this? ) will be circulated (the topics will be asset transfer and expiry of operating agreements)</li> </ul>
<ul style="list-style-type: none"> <li>• Affordable Home Ownership Policy Update will take place as part of overall Strategy update – development community is interested in this topic</li> </ul>
<ul style="list-style-type: none"> <li>• Consider further discussion of density bonusing on small lots</li> </ul>
<ul style="list-style-type: none"> <li>• Could ask for provision of secondary suites in new homes in exchange for density bonus</li> </ul>



# City of Richmond

## Report to Committee

---

<b>To:</b>	Planning Committee	<b>Date:</b>	July 6, 2015
<b>From:</b>	Cathryn Volkering Carlile General Manager, Community Services	<b>File:</b>	08-4057-01/2015-Vol 01
<b>Re:</b>	<b>Proposed Secondary Suite Policy Affordable Housing Strategy Amendments for Single Family Subdivisions and Rezoning</b>		

---



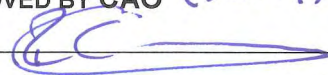
### Staff Recommendation

1. That, as per the report titled "Proposed Secondary Suite Policy Affordable Housing Strategy Amendments for Single Family Subdivisions and Rezoning" dated July 6, 2015, from the General Manager, Community Services; the City's existing Secondary Suite Policy, for all single family rezoning applications being subdivided through a rezoning application, where a density bonusing approach is taken in exchange for a higher density, be amended to require developers to either:
  - a) build a secondary suite on 100% of the single family lots subdivided through rezoning applications; or
  - b) build a secondary suite on 50% of the single family lots subdivided through rezoning applications and a cash-in-lieu contribution of \$2 per square foot per total buildable area to the Affordable Housing Reserve Fund from the remaining lot; or
  - c) provide a 100% cash-in-lieu contribution of \$2 to the Affordable Housing Reserve Fund for the total buildable area of single family lots subdivided through rezoning applications that cannot accommodate the provision of built secondary suites.
2. That single family rezoning applications received prior to Council's adoption of the proposed policy, be processed under the existing Affordable Housing Strategy policies, provided the application is presented to Council for their consideration within 1 year of the effective date of the revised policy.

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

Att. 2



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

## Staff Report

### Origin

The purpose of this report is to respond to the February 10, 2015 Council referral, for staff to seek stakeholder consultation and report back on the following proposed recommendations:

It was moved and seconded

- (1) That as per the staff report titled “Interim Single Family Subdivision Rezoning Policy – Affordable Housing Considerations and Proposed Amendments”, dated January 16, 2015, from the General Manager, Community Services, the City’s secondary suite policy for single family rezoning applications, where the density bonusing approach is taken in exchange for a higher density, all the lots that are being rezoned, be amended to require developers to either:*
  - (a) build a secondary suite on 100% of the single family lots subdivided through rezoning applications; or*
  - (b) provide a built secondary suite on 50% of the single family lots subdivided through rezoning applications and a cash-in-lieu contribution of \$2 per square foot per total buildable area from the remaining lot(s); or*
  - (c) provide a 100% cash-in-lieu contribution of \$2 per square foot per total buildable area on lots subdivided through rezoning applications that cannot accommodate the provision of built secondary suites; and*
- (2) That the \$2 per square foot interim contribution rate be implemented and is subject to final adoption when the contribution rates for all development types identified in the report “Richmond Affordable Housing Contribution Rate and Reserve Fund Analysis” be adopted.*

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.*

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.*

## Analysis

### Current Policy

The City's 2041 Official Community Plan encourages the development of diverse densities, styles, types and tenures of housing, as well as exploring incentives and mechanisms to retain existing housing stock in established single family neighbourhoods.

Secondary suites are considered to be a form of market rental housing, which falls outside of the City's Affordable Housing Strategy. Secondary suite development is encouraged by the City through various approaches: proposed single family rezoning applications, new developments, conversions and the legalization of secondary suites.

The City adopted a secondary suite density bonusing approach for all proposed single-family residential rezoning applications received after July 1, 2007, which requires that:

- All single family lots being rezoned in order to facilitate a subdivision are required to ensure at least half (50%) of the new lots being created through the subdivision will include a single family dwelling with a secondary suite or coach house unit; or
- A cash-in-lieu contribution of \$1 per total buildable square foot on all new houses to be constructed is to be provided towards the Affordable Housing Reserve Fund.

In 2007, the City adopted amendments to the Zoning By-law to allow a single secondary suite in single family dwellings. The units can be part of a newly constructed house, part of a new renovation to an existing house, or be legalized as an approved secondary suite. A secondary suite can be defined as an additional dwelling unit located in and is part of a residential building that is a single real estate entity. The suite must not have more than 90m<sup>2</sup> (970 sq. ft.) of total floor space and less than 40% of the residential floor space of the building. To be legal, a secondary suite must be City inspected and upgraded as required to ensure code compliance.

Regarding existing secondary suite parking requirements, the existing bylaw (Zoning Bylaw 8500, section 5.4.1.j) states:

*...where a secondary suite is on a lot fronting an arterial road ... one additional on-site parking space must be provided for the exclusive use of the secondary suite, and the required on-site parking spaces for the single detached housing may be provided in a tandem arrangement with one parking space located behind the other.*

### Proposed Secondary Suite Policy Amendment Recommendation

In an effort to better meet local market rental housing and purpose-built affordable housing demand, the following option was recommended for Council's consideration with respect to the City's Single Family rezoning policy where the density bonusing approach is taken in exchange for a higher density.

#### Proposed Hybrid Contribution Option

It is proposed that, through a revised single family residential secondary suite density bonusing approach, in exchange for a higher density, developers are to either:

- a) provide a built secondary suite on 100% of the single family lots subdivided through rezoning application; or
- b) provide a built secondary suite on 50% of the single family lots subdivided through rezoning applications and a cash-in-lieu contribution of \$2 per square foot per total buildable area (double the amount of the existing policy) on the remaining lot; or
- c) provide a 100% cash-in-lieu contribution of \$2 per square foot per total buildable area on lots subdivided through rezoning applications that cannot accommodate the provision of built secondary suites.

The recommended option would continue to provide developers with built secondary suites choices, as well as for the City to collect funds for the City's Affordable Housing Reserve fund which would be utilized, as determined by Council to provide a range of affordable housing. The proposed option would:

- be applied to all neighbourhoods in the City,
- support development where only one secondary suite may be feasibly built (e.g., on smaller lot sizes or at locations that have challenges with parking, traffic, access or servicing impacts).

Staff recommend this proposed option, as a better balanced policy for the following reasons:

- requiring built secondary suites on subdivided lots creates an indirect benefit to affordable housing by increasing market rental unit supply, decreasing pressure on rent prices, and increasing unit availability and choice; and
- collecting affordable housing contributions from the remaining lot generates direct community benefit to affordable housing through Affordable Housing Reserve funds collected by the City and utilized to financially support other affordable housing development opportunities; such as, subsidized rental housing development for low income households.

The proposed policy, acknowledges the feedback received from developers, that not all lots can accommodate built secondary suites (e.g., due to lot size, location, access to parking, servicing requirements). In these cases, staff recommend that applicants be afforded the option of providing a 100% cash-in-lieu contribution.

If approved, the developer's choice to pursue either option a), b) or c) would be made by the developer, as part of their proposed single family rezoning application for Council consideration. The current rezoning considerations provide the flexibility for applicants to change their mind, prior to final adoption of the rezoning bylaw; staff recommend that this approach stay the same. Changes made after the final adoption of the rezoning bylaw would have to be resubmitted as an amendment or new application. Council would have final approval regarding what a developer is required to provide.

### Staff Consultations with the Development Community

At its February 10, 2015 meeting, Council directed that staff seek stakeholder consultation regarding the proposed secondary suite recommendations put forward in the reports titled “Interim Single Family Subdivision Rezoning Policy – Affordable Housing Considerations and Proposed Amendments” and “Richmond Affordable Housing Contribution Rate and Reserve Fund Strategy Review – Recommendations for Stakeholder Consultation”.

Community Social Development and Planning and Development staff facilitated stakeholder consultations with representatives from the Urban Development Institute (UDI), Greater Vancouver Home Builders’ Association (GVHBA) and the Richmond Small Builders’ Group (attachments 1 and 2). Below are some of the key themes and staff responses:

Key Theme	Staff Response/Feedback
A flexible approach is needed, especially in cases where the lot is too small/suite is not viable.	Similar feedback was provided to staff during preliminary consultations in January 2015; staff recognized this challenge and incorporated a 100% cash-in-lieu option to allow for more flexibility.
Increasing costs of land and development: such as incorporating accessible design requirements, meeting and exceeding the updated Building Code regulations, and adding energy-efficient features.	Staff are aware of the increasing costs of development; however, the affordable housing contribution rates have not been updated since the Strategy’s adoption in 2007 and do not reflect current market conditions.
Density bonus approach: should be considered for providing secondary or family-oriented suites in new construction.	The approach has merit, but is not being pursued at this time.
Scaled rates: should consider charging higher fees/rates for houses of a certain size or larger (e.g. 7,000 sq.ft. and above).	The scaled rate approach also has merit, but is not being pursued at this time.
Location and transportation: rental housing and secondary suites should be located in close proximity to transit and amenities.	Metro Vancouver’s Regional Housing Strategy highlights the importance of proximity of rental housing (secondary suites included) to transit and amenities, and staff expect this to be addressed during the Housing Action Plan process.

### Let’s Talk Richmond Survey

Affordable Housing staff also undertook online consultation with Richmond residents to gain a better understanding of secondary suites on neighbourhoods and the impacts of increasing the supply of secondary suites. Staff utilized the Let’s Talk Richmond survey tool, which was live for three weeks.

Participants were asked to provide demographic information, such as: age, if they rent or own their homes, annual household income and postal code. Participants were then asked to provide their thoughts on:

- Secondary suites in their neighbourhood
- Outcomes of increasing the number of secondary suites in their neighbourhood

- Increasing housing affordability in their neighbourhood
- Affordable housing in Richmond

There were a total of 58 responses to the survey. Of the survey participants, 81% were homeowners and 19% were renters, and they were generally supportive of secondary suites in their neighbourhood.

Below are the some of the key issues participants raised and staff responses:

Key Themes	Staff Responses
Parking and increased traffic may occur.	Planning & Development and Community Services staff have received minimal complaints regarding parking and traffic in neighbourhoods where secondary suites are prevalent. Staff will continue to monitor this area and address concerns if necessary.
Increased foreign ownership and unoccupied vacant homes may be a concern.	The Manager of Economic Development provided a memo to Mayor and Council (dated June 22, 2015) providing information on housing concerns and vacant homes.
Increased and undesirable density may occur, as well as a higher turnover of residents.	Through local area planning processes, these issues will continue to be examined and addressed.
Concerns around tearing down older homes and building "mega mansions".	Planning & Development staff are currently working on addressing this concern.
Concerns around changes to neighbourhood appearance and character.	Secondary suites are contained within a single family home and not typically visible. Single family homes are regulated through City zoning bylaw requirements.
Family friendly suites are needed – secondary suites may be too small to accommodate.	Staff recognize the need for family-friendly suites and are actively engaged in securing larger low end market rental units in new multi-family developments through the Affordable Housing Strategy.
More enforcement around legalization of secondary suites is needed	Staff continue to respond on a complaints basis to issues regarding secondary suites.
Suites should be in close proximity to transit	Metro Vancouver's Regional Housing Strategy highlights the importance of proximity of rental housing (secondary suites included) to transit and amenities, and staff expect this to be addressed during the Housing Action Plan process.
More rental housing options (e.g. purpose-built rental, co-ops) are needed	The City continues to work in partnership with the private sector in securing rental units in larger multi-family developments.

### Implementation

Staff recommend that:



- The proposed secondary suite single family affordable housing contribution rates policy be effective once Council adopts them;
- The proposed policy not be applied to rezoning applications that are currently under staff review, provided that they are presented to Council within 1 year of the effective date of the revised policy; and
- Any new single family rezoning applications received after the effective date of the approval of the proposed policy, be subject to the new policy.

The recommended increased rates for all developments is outlined in the report titled “Affordable Housing Contribution Rate and Reserve Fund Analysis – Final Recommendations for Adoption”, also appearing on this agenda. The report includes the results of stakeholder consultations and recommendations for adoption of the rates for all developments. Staff recommend that the \$2 per square foot rate be implemented when all rates are adopted.

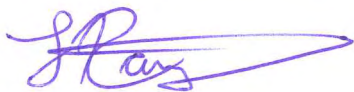
### **Financial Impact**

If approved, staff anticipate that the proposed recommendations will generate both built secondary suites and cash contributions to the City’s Affordable Housing Reserve Fund to support a range of more built affordable housing.

### **Conclusion**

The City of Richmond Council, developers and residents, while committed to assist meeting City residents’ affordable housing needs, cannot do it alone, as it is expensive to do so, and is largely influenced by: non-City macro-economic conditions, market interest rates and inflation, senior government housing and incentive tax policies, corporate and private income, migration and employment conditions.

Therefore, it remains important for City policies to encourage a diverse supply of attainable market and affordable housing options to meet current and future housing need based on demand. This helps to generate a balanced approach of development at all points of the housing continuum, while supporting housing policy advancement at all levels of government. It is in this context that staff propose the recommended single family secondary suite recommendations.



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

- Att. 1: Stakeholder Consultation Summary – Representatives from Richmond Small Builders Group and Greater Vancouver Home Builders Association
- 2: Stakeholder Consultation Summary – Representatives from the Urban Development Institute

## Richmond's Small Builders' Group (RSBG) and Greater Vancouver Home Builders Association Stakeholder Consultation – Affordable Housing Strategy Update

Topic: Affordable Housing Contribution Rates and Single Family Rezoning Application Considerations  
Date of Consultation: March 11, 2015

### Purpose:

The purpose of this report is to summarize:

- RSBA and GVHBA members' comments regarding the proposed Affordable Housing Contribution Rates and Single Family Rezoning Application Considerations, and
- City staff responses to their comments were addressed within the context of the existing Affordable Housing Strategy and the City's current updating process.

<b>1. Challenges and Questions Identified by Participants:</b>	
•	Clarification that this policy and proposed contribution rates apply to subdivisions/rezonings only
•	As proposed, the policy will be applicable regardless of lot sizes
•	There should be a flexible approach in case lot is too small or a suite is not viable
•	How were the proposed rates developed?
–	The analysis shows the rate of return, includes cost, loans, interest
–	The recommended rates were predicated on developers getting an acceptable rate of return
•	Single family and townhouse rates appear to have doubled, why haven't apartment rates?
–	\$6 appears to be the cap; anything more would be a pinch
–	With larger apartment developments, there are more carrying costs (e.g. rezoning process is longer)
–	The analysis also looked at various housing types in neighbourhoods all over Richmond
•	There are many costs associated with development: going towards accessible design, meeting and exceeding updated Building Code regulations, adding in solar panels and other energy efficient features → this all adds to the cost of development and construction
•	It is really important to consider the big picture and all the costs
•	Greater Vancouver Home Builders' Association (GVHBA) is doing a study of all associated costs with building and construction
•	Does Richmond have a rental program? Similar to City of Vancouver's STIR (Short-Term Incentives for Rental) or Rental 100 program?
–	Purpose-built rental projects contribute overall to affordability in Richmond, but are outside of the Affordable Housing Strategy's scope
–	Affordable Housing staff are working with Policy Planning staff to develop a market rental policy; this could increase housing stock as a whole
<b>2. RSBA and GVHBA Responses to Consultant's Proposed Rates, Managing Affordable Housing Reserve Fund and Impacts of Proposed Interim Single Family Rezoning Policy</b>	
•	How are the funds used? How long does it take for the funds to be used?
–	Funds are directed to the City's Affordable Housing Reserve Fund and used for capital grants that cover non-profit's development cost charge (DCC)/permit/servicing costs fees
–	Non-profits can leverage the grant funds to get financing for construction/projects
–	The City would fund 20%, with project partners funding 80%
•	How do Richmond's rates compare with other municipalities?



<ul style="list-style-type: none"> <li>– Richmond is unique – the only city with dedicated affordable housing contributions instead of a broad community amenity contribution (CAC)</li> </ul>
<ul style="list-style-type: none"> <li>• What about industrial developers? Local Government Act allows only for residential density bonusing</li> </ul>
<ul style="list-style-type: none"> <li>– Should look into a mechanism – commercial spaces generate jobs and there is a need for workforce housing</li> </ul>
<ul style="list-style-type: none"> <li>• There should be density bonuses for building a suite, this helps the rental market and ensures that home sizes will not be affected</li> </ul>
<ul style="list-style-type: none"> <li>• Density bonuses could be applied for family-oriented suites</li> </ul>
<ul style="list-style-type: none"> <li>• Should consider bumping up fee for houses of a certain size or larger (e.g. 7000 sq.ft.) for households that can afford to pay and don't want to include a suite</li> </ul>
<ul style="list-style-type: none"> <li>• Should consider an incentive-based approach: incentives for smaller lots, mid-size lots, larger lots → scaled approach</li> </ul>
<ul style="list-style-type: none"> <li>• Need to keep location and transportation in mind: rental housing needs to be in close proximity to transit and amenities</li> </ul>
<ul style="list-style-type: none"> <li>• Lot size policy “protects” single family homes in interior neighbourhoods, rezoning mostly occur on arterial roads</li> </ul>
<ul style="list-style-type: none"> <li>• Concern in certain neighbourhoods over secondary suites because of location</li> </ul>
<ul style="list-style-type: none"> <li>• There are currently no mechanisms to enforce secondary suites – no enforcement of renting the suite out, no rent caps and not secured in perpetuity</li> </ul>
<ul style="list-style-type: none"> <li>• Going back to rates – the original rates were developed in 2006 and were closer to \$2 → the current rates were a compromise (e.g. \$1/ sq. ft. in single family rezoning)</li> </ul>
<ul style="list-style-type: none"> <li>• What is next? Feedback will be presented to Council and going forward, builders will be able to choose from the 3 options</li> </ul>
<ul style="list-style-type: none"> <li>• Builders understand the need for increasing the rates and recognize that the rates cannot stay static</li> </ul>
<b>3. <u>Current Market Condition Challenges Identified by Participants:</u></b>
<ul style="list-style-type: none"> <li>• Concerned about increasing costs of new demolition and recycling program, also increased DCC (would like to know how much they will increase by)</li> </ul>
<ul style="list-style-type: none"> <li>• Land values are extremely high and the end product is not selling at a comparable price</li> </ul>
<ul style="list-style-type: none"> <li>• Housing is becoming more complex to build</li> </ul>
<ul style="list-style-type: none"> <li>• Regulations keep increasing and costing more, especially with energy efficiency</li> </ul>
<ul style="list-style-type: none"> <li>• Many builders choose to build above code, which is also costly</li> </ul>
<ul style="list-style-type: none"> <li>• It is hard to build housing for people who do not qualify for affordable housing</li> </ul>
<ul style="list-style-type: none"> <li>• Currently, builders have to construct custom homes to make money</li> </ul>
<ul style="list-style-type: none"> <li>• Some builders are trying to shift to multi-family construction because single family homes are expensive and challenging to recoup costs</li> </ul>
<ul style="list-style-type: none"> <li>• Land values make single family construction not a viable career option</li> </ul>
<ul style="list-style-type: none"> <li>• Land prices and scarcity of land are biggest challenges</li> </ul>
<ul style="list-style-type: none"> <li>• If you allow subdivisions, it means less neighbourhood change – if lot sizes do not change, the houses become larger and larger</li> </ul>
<ul style="list-style-type: none"> <li>• If the policy is only applied one way (e.g., flat rate), it may not capture the nuances of the market</li> </ul>
<ul style="list-style-type: none"> <li>• What is the alternative? Do an analysis on every single rezoning application (which would require staff resources or external consultants) which would slow down the process to a halt</li> </ul>
<ul style="list-style-type: none"> <li>• Incomes cannot meet the costs of single family homes</li> </ul>

- There is no entry level housing in Richmond

#### 4. City Staff Suggested Next Steps

- For builders and development community stakeholders that were unable to attend, a survey will be sent out for feedback
- The Groups are interested in hearing feedback from Richmond residents through Let's Talk Richmond tool

## UDI Stakeholder Consultation – Affordable Housing Strategy Update

**Topic: Affordable Housing Contribution Rates and Single Family Rezoning Application Considerations**

**Date of Consultation: March 10, 2015**

### Purpose:

The purpose of this report is to summarize:

- UDI members' comments regarding the proposed Affordable Housing Contribution Rates and Single Family Rezoning Application Considerations, and
- City staff responses to their comments were addressed within the context of the existing Affordable Housing Strategy and the City's current updating process.

<b>1. Challenges and Questions Identified by UDI Participants:</b>
<ul style="list-style-type: none"> <li>• What are the total costs of development?</li> <li>• Would like a complete picture of community amenity contributions (e.g., affordable housing, childcare, public art, connecting to District Energy Utility system, etc)</li> </ul>
<ul style="list-style-type: none"> <li>• Are current DCC rates taken into account?</li> <li>• What about the upcoming DCC increase this year in 2015?</li> </ul>
<ul style="list-style-type: none"> <li>• Important to have transparency</li> </ul>
<ul style="list-style-type: none"> <li>• Consultant chose a fixed rate approach so that developers can anticipate costs in advance</li> </ul>
<ul style="list-style-type: none"> <li>• As the building size/number of units increase, the list of requirements becomes longer</li> </ul>
<ul style="list-style-type: none"> <li>• There should be a periodic review of Affordable Housing rates</li> </ul>
<ul style="list-style-type: none"> <li>• What costs end up being passed on to homebuyers?</li> </ul>
<ul style="list-style-type: none"> <li>• How will these charges impact land values?</li> <li>• Concerns around costs and risks with rezoning, and whether increased rates will deter development or decrease the number of units being sold</li> </ul>
<ul style="list-style-type: none"> <li>• There needs to be a balance between the recommended rate and potential (maximum rate)</li> </ul>
<ul style="list-style-type: none"> <li>• Rezoning process: takes a long time, if applications were processed in a shorter time frame, this would decrease carrying costs during rezoning</li> <li>• Currently rezoning takes 1 year</li> </ul>
<b>2. Stakeholder Comments on Financing Affordable Housing &amp; Affordable Housing Targets</b>
<ul style="list-style-type: none"> <li>• There needs to be clarity on all costs associated with development               <ul style="list-style-type: none"> <li>○ Community amenity contributions (CACs) should be derived from meaningful explanation on what City wants to achieve</li> <li>○ Should be similar to the DCC review process</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• What is a reasonable expectation of what Richmond can provide, in terms of affordable housing?</li> </ul>
<ul style="list-style-type: none"> <li>• Clarify: Targets will based on a 20/80 split (City could meet target number of units while contributing 20% of costs, while 80% would be taken on by partner, e.g. senior government)</li> </ul>
<ul style="list-style-type: none"> <li>• It is not realistic to expect the City to meet all housing needs without senior government funding/intervention</li> </ul>
<ul style="list-style-type: none"> <li>• Should look at alternative financing/perspectives:               <ul style="list-style-type: none"> <li>○ Municipal levy (example in Seattle)</li> <li>○ Comparing costs of homelessness and providing housing; costs less to provide housing</li> <li>○ Working with developers and the City being open to innovation</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• How to fill the gap of affordable housing provision? There is a modest amount of federal and provincial funding, there needs to be more partnership with the development community</li> </ul>



<ul style="list-style-type: none"> <li>○ For example, the devolution of assets (expiry of operating agreements with respect to co-ops, social housing stock)</li> </ul>
<ul style="list-style-type: none"> <li>○ Provincial government provides mostly financing for projects, limited capital funding</li> </ul>
<ul style="list-style-type: none"> <li>○ Development community could work with co-ops and societies to do an economic analysis, assess viability of development and explore partnership opportunities</li> </ul>
<ul style="list-style-type: none"> <li>○ Responses need to be flexible and creative</li> </ul>
<b>3. UDI Responses to Consultant's Proposed Rates and Managing The Affordable Housing Reserve Fund</b>
<ul style="list-style-type: none"> <li>• Increased rates: \$1 → \$2 for single family rezoning; \$2 → \$4 for townhouse developments; \$4→\$6 for apartment buildings with less than 80 units</li> </ul>
<ul style="list-style-type: none"> <li>• How to create rates to meet achievable targets?</li> </ul>
<ul style="list-style-type: none"> <li>○ If targets are realistic, a target driven approach could be rolled out and scaled over time (according to market conditions)</li> </ul>
<ul style="list-style-type: none"> <li>○ There needs to be a periodic review of these rates so the increases are gradual, not a spike</li> </ul>
<ul style="list-style-type: none"> <li>○ Calculate the ratio that represents population growth and target number of units to meet the housing demand</li> </ul>
<ul style="list-style-type: none"> <li>○ Consultants took on a reverse analysis, identified what percentage of targets could be met</li> </ul>
<ul style="list-style-type: none"> <li>○ Targets are based on Metro Vancouver's Estimated Housing Demand (Richmond numbers)</li> </ul>
<ul style="list-style-type: none"> <li>○ Asked the City to determine more achievable targets</li> </ul>
<ul style="list-style-type: none"> <li>○ City is currently exceeding subsidized rental and low end market rental (LEMR) targets (Priority 1 and 2 of the Affordable Housing Strategy) – 50 units per year for subsidized rental and 95 units per year for LEMR</li> </ul>
<ul style="list-style-type: none"> <li>○ Falling behind on affordable rent- to-own targets (Priority 3)</li> </ul>
<ul style="list-style-type: none"> <li>○ There should be a distinction between need (which will always be there) and target (something achievable)</li> </ul>
<ul style="list-style-type: none"> <li>• Staff should keep an eye out for creative opportunities (e.g. similar to Kiwanis)</li> </ul>
<ul style="list-style-type: none"> <li>○ Could partner with co-ops, non-profits and developers, as well as with Dev Apps/Policy Planning departments to facilitate these innovative opportunities</li> </ul>
<ul style="list-style-type: none"> <li>• More thought should be applied to single family rezoning rates</li> </ul>
<ul style="list-style-type: none"> <li>○ Could be scaled based on lot size, attach rate to lot size (not house size/floor area)</li> </ul>
<ul style="list-style-type: none"> <li>○ If rezoning could allow for smaller lots, more affordable homes could be achieved and more opportunities to generate funds for the Affordable Housing Reserve Fund</li> </ul>
<ul style="list-style-type: none"> <li>• What about innovative approaches like the City of Vancouver and the Vancouver Housing Authority?</li> </ul>
<ul style="list-style-type: none"> <li>○ City could use funds to purchase land and work with developer to build housing (e.g. Storeys Development site located at 8111 Granville/8080 Anderson Road)</li> </ul>
<b>4. City Staff Suggested Next Steps</b>
<ul style="list-style-type: none"> <li>• Information about the next Dialogue Panel (clarify whose panel is this? ) will be circulated (the topics will be asset transfer and expiry of operating agreements)</li> </ul>
<ul style="list-style-type: none"> <li>• Affordable Home Ownership Policy Update will take place as part of overall Strategy update – development community is interested in this topic</li> </ul>
<ul style="list-style-type: none"> <li>• Consider further discussion of density bonusing on small lots</li> </ul>
<ul style="list-style-type: none"> <li>• Could ask for provision of secondary suites in new homes in exchange for density bonus</li> </ul>



# City of Richmond

## Report to Committee

**To:** Planning Committee  
**From:** Cathryn Volkering Carlile  
General Manager, Community Services  
**Re:** Child Care Development Policy Amendment

**Date:** August 17, 2015  
**File:** 07-3070-01/2015-Vol  
01

### Staff Recommendation

That the Child Care Development Policy 4017 be amended as set out in Appendix A of the staff report titled "Child Care Development Policy Amendment", dated June 2, 2015, from the General Manager, Community Services.

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

Att. 2

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

## Staff Report

### Origin

This report proposes amendments to the Child Care Development Policy (4017). The proposed amendments primarily reflect the development of design guidelines to improve child care facility delivery targets. Preparation of the guidelines was jointly coordinated by the Community Services and Engineering & Public Works Divisions.

The proposed City of Richmond Child Care Design Guidelines will be used in planning for future child care facilities either constructed by the City as capital projects or by developers as community amenity contributions. Other amendments were intended to improve clarity regarding the child care grants, development of child care facilities, partnerships and planning (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.*

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

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

### Analysis

#### Revisions to the Child Care Development Policy (4017)

#### **Child Care Grants**

Minor changes were made to the child care grant references to add furnishings and program development to the list of items the City supports.

#### **Development of Child Care Facilities**

The most significant revision to the Child Care Development Policy is the section that discusses the development of child care facilities. The section refers to preparing, using and updating child care design guidelines to assist with negotiations for voluntary child care community amenities as part of the rezoning processes.

A set of guidelines was developed as a joint initiative by the Community Services Division and the Engineering & Public Works Division.

The draft guidelines were tested during the City lead development of the Cranberry Children's Centre.

The proposed City of Richmond Child Care Design Guidelines are attached for reference (Attachment 2). The document is intended to be used for City initiated child care projects, developer-built child care amenity contributions, and shared with the public as a resource. Once approved, the "City of Richmond Child Care Design Guidelines" will be posted on the City's web site and made available to developers contemplating making a child care amenity contribution as part of a rezoning application. Staff will update the guidelines from time to time as opportunities for improvements are identified.

### **Partnerships and Planning**

Wording concerning "partnerships" has been revised to bring together two previous sections in the policy that discuss how the City will work in partnership with others to plan, develop and maintain a quality and affordable comprehensive child care system in Richmond.

The "planning" section has been reduced to one statement which discusses how the City will address child care needs based on available resources and budgets.

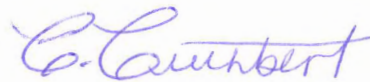
### **Financial Impact**

There is no financial impact.

### **Conclusion**

The Child Care Development Policy (4017) now provides direction on utilizing and updating the proposed City of Richmond Child Care Design Guidelines which will assist with the development of new City-owned child care facilities or developer-built child care community amenities.

Staff recommends that Council adopt the amended the Child Care Development Policy (4017) as presented in Attachment 1.



Coralys Cuthbert  
Child Care Coordinator  
(604-204-8621)

- Att. 1: Recommended Child Care Development Policy (4017) Amendments  
2: Proposed City of Richmond Child Care Design Guidelines



DRAFT amendments - July 2, 2015

Page 1 of 5	Adopted by Council: January 24, 2006 Amended by Council: April 10, 2012, December 8, 2014	<b>Policy 4017</b>
File Ref: 3070	<b>Child Care Development Policy</b>	

## **POLICY 4017:**

It is Council policy that:

### **1. GENERAL**

- 1.1 The City of Richmond acknowledges that quality and affordable child care is an essential service in the community for residents, employers and employees.

### **2. PLANNING**

- 2.1 To address child care needs, the City will: plan, partner and, as resources and budgets become available, support a range of quality, affordable child care.

### **3. PARTNERSHIPS**

- 3.1 The City of Richmond is committed to:

- (a) Being an active partner with senior governments, stakeholders, parents, the private and non-profit sectors, and the community, to plan, develop and maintain a quality and affordable comprehensive child care system in Richmond.

Working with the following organizations and groups to facilitate quality child care in Richmond:

- (i) Community Associations and Societies - to assess whether or not child care services can be improved in community centres, and new spaces added to existing and future community centres.
- (ii) Developers - to encourage developers to provide land and facilities for child care programs throughout the City.
- (iii) Employers - to encourage employers' involvement in advocating and planning for child care.
- (iv) Intercultural Advisory Committee - to investigate and report on child care concerns, needs and problems facing ethno cultural groups in the City.
- (v) School Board – to continue providing space for child care programs on school sites; to co-locate child care spaces with schools where appropriate, and to liaise with the Child Care Development Advisory Committee,





DRAFT amendments - July 2, 2015

Page 2 of 5

Adopted by Council: January 24, 2006

Policy 4017

Amended by Council: April 10, 2012, December 8, 2014

File Ref: 3070

**Child Care Development Policy**

- (b) Monitoring the need for new child care spaces to support Richmond residents, employee and student populations.
- (c) Providing, when appropriate, new child care spaces and/or facilities to meet existing needs and future population growth.
- (d) Requesting senior governments and other stakeholders to provide ongoing funding for affordable child care facilities, spaces, operations and programming.

**4. RICHMOND CHILD CARE DEVELOPMENT ADVISORY COMMITTEE (CCDAC)**

- 4.1 The City will establish and support the Richmond Child Care Development Advisory Committee.

**5. CHILD CARE RESERVE FUNDS**

- 5.1 The City has established two Child Care Reserve Funds as described below.

- (a) Child Care Development Reserve Fund (established by Reserve Fund Establishment Bylaw No. 7812)

The City will administer the Child Care Development Reserve Fund to financially assist with the following capital expenses:

- (i) Establishing child care facilities and spaces in:
    - City buildings and on City land.
    - Private developments.
    - Senior government projects.
    - Community partner projects.
  - (ii) Acquiring sites for lease to non-profit societies for child care; and
  - (iii) Providing grants to non-profit societies for capital purchases and improvements, such as equipment, furnishings, renovations and playground improvements.
- (b) Child Care Operating Reserve Fund (established by Child Care Operating Reserve Fund Establishment Bylaw No. 8827)
- (i) The City will administer the Child Care Operating Reserve Fund to financially assist with non-capital expenses relating to child care within the City, including the following:



DRAFT amendments - July 2, 2015

Page 3 of 5

Adopted by Council: January 24, 2006

Policy 4017

Amended by Council: April 10, 2012, December 8, 2014

File Ref: 3070

**Child Care Development Policy**

- Grants to non-profit societies to support child care professional and program development within the City;
- Studies, research and production of reports and other information in relation to child care issues within the City; and
- Remuneration and costs, including without limitation expenses and travel costs, for consultants and City personnel to support the development and quality of child care within the City.

5.2 Developer cash contributions and child care density bonus contributions to the City's Child Care Reserve Funds will be allocated as follows:

- (a) 90% of the amount will be deposited to the Child Care Development Reserve Fund, and
- (b) 10% of the amount will be deposited to the Child Care Operating Reserve Fund, unless Council directs otherwise prior to the date of the developer's payment, in which case the payment will be deposited as directed by Council.

5.3 All expenditures from the Child Care Reserve Funds must be authorized by Council.

## 6. DEVELOPMENT OF CHILD CARE FACILITIES

6.1 To facilitate consistent, transparent and sound planning, the City will:

- (a) Undertake periodic child care needs assessments to update its child care strategy.
- (b) Use its powers through the rezoning and development approval processes to achieve child care targets and objectives.
- (c) Prepare Child Care Design Guidelines which articulate the City's expectations for the design and development of City-owned or leased child care facilities, whether they are built as City capital projects or by developers as community amenity contributions.
- (d) Make the Child Care Design Guidelines available to members of the public as a resource, and to City staff, developers, and architects as a guide for planning child care spaces in City-owned or leased facilities or developer-built community amenities being contributed to the City.



DRAFT amendments - July 2, 2015

Page 4 of 5

Adopted by Council: January 24, 2006

Policy 4017

Amended by Council: April 10, 2012, December 8, 2014

File Ref: 3070

**Child Care Development Policy**

6.2 The City will further facilitate the establishment of child care facilities by:

- (a) Encouraging adequate child care centre facilities throughout the City where needed, particularly in each new community.
- (b) Providing City land and facilities for child care programs in locations throughout the City.
- (c) Encouraging child care program expansion through the enhancement of existing community facilities.

## 7. CHILD CARE GRANTS POLICY

7.1 Through City child care grants, support child care:

- (a) Facilities.
- (b) Spaces.
- (c) Programming.
- (d) Equipment and furnishings.
- (e) Professional and program development support.

## 8. PROFESSIONAL CHILD CARE SUPPORT RESOURCES

8.1 Support resources for child care providers as advised by the Child Care Development Advisory Committee and as the need requires and budgets become available.

## 9. POLICY REVIEWS

9.1 From time to time, the City will:

- (a) Review child care policies, regulations and procedures to ensure that no undue barriers exist to the development of child care.
- (b) As appropriate, develop targets for the required number, type and location of child care services in Richmond.

## 10. AREA PLANS

10.1 The City will ensure that area plans contain effective child care policies.



DRAFT amendments - July 2, 2015

Page 5 of 5

Adopted by Council: January 24, 2006

Policy 4017

Amended by Council: April 10, 2012, December 8, 2014

File Ref: 3070

**Child Care Development Policy**

## 11. INFORMATION

11.1 The City will, with advice from the Child Care Development Advisory Committee:

- (a) Generate, consolidate and analyze information to facilitate the development of child care facilities, programs and non-profit child care agencies;
- (b) Determine if any City land holdings are appropriate to be made available for immediate use as child care facilities;
- (c) Review, update and distribute City produced public information material to the public on child care.

## 12. PROMOTION

12.1 The City will:

- (a) Declare the month of May "Child Care Month" and support awareness and fund-raising activities during that month.



DRAFT amendments - July 2, 2015

Page 1 of 7

Adopted by Council: January 24, 2006

Policy 4017

Amended by Council: April 10, 2012, December 8, 2014

File Ref: 3070

**Child Care Development Policy**

**POLICY 4017:**

**~~1. POLICY~~**

It is Council policy that:

**1. GENERAL**

1.1 The City of Richmond acknowledges that quality and affordable child care is an essential service in the community for residents, employers and employees.

**2. PLANNING**

2.2.1 To address child care needs, the City will: plan, partner and, as resources and budgets become available, support a range of quality, affordable child care.

2.1 To address child care needs, the City will: plan, partner and, as resources and budgets become available, support a range of quality, affordable child care.

- Facilities
- Spaces
- Programming
- Equipment
- Support resources.

**3. PARTNERSHIPS**

3.3.1 The City of Richmond is committed to:

3.1 The City of Richmond is committed to:

- (a) ~~B~~being an active partner with senior governments, stakeholders, parents, the private and ~~co-operative~~ non-profit sectors, and the community, to plan, develop and maintain a quality and affordable comprehensive child care system in Richmond.

Working with the following specific organizations and groups to facilitate quality child care in Richmond:





DRAFT amendments - July 2, 2015

Page 2 of 7

Adopted by Council: January 24, 2006

Policy 4017

Amended by Council: April 10, 2012, December 8, 2014

File Ref: 3070

**Child Care Development Policy**

- (i) Community Associations and Societies - to assess whether or not child care services can be improved in community centres, and new spaces added to existing and future community centres.
- (ii) Developers - to encourage developers to provide their provision of land and facilities for child care programs throughout the City.
- (iii) Employers - to encourage their employers' involvement in advocating and planning for child care.
- (iv) Intercultural Advisory Committee - to investigate and report on child care concerns, needs and problems facing ethno cultural groups in the City.
- (v) School Board – to continue providing space for child care programs on school sites; to co-locate child care spaces with schools where appropriate, and to liaise with the Child Care Development Advisory Committee.
- (b) Monitoring the need for new child care spaces to support Advise regarding establishing child care facilities for Richmond residents, employee and student populations workers and students at institutions and workplaces (e.g., Richmond Hospital, Workers Compensation Board).
- (c) Providing, when appropriate, new child care spaces and/or facilities to meet existing needs and future population growth.
- (d) To request Requesting the S senior G governments and other stakeholders to provide ongoing funding for affordable child care facilities, spaces, operations and programming.

#### 4. RICHMOND CHILD CARE DEVELOPMENT ADVISORY COMMITTEE (CCDAC)

-The City will establish and support the Richmond Child Care Development Advisory Committee.

##### 4.1

#### 5. CHILD CARE RESERVE FUNDS

5.5.1 The City has established two Child Care Reserve Funds as described below.



DRAFT amendments - July 2, 2015

Page 3 of 7

Adopted by Council: January 24, 2006

Policy 4017

Amended by Council: April 10, 2012, December 8, 2014

File Ref: 3070

**Child Care Development Policy**

~~5.1~~ 5.1 ~~The City has established two Child Care Reserve Funds as described below.~~

~~4)(a)~~ 4)(a) ~~(a)~~ Child Care Development Reserve Fund (established by Reserve Fund Establishment Bylaw No. 7812)

The City will administer the Child Care Development Reserve Fund to financially assist with the following capital expenses:

- (i) Establishing child care facilities and spaces in:
  - City buildings and on City land;
  - Private developments;
  - Senior government projects; and
  - Community partner projects.
- (ii) Acquiring sites for lease to non-profit societies for child care; and
- (iii) Providing grants to non-profit societies for capital purchases and improvements, such as equipment, furnishings, renovations and playground improvements.

~~2)(b)~~ 2)(b) ~~(b)~~ Child Care Operating Reserve Fund (~~E~~established by Child Care Operating Reserve Fund Establishment Bylaw No. ~~8206~~8827)

(i) ~~(i)~~ The City will administer the Child Care Operating Reserve Fund to financially assist with non-capital expenses relating to child care within the City, including the following:

- Grants to non-profit societies to support child care professional and program development within the City;
- Studies, research and production of reports and other information in relation to child care issues within the City; and
- Remuneration and costs, including without limitation expenses and travel costs, for consultants and City personnel to support the development and quality of child care within the City.





DRAFT amendments - July 2, 2015

Page 4 of 7

Adopted by Council: January 24, 2006

Policy 4017

Amended by Council: April 10, 2012, December 8, 2014

File Ref: 3070

**Child Care Development Policy**

5.2 Developer cash contributions and child care density bonus contributions to the City's Child Care Reserve Funds will be allocated as follows:

a)(a) 90% of the amount will be deposited to the Child Care Development Reserve Fund, and

b)(b) 10% of the amount will be deposited to the Child Care Operating Reserve Fund, unless Council directs otherwise prior to the date of the developer's payment, in which case the payment will be deposited as directed by Council.

5.3 All expenditures from the Child Care Reserve Funds must be authorized by Council.

**6. DEVELOPMENT APPLICATIONS OF CHILD CARE FACILITIES**

6.1 ~~6.1 To develop City child care policies and guidelines, and use Council's powers and negotiations in the development approval process, to achieve child care targets and objectives. To facilitate consistent, transparent and sound planning, the City will:~~

(a) The City will undertake periodic child care needs assessments to update its child care strategy.

(b) Use its powers through the rezoning and development approval processes to achieve child care targets and objectives.

(c) Prepare Child Care Design Guidelines and Technical Specifications which articulate the City's expectations for the design and development of City-owned or leased child care facilities, whether they are built as City capital projects or by developers as community amenity contributions.

(d) Make the Child Care Design Guidelines and Technical Specifications available to members of the public as a resource, and to City staff, developers, and architects as a guide for planning child care spaces in City-owned or leased facilities or developer-built community amenities being contributed to the City.





DRAFT amendments - July 2, 2015

Page 5 of 7

Adopted by Council: January 24, 2006

Policy 4017

Amended by Council: April 10, 2012, December 8, 2014

File Ref: 3070

**Child Care Development Policy**

6.2 The City will further facilitate the establishment of child care facilities by:

- (a) Encouraging adequate child care centre facilities throughout the City where needed, particularly in each new community.
- (b) Providing City land and facilities for child care programs in locations throughout the City.
- (c) Encouraging child care program expansion through the enhancement of existing community facilities.

## 7. CHILD CARE GRANTS POLICY

7.1 —Through City child care grants, support child care:

- (a) Facilities.
- (a)
- (b) (b) Spaces.
- (c) (c) Programming.
- (d) (d) Equipment and furnishings.
- (e) (e) Professional and program development support.

## 8. PROFESSIONAL CHILD CARE SUPPORT RESOURCES

8.1 ~~8.1~~ Support resources for child care providers as advised by the Child Care Development Advisory Committee and as the need requires and budgets become available.

## 9. POLICY REVIEWS

• 9.1 From time to time, the City will:



DRAFT amendments - July 2, 2015

Page 6 of 7

Adopted by Council: January 24, 2006

Policy 4017

Amended by Council: April 10, 2012, December 8, 2014

File Ref: 3070

**Child Care Development Policy**

9.1

- (a) ~~(a)~~ ~~r~~ Review child care policies, regulations and procedures to ensure that no undue barriers exist to the development of child care.
- (b) ~~(b)~~ As appropriate, develop targets for the required number, type and location of child care services in Richmond.

**10. AREA PLANS**

10.1 ~~10.1~~ The City will ensure that area plans contain effective child care policies.

**11. INFORMATION**

~~11.1~~ The City will, with advice from the Child Care Development Advisory Committee:

11.1

- (a) Generate, consolidate and analyze information to facilitate the development of child care facilities, programs and non-profit child care agencies;
- (b) Determine if any City land holdings are appropriate to be made available for immediate use as child care facilities;
- (c) Review, update and distribute City produced public information material to the public on child care.

**12. PROMOTION**

-The City will:

12.1

- (a) ~~d~~ Declare the month of May "Child Care Month" and support awareness and fund-raising activities during that month.



DRAFT amendments - July 2, 2015

Page 7 of 7

Adopted by Council: January 24, 2006

Policy 4017

Amended by Council: April 10, 2012, December 8, 2014

File Ref: 3070

**Child Care Development Policy**

**13. PARTNERSHIPS**

- ~~Employers~~
  - \* ~~Encourage employer involvement in child care.~~
- ~~Developers~~
  - \* ~~Encourage the developers to provide land and facilities for child care programs throughout the City.~~
- ~~Community Associations~~
  - \* ~~Encourage City staff and the Council of Community Associations to:~~
    - ~~Assess whether or not child care services can be improved in community centres,~~
    - ~~Provide enhanced child care programs in current and future community centres.~~
- ~~Intercultural~~
  - \* ~~Encourage the Richmond intercultural Committee to investigate and report on the child care concerns, needs and problems facing ethno-cultural groups in the City.~~
- ~~School Board~~
  - \* ~~Co-ordinate CCDAC activities with the Richmond School Board.~~
  - \* ~~Encourage the Richmond School District to involve schools in the provision of child care services.~~
  - \* ~~Encourage child care centre facilities to be integrated with schools, as appropriate.~~

**14. CHILD CARE FACILITIES**

~~The City will facilitate establishment of child care facilities by:~~

- ~~Encouraging adequate child care centre facilities throughout the City where needed, particularly in each new community.~~
- ~~Securing child care facilities from developers as voluntary contributions through the rezoning process.~~
- ~~Providing City land and facilities for child care programs in locations throughout the City.~~
- ~~Encouraging child care program expansion through the enhancement of existing community facilities.~~



**DRAFT**

# City of Richmond Child Care Design Guidelines

July 2015



PLN - 128



 Richmond

# Table of Contents

<b>1. Introduction</b> .....	<b>1</b>
1.1 Mission Statement	
1.2 Intent of the Child Care Design Guidelines and How They Are To Be Applied	
1.3 City of Richmond's Commitment To Quality Child Care Facilities	
1.4 The Importance of Understanding How a Child Care Program Operates	
1.4.1 Examples of a Typical Daily Routine in a Full Day Infant and Toddler Child Care Program (Group Care under 36 months)	
1.4.2 Example of a Typical Daily Routine in an All-Day Child Care Program (Age 30 Months to 5 Years)	
<b>2. Developing a Child Care Facility in the City of Richmond: Overview of the Process</b> .....	<b>3</b>
Provincial Regulations and Licensing Approvals	
City Approvals	
City Review as Future Owner of the Child Care Facility	
<b>3. Definitions Pertaining to Development of a Child Care Facility</b> .....	<b>4</b>
<b>4. Facility Design Considerations</b> .....	<b>6</b>
4.1 Context and Environmental Concerns	
4.1.1 Location in the Community	
4.1.2 Adjacent Uses and Security Considerations	
4.1.3 Zoning	
4.1.4 Relationship to Grade	
4.1.5 Relationship of Indoor and Outdoor Spaces	
4.1.6 Urban Design Considerations	
4.1.7 Importance of Natural Light	
4.1.8 Access	
4.1.9 Security	
4.1.10 Public Art	



The City of Richmond would like to acknowledge the groups who contributed to the development of these child care design guidelines: The City of Richmond Child Care Development Advisory Committee, Developmental Disabilities Association, Richmond Centre for Disability, Richmond Society for Community Living, and the Society of Richmond Children's Centres.



# Table of Contents

4.2	Facility Design - Interior Spaces Group Child Care	
4.2.1	City of Richmond Design Guidelines and Provincial Child Care Licensing Regulations	
4.2.2.	List of Program Spaces and Activity Areas and Settings - All Day Group Child Care	
	A) THE ENTRY	
	B) THE CUBBY AREA	
	C) THE ACTIVITY ROOM	
	D) THE GROSS MOTOR AND NAP ROOM	
	E) THE QUIET ROOM	
	F) THE KITCHEN	
	G) CHILD CARE SUPPORT SPACES	
	H) GENERAL INTERIOR DESIGN CONSIDERATIONS	
4.2.3	Space Summary - Facility Design Interior Spaces	
4.2.4	Non-All Day Child Care Facilities	
4.2.5.	Shared Facilities	
	A. PRESCHOOL FACILITIES	
	B. SCHOOL AGE CARE FACILITIES AGE 6 TO 12 YEARS	
4.2.5.	Shared Facilities	
	A. 37 SPACE FACILITY	
	B. 49 SPACE FACILITY	
	C. 69 SPACE FACILITY	
	D. 81 SPACE FACILITY	
4.2.6.	Early Childhood Development Hub [ECD Hub]	
4.3	Facility Design - Outdoor Activity Areas: Group Child Care	
4.3.1	Environmental Concerns	
	A) WIND PROTECTION	
	B) SUN EXPOSURE DURING PLAYTIMES	
	C) PROVIDE NON-GLARE SURFACES	
	D) PROTECTION FROM CAR TRAFFIC NOISE AND FUMES	
	E) PAY CLOSE ATTENTION TO THE LOCATION OF THE BUILDING'S MECHANICAL EQUIPMENT AND VENTS	

4.3.2	Covered and Uncovered Play Areas	
	A) COVERED PLAY AREA	
	B) UNCOVERED PLAY AREAS	
	C) HARD LANDSCAPING	
	D) SOFT LANDSCAPING	
	E) OUTDOOR PLAY EQUIPMENT	
	F) FENCES AND BOUNDARIES	
	G) OUTDOOR STORAGE	
	H) LIGHTING	
	I) SHARED OUTDOOR SPACE	
	J) ROOF-TOP OUTDOOR PLAY AREAS	
4.3.3	Outdoor Play Areas Space Summary	
4.3.4	Toxic Plant List	

## 5. Facility Technical Considerations ..... 27

5.1	Purpose	
5.2	Applicable Regulations	
5.3	Technical Considerations for Child Care Facility Design and Construction	
5.3.1	Building Construction	
5.3.2	Building Envelope and Roofing	
5.3.3	Building Systems	
5.3.4	Floors	
5.3.5	Walls and Partitions	
5.3.6	Ceilings	
5.3.7	Doors and Hardware	
5.3.8	Children's Washrooms	
5.3.9	Kitchen	
5.3.10	Art Area	
5.3.11	Laundry Room	
5.3.12	Cubbies	
5.3.13	Staff Office	

# Table of Contents

**APPENDIX: SPACE SUMMARY TABLES**

Six Types of Age-Related Group Child Care Programs

- Infant Care (Group Child Care Under 36 Months) – 12 Spaces Program Serves Children Birth To 18 Months Old
- Toddler Care (Group Child Care Under 36 Months) – 12 Spaces Program Serves Children 18 Months Old Up To 36 Months Old
- 3-5 Care (Group Child Care 30 Months To School Age) – 25 Spaces
- Preschool (Group Child Care 30 Months To School Age, Max. 4 Hours/Day) – 20 Spaces
- School Age Care (Kindergarten To 12 Years Of Age) – 24 Spaces
- School Age Care (Kindergarten To 12 Years Of Age) – 30 Spaces

**5.3.14 Storage Items**

**5.3.15 Additional General Mechanical Considerations**

A) GENERAL

B) HVAC

C) CONTROLS

D) PLUMBING

**5.3.16 Additional General Electrical Considerations**

A) POWER

B) LIGHTING

C) CONTROLS

D) CABLE

E) TELEPHONE

F) DATA

G) FIRE ALARM

H) SECURITY

I) ELECTRICAL ROOM REQUIREMENTS

**5.3.17 Additional Interior Design Considerations**

A) GENERAL FINISH REQUIREMENTS

B) GENERAL ARCHITECTURAL MILLWORK SPECIFICATION

C) GATES AND ACCESS CONTROL FOR VARIOUS PROGRAMS - TYPE AND LOCATION

D) PERSONAL STORAGE BASKETS FOR EACH CHILD

E) WINDOW BLINDS

F) MAILBOX

G) NOTICE BOARDS AND TACKBOARDS

H) SIGNAGE

I) ACCESSIBILITY ITEMS

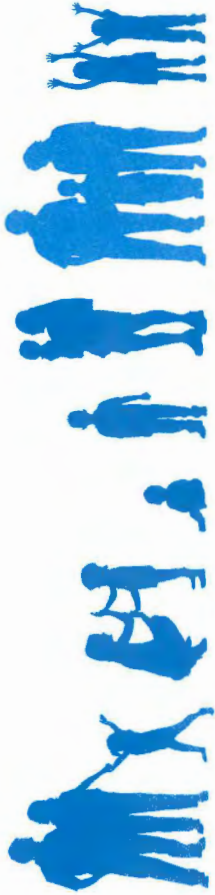
J) ELEVATOR DESIGN CONSIDERATIONS

K) SEISMIC BRACING

The City of Richmond provides the following Child Care Design Guidelines (the "Guidelines") to assist City staff and the development community in the creation of child care space within the City of Richmond for child care space in City owned or City leased premises. The Guidelines are provided to the public as a resource on an information only basis. Therefore, while the content is thought to be accurate on the publication date shown, the Guidelines are provided on an "as is" basis and without warranty of any kind, either expressed or implied. The City of Richmond, its elected officials, officers, agents, employees and contractors will, in no event, be liable or responsible for losses or damages of any kind arising out of the use of the Guidelines. Changes may be made to the Guidelines without prior notice.

The information contained in the Guidelines is subject always to the provisions of all governing legislation and bylaws including, without limitation, the BC Building Code, the Community Care and Assisted Living Act (B.C.), Child Care Licensing Regulation (B.C.), the City of Richmond Building Regulation Bylaw 7230, the City of Richmond Zoning Bylaw 8500, and the City of Richmond Subdivision and Development Bylaw 8751, all as they amended or replaced from time to time.





# 1 Introduction

## 1.1 Mission Statement

*The City of Richmond is committed to working with senior levels of government, the business community and the non-profit sector to develop child care spaces. Creating high quality, accessible child care facilities is a priority. The City wishes to promote the construction of new facilities that are designed to provide healthy, secure and inspiring environments for children while also addressing the needs of early educators, parents and caregivers.*

## 1.2 Intent of the Child Care Design Guidelines and How They Are To Be Applied

The intent of the Child Care Design Guidelines is to provide clarity for developers, architects and child care operators regarding the City's expectations for the design and finish of child care facilities that will become municipal assets. While the document may be used as a resource by anyone considering building new child care facilities in Richmond, it will only apply to child care facilities built as City capital projects or developer-built community amenity contributions related to rezoning processes.

With these design guidelines, the City signals its intention to collaborate with the development industry to help deliver child care facilities that meet the needs of residents and employees who live or work in Richmond. The intent is not to provide minimum standards of design, but to establish guidelines that engage the creative talents of designers and developers to help deliver quality facilities.

## 1.3 City of Richmond's Commitment To Quality Child Care Facilities

The City of Richmond is committed to the delivery of accessible, affordable and quality child care facilities in the City, to promote the health and well-being of children and families, and to help foster overall economic stability and growth in Richmond.

The City has a strong history of facilitating the development of quality child care facilities and services, based on the following core planning principles:

- meet the needs of the community, and provide child care options that Richmond families require to enhance socio-economic opportunities in the City
- provide quality spaces, indoors and outdoors
- provide for play-based learning
- provide for a welcoming transition between the family home and the child care place
- incorporate best practices in the development of child care facilities
- commitment to best practices for sustainable development
- commitment to principles of accessibility and universal design in the pedestrian environment
- development of resilient buildings for child care uses, that are durable and that minimize maintenance costs over the life of the facility
- commitment to sound management of public funds and working pro-actively with all stakeholders in the delivery of child care



# 1 Introduction

## 1.4 The Importance of Understanding How a Child Care Program Operates

Child care facilities are relatively complex building types with a specific set of building requirements. Central to the design of successful child care facilities is an understanding of the activities and routines that organize the daily life in the child care facility, and how these relate to specific age groups. To further this understanding, the following examples of daily routines in two age-specific child care groups are outlined:

### 1.4.1 Examples of a Typical Daily Routine in a Full Day Infant and Toddler Child Care Program (Group Care under 36 months)

#### Morning

7:00 – 8:45:	Centre opens. Free Play and activities
8:45 – 9:00:	Clean-up
9:00 – 9:30:	Planned Activity (art, sensory, science etc.)
9:30 – 10:00:	Morning snack / Clean-up
10:00 – 10:30:	Circle Time; Preparation for Outdoor Play
10:30 – 11:15:	Outdoor Play or Walk
11:15 – 11:30:	Come inside, clean-up for lunch
11:30 – 12:00:	Lunch

Note: These are examples of daily routines. Some centres will have a more flexible approach and may not necessarily follow these exact schedules.



#### Afternoon

12:00 – 3:00:	Nap Time
3:00 – 3:30:	Wake up / Free Play
3:30 – 4:00:	Afternoon Snack and feeding
4:00 – 4:30:	Planned Activity #2 (art, sensory, etc.)
4:30 – 5:15:	Outdoor Play
5:15 – 5:30:	Indoor free play / Centre closes

### 1.4.2 Example of a Typical Daily Routine in an All-Day Child Care Program (Age 30 Months to 5 Years)

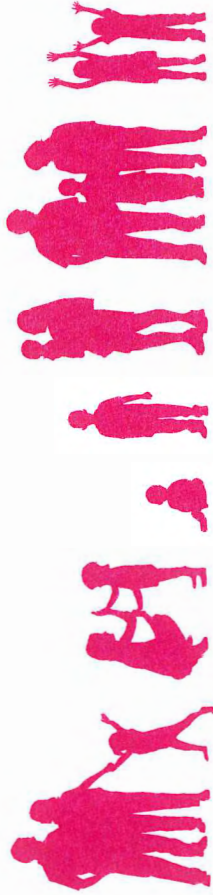
#### Morning

7:00 – 8:30:	Center opens, free play and activities
8:30 – 9:00:	Clean-up, bathroom routine
9:00 – 10:00:	Free play and activities
10:00 – 10:20:	Small group meeting
10:20 – 10:30:	Clean-up and bathroom routine
10:30 – 11:15:	Outdoor Play
11:15 – 11:30:	Circle time
11:30 – 11:45:	Clean-up and bathroom routine

#### Afternoon

11:45 – 12:30:	Lunch time
12:30 – 2:30:	Nap time
2:30 – 3:00:	Wake up / Clean-up / Bathroom routine
3:00 – 3:30:	Snack time
3:30 – 4:45:	Outdoor time
4:45 – 5:30:	Indoor free play and activities / Centre closes





# Developing a Child Care Facility in the City of Richmond: Overview of the Process

# 2

The City will work with the development community, child care operators and Vancouver Coastal Health Community Care Facilities Licensing to help create high quality, licensed child care facilities. To facilitate the process, it is important for project applicants to follow an appropriate child care development methodology in order to promote successful applications. An overview of the process would include:

- review Provincial requirements for an Operator's application for a Child Care License with Community Care Facilities Licensing (CCFL) at Vancouver Coastal Health.
- determination of community needs and identification of a site. Preliminary project discussions with CCFL and City staff.
- discussion of size of program and financial viability. A detailed business plan is recommended.
- review of the typical approvals process.

## Provincial Regulations and Licensing Approvals

- the operator should start the application process for an operating license with Vancouver Coastal Health – CCFL, and develop an operational plan.

## City Approvals

A rezoning or development permit may be required for a child care project. Approval of these applications will be required before applying for a building permit.

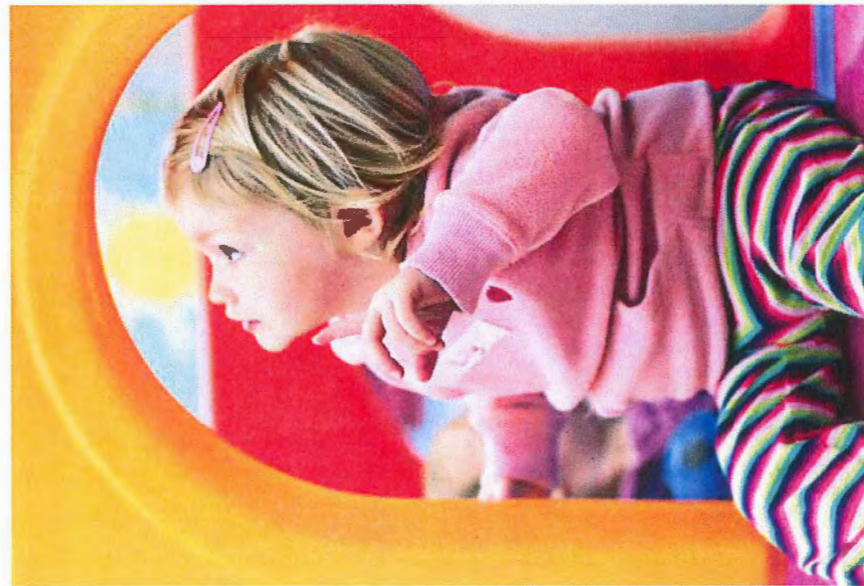
- Rezoning Approval
  - City approval that allows land use and density.
  - a rezoning application showing property, building amenity location, size, sun orientation, parking/loading and garbage/recycling locations.
  - demonstrate that sufficient indoor and outdoor space can be provided with adequate circulation, access and egress to meet City zoning regulations, Child Care Design Guidelines and Technical Specifications, and Provincial (CCFL) regulations.
- Development Permit
  - City approval that allows architectural form and character.
  - a development permit includes design drawings that incorporate City zoning regulations, the Child Care Design Guidelines considerations, the Provincial [CCFL] regulations and a high level of urban design.
- Building Permit
  - City approval that allows construction to begin, comprised of working drawings and specifications that demonstrate compliance to the BC Building Code, Richmond Zoning Bylaw requirements.
  - Child care facilities typically are considered "Assembly" type occupancies in the BC Building Code. [The City's Building Approvals Department should be consulted regarding Code requirements for these occupancies].
- Final Inspection Card (Occupancy)
  - City final inspection approval of the constructed facility, indicating that it is ready for occupancy.
- Licensing Approval
  - once the City issues a Final Inspection Card, CCFL will inspect the completed facility to ensure all Provincial requirements have been met, to enable issuance of a final license.
- Child Care Facility Application (Record of Child Care)
  - The operator will be required to submit this City application to the City's Building Approvals Department and ensure CCFL has stamped the plans. The City's Building Approvals staff will review the proposed licensed capacity and staff numbers to confirm the facility's occupancy load is consistent with previous City approved building plans. The application must be approved prior to a Provincial child care license being issued.

## City Review as Future Owner of the Child Care Facility

- The City has an additional role as the future owner of a child care facility to ensure the space being proposed and built meets its requirements. This role is separate from the approving role and involves staff from Community Services, Engineering and Public Works, and Real Estate Services. Their role will involve input into the type of real estate entity that is negotiated, and all plans and specifications. Staff from these City groups will follow the project from rezoning application through to final occupancy and post occupancy.



# Definitions Pertaining to Development of a Child Care Facility 3



Child care operation and development has a regulatory language that is specific to the needs and requirements of these kinds of facilities. It is important that the terms used in the regulation and development of child care facilities are well understood.

[Definitions from Government of BC's "Child Care Licensing Regulations" or from Vancouver Coastal Health's "Design Resource for Child Care Facilities" - used by permission].

## Children

- **Infant** - a child under the age of 18 months
- **Toddler** - a child between 18 and 30 months
- **Preschooler** - a child between 30 Months and 5 years of age
- **School Age Child** - a child between 5 and 12 years of age
- **Special Needs Children** - children who because of physical, mental or emotional handicaps, require additional support and services

## Adults

- **Parent** - the person or guardian who usually has the care and control of the child in care. [The parent may in writing designate a "substitute parent"].
- **Licensee / Facility Manager** - the adult operating the facility who must ensure that children in care are supervised at all times by a responsible adult, certified educator or assistant in the employ of the Child Care facility.
- **Standards for Employees and Early Childhood Educators** - are set out in Provincial regulations.

## Definitions Pertaining to Development of Child Care Facilities

- **Provincial Community Care and Assisted Living Act** - the over-arching Act that encompasses the Child Care Licensing Regulation. [www.vch.ca/your environment/facility licensing/child care]
- **Provincial Child Care Licensing Regulation** - the regulation that describes requirements for establishing child care facilities and for the continued operation of licensed child care facilities.
- **Community Care Facilities Licensing (CCFL) Program** - located within each Health Services Delivery Area (HSDA), the Community Care Facilities Licensing Program is responsible for the licensing and monitoring of child and residential licensed facilities. In Richmond, the program is administered by Vancouver Coastal Health.
- **Facility** - a building or portion of a building in which licensed care is provided, as well as the outdoor area dedicated to the program.
- **Developmentally Appropriate** - this term means that the space in the facility, and the activities, equipment and materials are appropriate for the age and developmental level of the children.



# Definitions Pertaining to Development of a Child Care Facility 3



- **Group Child Care** - care provided on a full-time basis (up to 13 hours per day). It includes:
  - Group Care for Under 36 Months - care for infants and toddlers
  - Group Care 30 Months to School Age - care for children 3 to 5 years old
  - Preschool - care for 30 Months to School Age for no more than 4 hours per day
  - School Age Care - care for children from Kindergarten to 12 years of age
- **Multi-Aged Child Care** - care provided by a licensee in home or outside of the home for children of a variety of ages from infants to 12 year olds (8 is the maximum group size).
- **In-Home Family Child Care** - care provided by a licensee in their own home - not the focus of these Guidelines.
- **Occasional Child Care** - care provided on a short-term basis - not the focus of these Guidelines.
- **Child Minding** - care provided by a licensee while parents are attending on site activities or programs - not the focus of these Guidelines.

The main emphasis in the Child Care Design Guidelines is on the needs and requirements of Group Child Care, rather than In-Home or Occasional Care.

The reason for this is that Group Child Care provides all day care for children, and as such, the child tends to spend more time during his or her day at the child care facility than he or she even spends at home. For this reason it is crucial that the child care facility be designed with quality care in mind, and provide the developmentally appropriate indoor and outdoor spaces that the children need to positively support growth, early childhood education, and fun.



# Facility Design Considerations 4

## 4.1 Context and Environmental Concerns

### 4.1.1. Location in the Community

A child care facility should be strategically located to serve local needs in the community, and centrally located, close to other community facilities such as community centres, schools, libraries and parks.

A child care facility may be provided in a stand-alone building, but as Richmond grows as an urban centre, child care facilities may be successfully located in mixed use projects and commercial zones, provided care is taken to design the project to mitigate negative elements such as traffic or building systems noise, emissions or noxious fumes. Child care facilities should not be located close to major traffic routes or industrial uses.

### 4.1.2. Adjacent Uses and Security Considerations

Safety and security are important considerations when planning a child care facility. Typically, the facility is located so that it is highly visible from the public street with a well-lit entry to reduce the possibility of vandalism. However, the safety and security of the children is of paramount importance, meaning the boundaries of the child care have to be carefully designed to allow for only controlled access and exit from the child care. Designers of child care facilities can benefit from a knowledge of "CPTED" principles, or "Crime Prevention Through Environmental Design". CPTED principles can inform the process of designing a successful child care facility.

### 4.1.3 Zoning

The City of Richmond's Official Community Plan [OCP], and Zoning Bylaws guide growth and change in the City. When reviewing a possible site for a child care facility, the zoning and allowable uses for the site must be determined, and early contact with City staff is encouraged to ensure there are no land use regulatory issues associated with a specific property.

### 4.1.4. Relationship to Grade

Child care facilities should be designed to provide barrier-free, same level access from the exterior to the interior of a building. This allows for wheelchair accessibility and freedom of movement for strollers, and eliminates trip hazards for users. If a child care facility is proposed for an above grade building level, or on upper floors of a building, an elevator is required. The elevator needs to be of sufficient size and capacity to handle triple strollers, and transport landscape materials for outdoor play areas.

### 4.1.5. Relationship of Indoor and Outdoor Spaces

Ideally, outdoor spaces are provided at the same grade as the indoor space and contiguous with it. The two should be planned together. If minor changes in grade cannot be avoided, ramps could be installed to ensure accessibility of all indoor and outdoor spaces.

### 4.1.6. Urban Design Considerations

A child care facility has the potential to be a highly visible and attractive focus in the community, with the opportunity to share architectural and landscape features with the public realm in a highly positive way. The urban design possibilities of the child care facility need to be carefully and artfully considered.

### 4.1.7. Importance of Natural Light

Natural lighting is important in child care facilities. It is recommended that window areas be generous, but measures should be taken to avoid solar heat gain and glare. A window area of at least 20 per cent minimum of the wall area is preferred in child care activity spaces, and an even higher percentage could be considered to promote day-lighting, and less artificial lighting, in the child care activity spaces.



# Facility Design Considerations 4

## 4.1.8. Access

### Walking, Biking, Transit

- As Richmond continues to grow as an urban centre, in areas of higher residential density, the preferred means of access to a child care facility will be as a pedestrian. Richmond's flat topography is highly amenable to walking and biking. A barrier-free, accessible, pedestrian-oriented access to the child care facility is important.
- Barrier-free design also promotes ease of movement for parents with bicycles, bicycle trailers and strollers. Covered and secured storage needs to be provided for these items. A parent stroller storage area needs to be provided in a convenient location preferably close to the facility's entrance.

### Vehicular Access, Drop-Off and Parking, Parking and Loading Regulations, and Fire-fighter Access

- Although Richmond will continue to grow as a pedestrian-oriented urban centre, many trips to the child care facility may be by car, and service and emergency vehicles must be able to also access the child care facility. The City of Richmond Zoning Bylaw sets minimum staff, visitor and bicycle parking and loading space requirements. Consideration also needs to be given to the location of drop-off areas where parents can leave their vehicle for a short time, and safely deliver their child to the child care facility without having to cross other moving traffic areas. As sometimes there is competition for drop-off spots, consider providing "staging areas" where parents can line up and orderly wait in their vehicles for a drop-off space to become available.

## 4.1.9. Security

### Fences and Boundaries

- Generally, outdoor play spaces must be secured to ensure children are kept from harm. Fences must be non-climbable for children, and designed to make trespass from outside difficult. For at grade outdoor play spaces, fencing that has open or glazed portions is desirable, to permit "casual surveillance" of passer-by activity.
- For rooftop play space for child care facilities on upper levels of a building, fences should be well set back from the roof parapet line to prevent feelings of vertigo, yet still provide opportunities for long views by including generous areas of glazing. All rooftop fences and glazed screens must be non-climbable and up to eight feet high.

### Gates and Security

- Gates in exterior boundary fencing, or in fencing strategically placed within child care facilities to separate age-specific activity areas, should be equipped with latches that are difficult for children to open. Such "child-proof" latches should be placed on the outside of fencing out of reach of children in care. Gates may also be equipped with self-closing devices.
- "Child-proof" latches however, should not compromise safe egress and fire-exiting from the child care facility, as required by building code. Gates that serve as fire exits will require non-locking panic hardware with a 15 second delay, and a hard-wired alarm linked to the facility's fire alarm system. Consult the City's Building Approvals Department for more information on this subject.



# Facility Design Considerations 4

## Surveillance

- Controlled access to a child care facility is required to ensure safety for the children and staff. Child care facilities require a locked front door, ideally with glazing that enables staff to see who is at the door before allowing entry. Most facilities will not have a staffed reception area where guests can be greeted. Therefore, conditions need to be in place to allow staff to visually confirm who is at the door, converse with them without having to open the door, and to permit entry with an electronic door release.
- If access to the child care entry is in a remote location from the front door, such as a front yard gateway entrance, an enterphone with video monitoring and a staff-controlled entry buzzer should be considered.

Typically, gates in such security sensitive locations are also alarmed, so that staff are aware that a gate has been opened and can then have an opportunity to monitor who has entered or exited. An override button is also installed to avoid the alarm sounding when authorized entry or exit is made.



## Limiting Access in Mixed Use Buildings / Shared Facilities

- Unless they are accessed directly from the street or some busy pedestrian thoroughfare like an interior mall, child care facilities in multi-use buildings must have access routes that are well-lit and secure. If the child care facility is located on an upper floor, elevator access should be designed so that it is safe for children and families, with the elevator not opening directly into the child care facility when the upper floor is reached, but rather into an entrance lobby with controlled access into the child care facility. Alternately, a dedicated elevator that serves only the child care facility could be considered, with access control installed at the lower entry level.

### 4.1.10 Public Art

The integration of public art animates the built and natural environment with meaning, contributing to a vibrant city. Where public art is provided with a child care facility, special care should be taken to ensure that the art work is relevant and safe for children.

## 4.2 Facility Design – Interior Spaces Group Child Care

### 4.2.1 City of Richmond Design Guidelines and Provincial Child Care Licensing Regulations

While many options may be considered for the size and age specific types of a child care program, one fundamental concern in developing a child care facility is the economic viability of the child care service. Typically, the greater potential for viability, and for which there is significant demand in the City, is for Group (all-day) child care programs.

With Group child care facilities, there is a core group of indoor and outdoor spaces that must be provided, and the size of each of these components should fulfill the City of Richmond's recommended minimum area requirements, which (as has been noted), are informed by provincial legislation administered by Vancouver Coastal Health's CCFL.

(Please refer to Appendix A Space Summary Tables for various types of child care programs. Designers and developers are advised to contact the City about areas set out in its Guidelines. CCFL should be contacted concerning meeting Provincial licensing regulation).

# Facility Design Considerations 4

## 4.2.2. List of Program Spaces and Activity Areas and Settings – All Day Group Child Care

The following list sets out the basic complement and character of interior spaces for All-Day Group Child Care:

### A) THE ENTRY

The front door is the face of a child care facility, and benefits from a design that provides a warm and welcoming sense of arrival.

- provide ample space to accommodate the comings and goings of children and parents. Provide for ease of staff supervision and security of the child care entry.
- provide one means of entry only, supervised by staff with an alarm signaling unauthorized entry or exit. Additional entry doors and exit doors must also be alarmed.
- provide the entry directly from the outdoors. If this is not possible, avoid long, poorly lit institutional corridors. Generally, avoid corridors as visual contact between staff and children is compromised.
- provide for universal accessibility at the entry and throughout the child care facility.



- provide space for strollers, and car or booster seats to be left by parents dropping off children or visiting. Security of strollers and other items for short-term storage are to be considered.
- provide a sign-in counter for parents, and a space for parents to leave their shoes before entering the child care proper.
- for energy conservation purposes in new buildings, vestibules at entries are required. Ensure that the ability for staff to keep a high level of surveillance on the front entry is not compromised by the design of the vestibule. Vestibules function best if they tend to be glass enclosures with automatic opening doors operated by push plates. (Install a push plate on the exterior and the interior, in case someone becomes trapped in the vestibule.)

### B) THE CUBBY AREA [AREA BASED ON ONE CUBBY PER CHILD PLUS 10% EXTRA CUBBIES TO ACCOMMODATE PART-TIME CHILDREN ATTENDING THE CHILD CARE]

- best located near the Front Entry, and also near the outdoor access to the Children's Outdoor Play Area.
- provide enough space for one staff and eight children to get dressed for outdoor play in inclement weather.
- locate adjacent the Front Entry.
- also locate near the access to the Outdoor Play Area. This allows for soiled or wet children's clothes and boots to be removed before going in to the Activity Area.
- each child requires their own cubby, with space for coats and shoes, and a change of clothes. [See Technical Specifications section for detailed information]. [Note: The size requirements for Cubbies differs between Infant and Toddler, and Preschooler Age Groups. See Technical Specifications].
- provide for a staff cubby or closet beside the access to the Outdoor Play Area.



# Facility Design Considerations 4

## C) THE ACTIVITY ROOM

- typically located in close proximity to the Entry and adjacent the Cubbies, the Activity Room is the largest of the child care program spaces, with the other spaces typically arranged contiguous to it.
- the area of the Activity Room is based on a minimum of 40 sq. ft. per child. [Note that this area is devoted to children's activities, and does not include area provided for circulation through the Activity Room, or for built-in millwork. Consult City or CCFL staff for assistance in determining how acceptable area standards will be calculated].
- the room needs to accommodate a variety of activity settings in distinct zones.
- the use of moveable elements to define space is encouraged, along with a design that promotes flexibility.
- it is recommended that the design for the Activity Room include a furniture plan, and indicate how tables and chairs for eating can be accommodated along with other furniture, while leaving adequate play space areas.
- the room design should possess clear circulation paths that respect activity areas in an open plan environment. Separate hallways and columns that block clear sightlines should be avoided.

## D) THE GROSS MOTOR AND NAP ROOM

- because the space is large in area, sufficient ceiling height is required. Ceilings of least ten feet in height from floor to finished ceiling are beneficial, rather than the standard eight feet.
- the Activity Room should have an art area with a deep art sink equipped with a sediment trap.
- the Activity Room is best designed to be open to and contiguous with the Kitchen, allowing part of the activity area to be used for eating. (Children however, should not be able to access the Kitchen).
- provide sufficient storage areas so the activity area can be left uncluttered.
- provide a staff work counter, with an area for a notice board. This area could function as an answer station for the enterphone system.
- the Activity Room benefits from a direct relationship with the Outdoor Play Area and the Gross Motor and Nap Room
- Activity Room requirements will differ depending upon the Child Care Group to be served (See space summaries in Appendix A).
- for 3-5 Care a generously sized gross motor/nap room is used both for sleeping and play activity.
- this room is another generously sized multi-purpose room in a child care facility, used for play activity and for napping.
- locate this room so that it can be opened up to the Activity Room, to promote shared use of the two spaces. However, the room should be able to be closed off, so that children can nap without disturbance from other activity.
- to allow for staff supervision into the room, install generously-sized glazed wall areas.
- for a 3-5 years Group Child Care, size the room to accommodate 25 children sleeping on mats — provide a 2 foot x 4 foot size sleeping mat for each child, plus 2 foot circulation space between mats.
- provide adequate storage for play equipment, sleeping mats or cots.
- for Infant and Toddlers separate nap rooms are recommended: one for cribs and one for mats or cots.

# Facility Design Considerations 4



Activity Area – Group Child Care Under 36 months



Activity Area - Table Area, Art Area and Kitchen – Group Child Care 30 Months to School Age



# Facility Design Considerations 4

## E) THE QUIET ROOM

- the Quiet Room, is a separate room or area with a door for quiet activities involving one staff and up to three children.
- it is generally located adjacent the Activity Room, with glass partitions to allow visual surveillance in and out of the room.

## F) THE KITCHEN

- open to the Activity Room, the Kitchen is used for preparation and clean-up of snacks and lunches.
- the Kitchen is an important component of the child care facility, and requires careful design review. Every facility needs to have a Kitchen that is suited to the needs of that specific child care program.
- the Kitchen should be open, and allow good sightlines to the activity areas and to nap areas.
- for safety reasons, the Kitchen is for staff only, and should be separated from the children's activity areas by a latching gate. To involve children in some Kitchen activities, consider providing a child-height counter that separates the Kitchen from the activity areas.

## G) CHILD CARE SUPPORT SPACES

### Storage - 6 Typical Storage Categories

1. Active Storage - accessible by staff from the various child care activity areas.
2. Semi-Active Storage - shelves and cupboards accessible to staff above or near activity settings.
3. Storage Room - for longer term storage, including seasonal items, and larger pieces of equipment.
4. Sleeping Mat or Cot Storage - adjacent or in the nap room
  - provide purpose built-in millwork for mat or cot storage.
  - include shelf space above mat or cot storage for children's bedding. Provide sufficient shelf space to allow for individual storage baskets as each child's bedding must be kept separate from other children's bedding.
  - if built-in millwork is not provided, a trolley containing the mats or cots and bedding is an option. A storage closet with double doors could be provided to store the trolley and contents.
  - all sleeping mat, cot and bedding storage areas must address seismic safety concerns.
5. Stroller Storage
  - storage for parent strollers and car seats is best located in or adjacent to the entry.
  - program stroller storage for triple sized strollers is also needed and best located close to the entry.

- allow for wheelchair accessibility in the Kitchen.
- provide a pantry for food storage, or ample amounts of cabinetry.
- residential type kitchen exhaust hoods should vent directly to the outdoors.
- provide grease traps for kitchen plumbing.
- provide a green waste and recyclables storage station built into the kitchen millwork.
- Kitchens serving a maximum of 37 children, with no hot meal program, are typically equipped as a "warming kitchen", with a residential style coil-element stove with warming oven, a microwave, a double sink and a separate hand sink, and a dishwasher. No grease-laden cooking vapours are permitted with such a "warming kitchen".
- Kitchens serving over 37 children or used to cook hot meals may be required to provide a commercial kitchen exhaust hood with fire suppression.

# Facility Design Considerations 4

## 6. Emergency Event Storage Requirements

- all storage shelves and items stored must be reviewed for seismic restraint and safety in case of an earthquake. Shelving should be secured to backing structures in walls, and provide for larger storage items to be able to be secured to shelving units with "bungee" cords or the like.
- additionally, emergency event supply storage shelving must be provided, allowing for storage of a sealed "comfort kit" for each child.

Typically, storage is provided throughout a facility, both indoors and outdoors. Besides providing storage rooms with double doors, plan to build in storage in such areas as above cubbies or in nooks or alcoves.



## Children's Washrooms

Children's Washrooms in child care facilities have very specific requirements, for the various child care types:

1. For children under 36 months and/or special needs children
  - provide a dedicated diapering area with everything within reach for the caregiver.
  - provide a changing surface, adjacent sink for washing-off of children, and clean and soiled storage.
2. For 30 months to school age
  - provide a washroom immediately accessible from the cubby and activity areas, nearby to the access door to outdoor play.
  - staff must be able to visually supervise the entrance to the washroom.
  - provide a diapering area.

Note: all Children's Washrooms (and all Washrooms and Service Rooms generally), must have floor drains.

### Accessible Washroom and Staff Washroom

- as a minimum in the Children's Washroom, provide an accessible toilet stall and sink.
- depending upon an Operator's preferred approach to meeting WorkSafe BC requirements for preventing staff injury, a ceiling lift may be required to assist with transferring older children to a diaper change table (important in centres serving children who require extra supports).
- provide an accessible Toilet Room for staff. As noted, the Toilet Room could also be equipped with a fold-down diaper change table.

## Administrative Office

- for administrative activities, as well as small meetings and conferences with parents.
- allow for visual supervision of the primary activity area from this Office.
- provide lockers for staff in this room, (although as an option, lockers can be provided in the cubby area). [Double tier half-lockers are typical].
- the Office should be large enough to seat one person per program at the same time.

## Staff Break Room

- a small room where staff can take breaks and have lunch.
- it should be sufficient size to accommodate a small kitchen counter with under-counter fridge, a lunch table, a desk and a small couch.

## Parents Room

- consider providing a Parent Room near the Entry and Staff Office, which could be used for small group meetings or interviews.
- a one-way window could be considered for observation purposes.
- this room could also be used as a library and child care reading resource room for parents.
- while desirable in a larger facility serving 69 children or more, a Parents Room should not take precedence over providing a Staff Break Room in a typical facility.



# Facility Design Considerations 4

## Laundry

- provide a top-loading washer, dryer and folding counter with a deep sink or front loading machines that are inaccessible to children or protected by a safety gate.
- a Laundry Room is typically about 40 sq. ft. in size, ideally located near the washroom for the Infant and Toddler Group, if possible.
- lockable to prevent unsupervised access.
- laundry appliances should be larger capacity machines, with heavy duty ratings.

## Janitor's Room

- locked utility area with mop sink, floor drain, shelves, and wall space for hanging mops and brooms.
- a room of a minimum size of 40 sq. ft. in area.

## Garbage and Recycling

- provide a lockable room, adequately sized for the separation and storage of garbage and recyclables, accommodating the following:
  - 1 @ 3 cu.yd. garbage container
  - 1 @ 3 cu.yd. cardboard container
  - 3 @ 95 gallon green carts
  - 1 @ 95 gallon refundable container cart
- ideally, the Garbage and Recycling Room could be located right at the garbage and recycling collection point. However, both are to be located away from children's activity areas and the facility entry.

- provide a safe and accessible route to the Garbage and Recycling Room and to the collection point, particularly if the room is remote from the collection area.
- the Garbage and Recycling Room are best secured with solid core metal doors with heavy duty hardware including hold-opens, kickplates and door edge protection.
- provide a hose bib or mop sink and a floor drain.

## Service Rooms

- mechanical and electrical rooms and closets must be lockable and ideally kept remote from children's areas.
- avoid mechanical or electrical noise or mechanical exhaust from entering children's areas.
- ideally, if situated in a mixed-use development, the child care facility should have its own separate mechanical heating and ventilation system, to avoid operational conflicts and temperature control difficulties.
- mechanical and electrical service rooms are not to be used for storage of any items.
- in larger centres, a separate communications closet or Information Technology (IT) room may be required for data and telecommunications equipment.

## H) GENERAL INTERIOR DESIGN CONSIDERATIONS

### Circulation

- generally, avoid corridors and provide more "open plan" types of space planning.
- ideally, support spaces open directly into activity areas.

### Column Free Design

- avoid columns at exterior walls that could create entrapment areas for children.

### Opening Windows

- to provide fresh air ensure windows can be opened. However, restrictors are required to ensure windows cannot be opened more than 4 inches.
- provide window screens for all operable windows.

### Ceilings

- it is ideal if the Activity and Gross Motor and Nap Room areas have ceilings with at least 10 feet of clear height from floor to finished ceiling.
- where ceiling heights exceed 10 feet, sound dampening measures may be required.

### Acoustics

- it is recommended that interior noise levels in all spaces occupied by children not exceed a sound pressure level of 45 dB(A) and that exterior noise levels not exceed 55 dB(A).

# Facility Design Considerations 4

## 4.2.3 Space Summary – Facility Design Interior Spaces

As has been noted, the size of Group Child Care programs are specified in Provincial regulations, which also sets out staff to child ratios.

Typically, more dense urban settings require interior spaces that are larger than the Provincial minimum areas noted in the regulations. [See Appendix A for minimum space requirement summaries for the various Group Child Care categories].

The number of child care spaces in each group noted below is also the optimal group size in terms of economic viability for each category of child care.

## Group Child Care Facilities – Optimum Sizes

- A. Infant Group (Group Child Care Under 36 Months) serves children from birth to 18 months – 12 spaces
- B. Toddler Group (Group Child Care Under 36 Months) serves children 18 – 36 months – 12 spaces
- C. Infant/Toddler Group (Group Child Care Under 36 Months) serves both age groups in a combined program – 12 spaces
- D. 3-5 Child Care (Group Child Care 30 Months to School Age) serves children 30 months to school age – 25 spaces
- E. Preschool Group – serves children 30 months to school age for no more than 4 hours per day – 20 spaces
- F. School Age Group – serves children kindergarten age to 12 years old – 24 spaces or 30 spaces  
(If Kindergarten and Grade 1 children are enrolled the max. is 24 spaces. If children in Grade 2 to Grade 7 are enrolled then the max. is 30 spaces)

See Appendix A for Group Child Care Space Summaries

## 4.2.4 Non-All Day Child Care Facilities

While the emphasis in Richmond is on delivering all-day Group Child Care facilities, at times the financial viability of program delivery is enhanced by space for other programs, such as Preschool or School Age Care.

The maximum time that children may be in care in a Preschool is 4 hours per day. School Age Care may be for longer than 4 hours, and could be for full day care on professional days and school breaks.

## A. PRESCHOOL FACILITIES

A Preschool Child Care facility is targeted for children aged 30 months to school age, up to a maximum of 4 hours per day.

Outdoor play spaces associated with a Preschool facility are recommended to be contiguous, and be securely fenced, similar to a outdoor spaces associated with Group Child Care Facilities.

See Appendix A for a space summary of minimum net areas for a 20 space Preschool facility.

## B. SCHOOL AGE CARE FACILITIES AGE 6 TO 12 YEARS

A School Age Care Program must be designed to be age appropriate.

Outdoor play spaces for School Age Care, are recommended to be provided contiguous with the child care facilities.



# Facility Design Considerations 4

## 4.2.5. Shared Facilities

### 1. Program Types and Scales of Operations

In order to enhance the operational and economic viability of child care facilities in Richmond, the City encourages developers and operators to look at shared facilities, where programs serving different age groups can be delivered under the same roof. Ideally, the City would like to encourage Group programs for infants and toddlers in combination with care for 3 to 5 years olds. In this way, support spaces can be combined, and facilities can be delivered with less total building area and hence less cost.

Additionally, a Shared Facility with different age groups also allows for a sequenced graduation of children, in the same family or amongst groups of friends.



### 2. Common Program Types for Shared Facilities

#### A. 37 SPACE FACILITY

12 Infants/Toddlers Combined (Group Child Care Under 36 Months)

25 3-5 Care (Group Child Care 30 Months to School Age)

#### B. 49 SPACE FACILITY

12 Infants (Group Child Care Under 36 Months)

12 Toddlers (Group Child Care Under 36 Months)

25 3-5 Care (Group Child Care 30 Months to School Age)

#### C. 69 SPACE FACILITY

12 Infants (Group Child Care Under 36 Months)

12 Toddlers (Group Child Care Under 36 Months)

25 3-5 Care (Group Child Care 30 Months to School Age)

20 Preschool (Part Day Child Care 30 Months to School Age)

#### D. 81 SPACE FACILITY

12 Infants/Toddlers Combined (Group Child Care Under 36 Months)

25 3-5 Care (Group Child Care 30 Months to School Age)

20 Preschool (Part Day Child Care 30 months to School Age)

24 School Age (Child Care for Kindergarten Age to 12 Years Old)

It is advised that the developer or operator discuss the make-up of the various Shared Facility opportunities with City staff and Vancouver Coastal Health's CCFL officials, to gain a better understanding of the potential of Shared Facilities, and the area, equipment and appliance requirements for the various shared options.

### 4.2.6. Early Childhood Development Hub [ECD Hub]

Conceptually, the ECD Hub is a child care space facility, including at least two types of child care groups, with additional program areas to allow for enhanced community use and offering a continuum of services for families. The activities housed could include family resource and drop-in, parenting programs, and child-focused health services.

The complement of additional program areas could include:

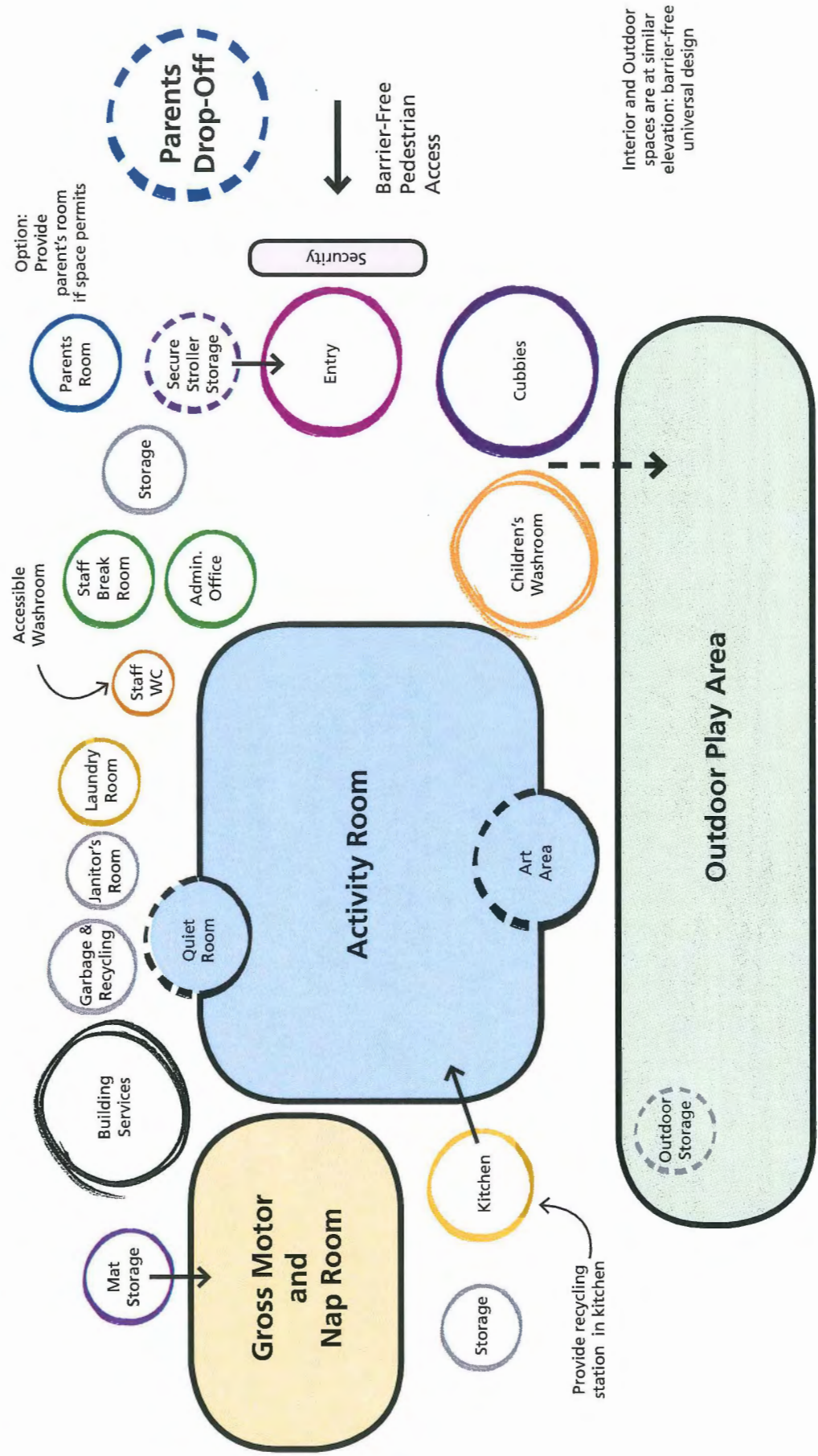
- a 1000 to 2,500 sq. ft. multi-purpose room.
- a convenience kitchen for food warming
- accessible washroom
- lockable storage including parent stroller storage
- an office space

Ideally, the ECD Hub should be well situated to serve a neighbourhood, be well located on a transit route, and suitable as a setting for child development, family support and wellness services.

However, the additional area of the ECD Hub cannot be used to add to the size of the child care facility, unless there is additional area dedicated to the required area for contiguous outdoor play, and additional cubbies are provided.

# Facility Design Considerations 4

Group Child Care (30 months to School Age) – Optimum Spatial Inter-Relationships for Child Care Facilities: Interior Spaces





# Facility Design Considerations 4

## 4.3 Facility Design – Outdoor Activity Areas: Group Child Care

Safe, secure, challenging and fun Outdoor Play Areas are a fundamental requirement of successful child care facilities. The City of Richmond is committed to the provision of high quality and sufficiently large outdoor play areas that work in conjunction with the indoor spaces of child care facilities, in order to provide opportunities for active play throughout the day for all children in care. Ideally, the children will have the opportunity to use the Outdoor Play Areas a number of times during the day, to enjoy the benefits that fresh air, exercise and creative play provides.

To maximize the use and potential of the Outdoor Play Areas, locate them adjacent the child care interior, and install at the same grade as the interior. The following lists the design attributes that will promote successful Outdoor Play Areas:

### 4.3.1 Environmental Concerns

Environmental concerns that must be addressed include:

#### A) WIND PROTECTION

Exposure to wind limits the use of outdoor play areas, especially on decks or rooftop locations. Locating building mass to shelter play areas from prevailing winds and weather, and the installation of screens and solid fences, as well as extending building walls to serve as windbreaks, are ways to protect from the negative aspects of wind exposure.

#### B) SUN EXPOSURE DURING PLAYTIMES

It is important that the Outdoor Play Areas benefit from exposure to sunlight for at least three hours per day at the winter solstice, two hours of which occur during the typical playtimes of 9:30 to 11:30 am or 1:30 to 4:00 pm.

North-facing siting for Outdoor Play Areas may be a problem unless full sun access can be assured during these times.

Though exposure to sunlight is very important, some shade opportunities for hot summer days should be provided through the planting of deciduous trees and the strategic siting of shared structures (which may also provide some shelter on rainy days for outdoor play).

#### C) PROVIDE NON-GLARE SURFACES

- Building material, colour value and sheen selection are important in the Outdoor Play Areas.
- Do not specify shiny materials, glossy finishes or bright reflective colours.

#### D) PROTECTION FROM CAR TRAFFIC NOISE AND FUMES

- Outdoor Play Areas should not be located where they are negatively impacted by traffic noise or exhaust.

#### E) PAY CLOSE ATTENTION TO THE LOCATION OF THE BUILDING'S MECHANICAL EQUIPMENT AND VENTS

- Do not locate the building's mechanical exhaust vents in the Outdoor Play Areas. Building mechanical or electrical equipment must also not be located where equipment noise, exhaust or vibration impacts the Outdoor Play Areas.

#### 4.3.2 Covered and Uncovered Play Areas

- The Outdoor Play Areas are required to include Covered as well as Uncovered Play Areas, all organized in age-appropriate play settings and use zones to offer specific activity settings for exploration by children. It is recommended that Outdoor Play Areas be contiguous with the Indoor Activity Areas.
- Outdoor Play Areas generally incorporate a variety of play areas and a mix of soft landscaping, hard surfacing, and structures. They typically incorporate a variety of natural materials, surfaces and textures.
- Minimum required areas for Outdoor Play are mandated by Provincial legislation, 75 sq. ft. (7 sm) per child (see also Appendix A).



# Facility Design Considerations 4

## A) COVERED PLAY AREA

- A Covered Play Area is required to provide sheltered play opportunities on inclement days, and a shady area for play on a hot summer's day.
- The Covered Play Area is to:
  - be located adjacent to the cubby area entry door.
  - provide opportunities for play or quiet activities, as well as for outdoor meals and active play on rainy days.
  - include secure outdoor storage to house outdoor play equipment and other items.
  - be equipped with an adult height shelf to accommodate sunscreen, first aid supplies, and the like.

## B) UNCOVERED PLAY AREAS

The Uncovered Play Areas are to be designed to provide distinct zones to accommodate different types of outdoor play.

### 1. Physical Zone

- an area with stationary equipment for climbing, sliding, swaying and balancing.
- off-the-shelf play equipment is not a preferred option. As much as possible, provide custom-made play equipment constructed of natural materials.

### 2. Social Zone

- a quiet place to sit or talk with friends or staff.
- allow for shade in summer and sun exposure in winter.

## 3. Dramatic Zone

- consider providing a play house element.

## 4. Sand Play or Water Play

- a sandbox is a feature of many play areas, but thought needs to be given to how it is covered and secured when not in use. Many sand play elements are contained within a separate closed or screened structure, that can be opened up to the rest of the play space when in use.
- provide a minimum of 12 inches of sand depth for an Infant or Toddler sandbox, and 18 inches for 3-5 Care and Preschool groups.
- locate a sandbox away from entrances to interior spaces to prevent sand being tracked inside by the children.

## 5. Active Play Area (could include a "Trike Path")

- a fun element for active play, care must be taken to ensure the route of the path is separate from other main circulation routes and does not impact quiet play zones.
- this area should be relatively flat.

## 6. Natural Elements

- could include such elements as vegetable plots, fragrant plantings, soil for digging, log retaining walls for sitting at change of grade areas, and wind toys.

## C) HARD LANDSCAPING

The functional requirements of hard surfacing that is selected must be carefully considered to provide long-term resiliency, universal design and accessibility, and ease of maintenance.

- avoid any slippery or unstable surfaces.
- avoid sharp corners or rough surfaces.
- provide fall protection areas and surfaces that meet Licensing requirements. These could include:
  - an engineered wood chip system such as "Fibar System 300" at least 1 foot deep. [Install 16 inches deep, as this material compresses over time].
  - a poured-in-place rubber system.
  - a rubber tile system designed for playgrounds.
  - pea gravel or soft sand at least 1 foot deep.
- provide for effective drainage with adequate slopes to drain for all surfaces. [2% slope to drain minimum - ¼" in 1 foot]. [Note: the apparent porosity of some rubber surfaces should not be relied upon. All surfaces should be built-in with a positive slope to drain, and any ponding should be avoided.]

# Facility Design Considerations 4

COVERED AND UNCOVERED OUTDOOR PLAY AREAS





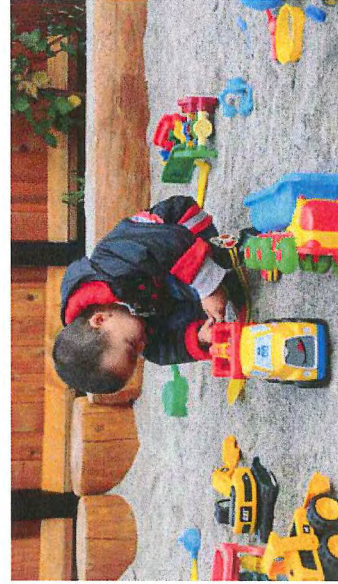
# Facility Design Considerations 4

## D) SOFT LANDSCAPING

Significant areas of soft landscaping are to be provided throughout the Outdoor Play Areas. Soft landscaping could include trees and shrubs, grass and massed planting areas.

However:

- carefully consider plant maintenance issues. Plant species should be vigorous and easily maintainable. Indigenous plant species should be considered.
- provide for built-in irrigation of planted areas that can be automatically operated.
- avoid the use of lawn in higher traffic areas.
- provide for adequate drainage in all outdoor play areas. Provide a minimum 2% slope to drain. Water pooling is not acceptable.
- avoid all toxic plant material. [See 4.3.4 for a list of typical plants to avoid].



## E) OUTDOOR PLAY EQUIPMENT

- install outdoor play equipment that provides challenges for children while providing for their safety. Provide safety zones under and around equipment, and allow adequate space for entering and exiting the zone to avoid accidental collisions.
- place climbers at the edge of play areas to maximize use of available space considering required design and fall zones.
- carefully consider sun exposure. Provide shade opportunities in play equipment areas. Slides should be coated so that they do not become too hot to the touch.
- do not use dark colours for surfaces under play equipment.
- equipment may be custom-built, pre-fabricated or a combination of the two. Preference is given to climbers and structures that are custom-built from natural materials.
- climber play equipment should be designed specifically with age group in mind.
- Equipment Height Standards:
  - Toddlers: 3 feet in height
  - Preschoolers: 5 feet in height
  - School-Age Children: 7.5 feet in height
- carefully consider the height and design of guards required when play platforms are constructed above the ground level. They must be non-climbable, and typically a minimum of 4 feet high.
- Use of Pressure-Treated Wood
  - all wood in contact with the soil is to be pressure-treated with CCA-C50 wood preservative. (Preservatives that contain arsenic are not acceptable).
  - Exposed wood that is handled by children should not be pressure-treated.
  - wood used in playground areas that is not naturally rot- and insect-resistant should be treated with a wood preservative that is CSA approved. (However, preservatives containing pentachlorophenol, creosote, tributyl tin oxide, and surface coatings that contain insecticides should not be used for playground equipment).
- All wood work for play structures to be in accordance with Canadian Standards Association (CSA) children's playspaces and equipment guidelines and Licensing.
- Comply with all Fire and Life Safety requirements
  - use non-combustible materials within 10 feet of a fire exit path.
  - locate wood structures 15 to 20 feet away from other structures.
  - do not locate steps in a fire exit path.
  - it is recommended that early contact be made with the City's Building Approvals Department to review fire and life safety concerns.

# Facility Design Considerations 4

## F) FENCES AND BOUNDARIES

- Non-climbable fences of sufficient height (typically a minimum of six feet) are required to prevent children from leaving the play area, and to prevent strangers from being able to reach or climb into the play area.
- Ensure that fencing is designed to allow for surveillance of the play area from the main Activity area.
- Openings in fences should be no more than four inches in width. If chain link is used, a 1½ inch opening is the maximum dimension.
- In rooftop situations, a perimeter fence height of 8 feet is to be provided from last foothold.

## G) OUTDOOR STORAGE

Ample weatherproof outdoor storage should be provided for each group's play area.

- provide sufficient lockable secure storage for outdoor toys and play equipment, wheeled vehicles, and maintenance tools. [Note that trikes and push toys can take up considerable space].
- provide appropriate shelving for various items to fit in the secure storage, including play items such as balls and sandbox items, as well as sanitizer, tissues and music player.

## H) LIGHTING

- Lighting in the Outdoor Play Areas needs to be included to allow for use of the space on darker winter days or in inclement weather.
- Avoid any lighting fixtures that produce glare. Consider the use of downlights and soffit lighting in play areas, and lighting in landscaped areas. Locate lighting fixtures so that they will not be a hazard to children.
- Generally, consider task lighting to enhance play activities, in areas such as in climbers and play huts.

## I) SHARED OUTDOOR SPACE

When two or more child care programs share the same outdoor area, provide play precincts for the various age groups. These may be separated by low fencing. Provide age specific-sized play equipment, design features and play structures in each area.

## J) ROOF-TOP OUTDOOR PLAY AREAS

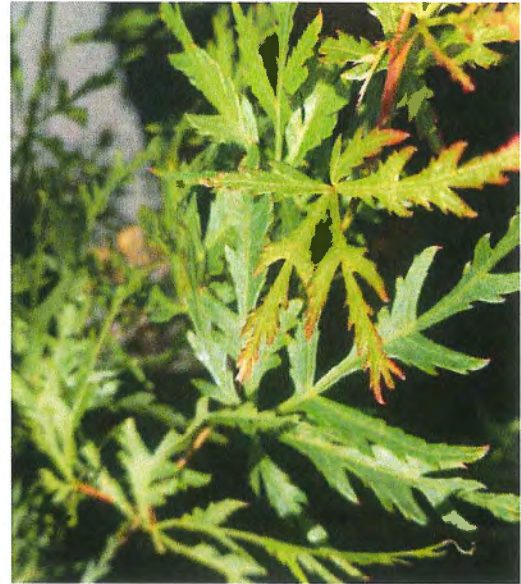
Outdoor Play Areas designed on decks or rooftops have their own very specific design requirements, for both new and adaptive re-use of existing buildings:

- design the roof structure to support the weight of play space elements and substantial areas of planting, with sufficient soil depth or planter depth to accommodate shrubs and small trees. Locate heavier elements over columns and beams to minimize costs.
- include hose bibs and provide irrigation for planted areas, including an irrigation controller that is part of a Direct Digital Control (DDC) system.
- allow for anchorage of heavier elements into the rooftop housekeeping pads or other structures that do not penetrate roofing membranes. Consider installing modular and sectional play elements that allow for incremental roof repair in the future.
- design boundary fencing to prevent climbing, and sufficiently high enough to deter throwing objects over the fencing. Provide for a fence top with an overhang that extends back into the play area, and set the fence back from the parapet to avoid sensations of vertigo.
- allow for long views from the play area.
- protect play areas from wind.
- do not locate the play area on the north side of a building on a rooftop. Provide for some sun access, but be mindful that roof areas can get very hot in sunny weather. Provide for shade from the hot sun for at least one-third of the play area.
- locate any mechanical systems and equipment away from the play area, to avoid noise and fumes.



# Facility Design 4 Considerations

- advance plan to prevent roof leakage and for repair of roofing membranes in the future. Provide for enhanced positive slopes to drain of at least ¼" in one foot minimum, and accessible and serviceable clean-outs and silt traps at roof drains.
- use resilient, lightweight and non-slip decking surfaces, cushioned under play equipment fall zones as per CCFL Licensing requirements.
- use wind tolerant and drought-resistant landscaping and plantings.
- ensure children are buffered for traffic and other disruptive noise [ideal to achieve a sound pressure level of 55 dBA].



- Consideration needs to be given to the location of residential balconies above a children's outdoor play area to minimize the potential of falling debris from balconies and to mitigate potential noise complaints from future residents.
- suggested suitable small deciduous trees for shade and colour, suitable for rooftop planters are:

## Suitable Trees for Roof-Top Outdoor Play Areas

BOTANICAL NAME	COMMON NAME	EXPOSURE
Acer campestre	Hedge Maple	Sun to light shade
Acer circinatum	Vine Maple	Part shade
Acer griseum	Paper bark Maple	Part shade
Acer japonicum	Japanese Maple	Part shade
Acer palmatum	Smooth Japanese Maple	Part shade
Cornus kousa Hybrids	Kousa Dogwood 'Aurora', 'Celestine', and 'Starlight'	Sun to light shade
Cercis canadensis	Redbud	Sun to light shade
Magnolia stellata 'Royal Star'	'Royal Star' Star Magnolia	Sun to light shade
Parrotia persica	Persian Ironwood	Sun to light shade
Pyrus calleryana 'Chanticleer'	'Chanticleer' Flowering Pear	Sun to light shade
Styrax japonicus	Japanese Snowbell tree	Sun to light shade
Pinus contorta	Shore Pine	Sun
Picea omorika	Serbian Spruce	Sun

### 4.3.3 Outdoor Play Areas Space Summary

See Appendix A for a summary of the required Outdoor Play Areas, for each category of child care.

### 4.3.4 Toxic Plant List

Many plants commonly used in landscaping in North America have toxic properties that can be harmful to children. The use of these plants for soft landscaping in child care outdoor areas must be avoided.

The following list is not an exhaustive one, and landscape designers and developers are advised to also consult a local botanical garden for plant selection, as well as the American Medical Association (AMA) Handbook of Poisonous and Injurious Plants.



# Facility Design Considerations 4

Toxic Plant List

BOTANICAL NAME	COMMON NAME	TOXIC PART
Aconitum spp	Monkshood, Wolfbane	all parts
Actaea spp	Baneberry, Cohosh	berries & roots
Aesculus spp	Horse Chestnut, Buckeye	Fruit poisonous, choking hazard
Allium Canadense	Wild Garlic, Wild Onion	bulbs, flowers, stems
Anemone spp	Anemone, Pasque Flower	whole plant
Arisaema spp	Jack-in-the-Pulpit, Bog Onion	whole plant
Atropa belladonna	Deadly Nightshade	whole plant
Aucuba japonica	Aucuba, Japanese Laurel	fruit
Baptisia spp	Wild Indigo, Rattle bush	whole plant
Buxus sempervirens	Boxwood, Box	whole plant
Calla palustris	Water Arum, Wild Calla	whole plant, esp root
Callitha spp	Marsh Marigold	whole mature plant
Calycanthus spp	Carolina Alsplace, Spice bush	seeds
Capsicum spp	Chili Pepper, Bird Pepper	fruit & seeds
Celastrus scandens	Bittersweet	fruit
Clematis spp	Clematis	whole plant
Colchicum spp	Autumn Crocus	whole plant
Convallaria majalis	Lily-of-the-Valley	whole plant
Daphne mezereum	Daphne, February Daphne	whole plant
Datura spp	JimsonWeed	whole plant, esp seeds
Delphinium spp	Larkspur, Delphinium	whole Plant, esp. seeds
Dicentra spp	Bleeding Heart	whole plant
Digitalis purpurea	Foxglove	whole plant
Dirca: palustris	Leatherwood	whole plant
Echium spp	Bugloss, Snake Flower	whole plant
Euonymus spp	Burning Bush, Spindle Tree	fruit
Euphorbia spp	Spurge, Gopher Purge	latex
Galanthus nivalis	Snowdrop	bulb
Gelsemium sempervirens	Yellow Jesamine	flowers
Gymnocladus dioicus	Kentucky Coffee Tree	seeds
Hedera spp	English Ivy	berry & leaf
Heliotropium spp	Heliotrope	whole plant
Helleborus niger	Christmas Rose	whole plant
Hyacinthus orientalis	Hyacinth	whole plant esp. bulb
Hydrangea spp	Hydrangea	flower bud
Ilex spp	Holly, English Holly	fruit

BOTANICAL NAME	COMMON NAME	TOXIC PART
Iris spp	Iris, Flag	roots, flowers
Jasminum nudiflorum	Jasmine	seeds
Kalmia spp	Mountain Laurel	leaves, nectar
Laburnum spp	Laburnum, Golden Rain Tree	all parts
Lantana camara	Lantana	seeds
Leucothoe spp	Pepper Bush, Sweet Bells	leaves, nectar
Ligustrum vulgare	Privet	whole plant
Lobelia spp	Cardinal Flower	whole plant
Lonicera spp	Honeysuckle	possibly berries
Lycoris spp	Spider Lily	bulb
Morus rubra	Red Mulberry	unripe fruit and sap
Narcissus spp	Daffodil, Jonquil, Narcissus	bulb
Nerium oleander	Oleander	whole plant
Nicotiana spp	Flowering tobacco	whole plant
Ornithogalum spp	Star of Bethlehem	whole plant
Partenocissus quinquefolia	Virginia Creeper	fruit
Pernettya spp	Pernettya	leaves & nectar
Physalis spp	Chinese or Japanese Lantern	fruit
Pieris spp	Lily-of-the-Valley Bush	leaves & nectar
Podophyllum pel tatum	May Apple	whole plant
Prunus spp	Cherries, Plums, Peaches	pit kernels only
Quercus spp	Oak	leaves and acorns at large quantities, also choking hazard
Ranunculus spp	Buttercup	sap, roots
Rhamnus spp	Buckthorn, Cascara	fruit & bark
Rheum rhabarbarum	Rhubarb.	leaves
Rhododendron spp	Azalea, Rhododendron	leaves, nectar
Rhodotypos spp	Jetbead	berries
Rhus vernix	Poison Sumac	whole plant, esp. sap of bark causes swelling
Ricinus communis	Castor Bean	seeds
Robinia pseudoacacia	Black Locust	leaves, roots, bark
Sambucus spp	Elderberry	whole plant except cooked berries
Scilla spp	Squill, Star Hyacinth	whole plant
Senecio spp	Groundsel, Ragwort	whole plant



# Facility Design Considerations 4

Toxic Plant List

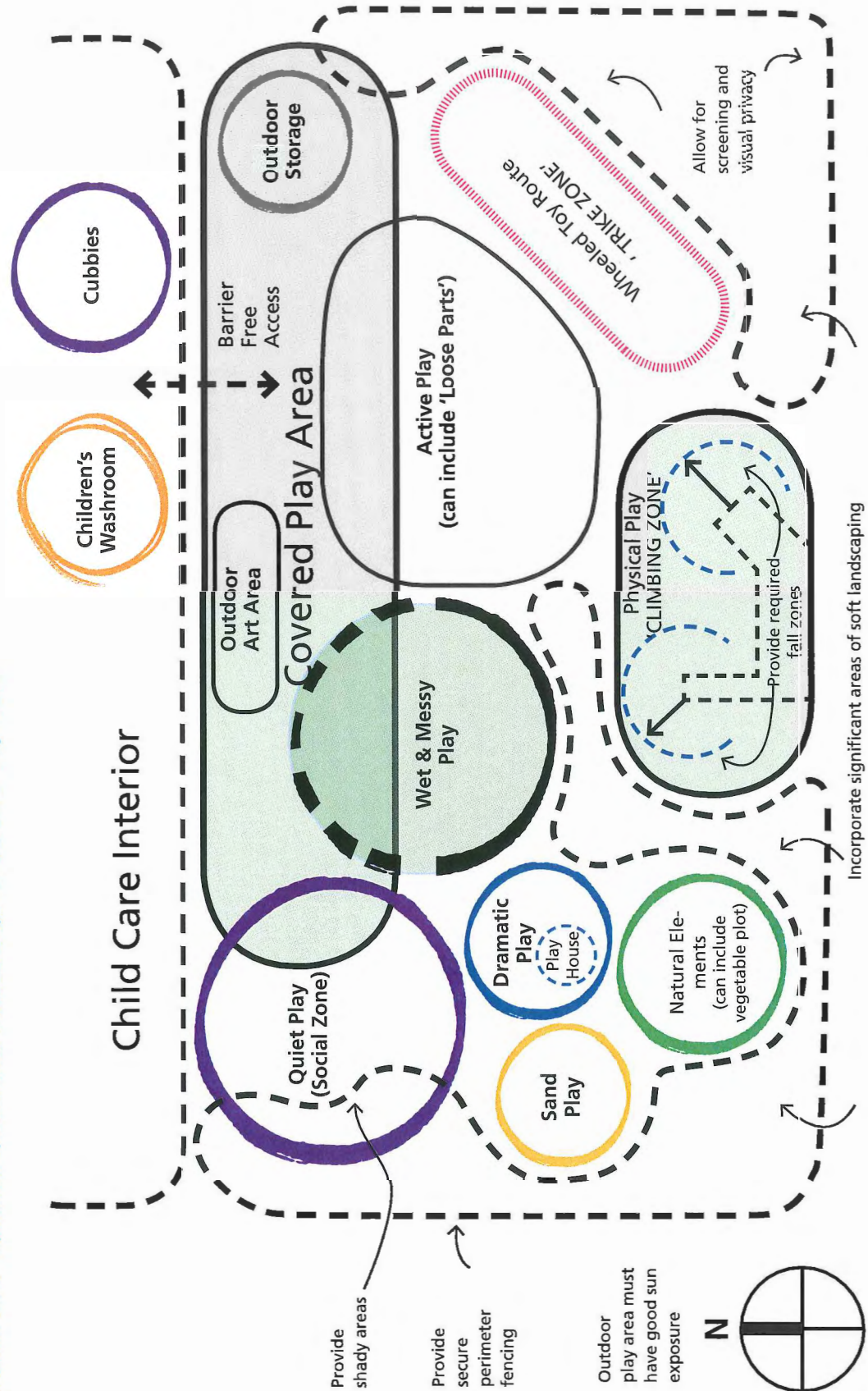
BOTANICAL NAME	COMMON NAME	TOXIC PART
Solanum spp	Nightshade, Potato, Jerusalem Cherry	uncooked sprout, green skin
Sophora spp	Scholar Tree	seeds
Symphoricarpospp	Snowberry, Waxberry	berries in large quantities
Taxus spp	Yew	most of the plant, but not the red aril around the seed
Wisteria spp	Wisteria	whole plant, esp. seeds and pods
Zantedeschia aethiopica	Calla Lily	leaves
Zephyranthes atamasco	Zephyr Lily, Rain Lily	bulb
Aloespp	Aloe	latex beneath skin
Amaryllis	Amaryllis, Belladonna	bulbs
Anthurium	Anthurium	leaves & stems
Arum	Arum, Solomon's Lily	whole plant
Caladium spp	Caladium, Elephants Ear	whole plant
Clivia spp	Kaffir Lily	whole plant
Crinum spp	Spider Lily	whole plant, esp bulb
Dieffenbachia	Dumbcane	leaves
Epipremnum aureum	Pothos	whole plant
Eriobotrya	Loquat	pitkernel
Hymenocallis spp	Spider Lily	bulbs
Monstera deliciosa	Monstera, breadfruit	leaves
Philodendron spp	Philodendron	leaves
Spathiphyllum	Spathe Flower, Anthurium	whole plant
Additional commonly used landscape plants that are toxic:		
Colchicum autumnale	Autumn crocus	whole plant
Cotoneaster spp	Cotoneaster	fruit in large quantities
Juniperus spp	Juniper	berries
Papaver spp	Poppy	seeds, pods, sap

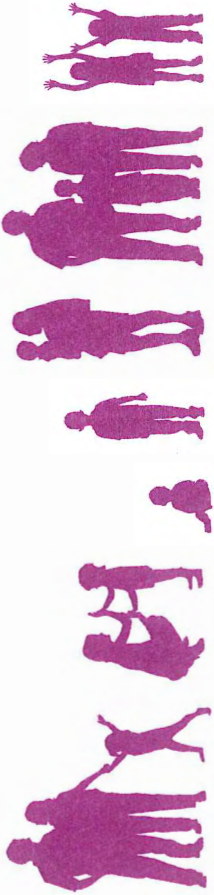




# Facility Design Considerations 4

Group Child Care - Optimum Spatial Inter-Relationships for Outdoor Play Areas





# Facility Technical Considerations 5

## 5.1 Purpose

The Technical Considerations are intended to be read in conjunction with the Design Guidelines, and augment as follows:

- Outline the design, construction, material and building system requirements for child care facilities.
- Provide a tool for preparing cost estimates early in the design process.
- Provide a checklist for consultants, who are ultimately responsible for ensuring that the completed facility meets the standards and conforms to the regulations of all authorities having jurisdiction.
- Provide clarity for turnkey developments (where the developer is turning over a completed facility to the City) regarding all facility requirements.

## 5.2 Applicable Regulations

Developers and consultants must ensure that all applicable regulations are met, to the satisfaction of all authorities having jurisdiction. Regulations include, but are not limited to:

- British Columbia Building Code
- City of Richmond Zoning Bylaw
- Provincial Community Care and Assisted Living Act
- Provincial Child Care Licensing Regulation
- LEED: New Construction for New Stand-alone Facilities
- Commercial Interiors for Tenant Improvements
- Universal Design
- Building Envelope Regulations
- Energy Utilization and Building Performance Regulations - [ASHRAE 90.1 (2010)]

# Facility Technical Considerations 5

## 5.3 Technical Considerations for Child Care Facility Design and Construction

### 5.3.1. Building Construction

- Refer to BC Building Code

### 5.3.2. Building Envelope and Roofing

- Design and construct according to the requirements of the City of Richmond's Building Approvals Department for approvals, and the City's Engineering and Public Works – Project Development Department, for design review and technical considerations.
  - If the floor of a child care facility is over an unheated space, consider the use of in-floor radiant heating loops set into a concrete floor topping, or increase the insulation R-values in the floor system beyond that required by the Building Code or ASHRAE 90.1 standards.
  - Exterior Openings
    - doors and windows to meet CAN/CSA-A440 standards and best practices for Building Envelope construction, including National Research Fenestration Council standards for Air Leakage, U-Factors, and Solar Heat Gain.
    - install windows with sill heights that allow children to look out and see their surroundings.
    - place restrictors on windows to limit the opening dimension to 4 inches.
    - ensure opening windows are not a hazard at exterior pathways.
    - provide screens on all operable windows.
- pay attention to solar heat gain issues, and consider the installation of roof overhangs, shading structures or special glazing.
  - typically, all glazing is tempered, but review if glazing needs to be a protected opening with respect to fire and life safety code compliance concerns.
  - Roofing
    - provide a minimum 10 year Roofing Warranty from the Roofing Contractors Association of BC (RCABC).
    - provide roof edge safety barriers, fall protection and fall arrest as per the BC Building Code and WorkSafe requirements.
    - for green roofs, ensure the green roof supplier and the roofing supplier coordinate their work to ensure proper installation of roofing systems and assurance of roofing warranty coverage.
    - consider provision of an electronic leak detection system below occupied roofs, with a web-base controller and connected to Direct Digital Control (DDC) to allow for remote non-proprietary monitoring of alarms.



# Facility Technical Considerations 5

## 5.3.3. Building Systems

- Heating, Ventilation and Air Conditioning - if not a stand-alone facility, the child care should have its own systems, separate from the rest of the building of which it is a part.
- filters and other maintenance items must be easily accessible.
- Acoustic Design:
  - protect the child care from external noise or that from adjacent occupancies.
  - consider enhancing Sound Transmission Control (STC) ratings above those required by the Building Code.

## 5.3.4. Floors

- provide resilient flooring in activity and wet areas.
- if carpet is provided, install a minimum ¼" thick underlay.
- use of a neutral-coloured carpet tile is preferred in Nap Rooms and Quiet Rooms.
- consider high durability flooring at entries and high traffic areas.
- provide walk-off mats at entries.
- provide floor drains in all Washrooms, the Janitor's Room, the Laundry Room, and in the Mechanical Room.

## 5.3.5. Walls and Partitions

- painted drywall is the typical finish
  - review wall assembly types, and select those with enhanced acoustic performance
  - use low volatile organic compound (VOC) paints and sealants, and mold and mildew resistant paints in kitchens and washrooms.
- Gloss levels:
- G5 (semi-gloss) - Kitchen, Washrooms, Laundry, Janitor's Room and all doors, door frames and interior trims.
  - G3 (eggshell) - typical for walls [Matte finishes not acceptable]
- provide radiused corner guards
  - wall protection paneling to a height of at least 4 feet above finish floor is recommended in activity areas (install on impact-resistant drywall).
  - provide backing in walls and partitions to secure millwork, railings and fittings as required.
  - for ceramic tiled areas, use larger-sized tiles at washroom walls to minimize grout lines. Darker-coloured grout is preferred.

# Facility Technical Considerations 5

## 5.3.6 Ceilings

- painted drywall is one typical finish, but it can create a noisy interior environment. Acoustic T-Bar ceilings are preferred in Activity Rooms, Nap Rooms and Cubby Areas.
- acoustic T-bar ceilings:
  - install commercial quality
  - system to have an NRC of 70 or better.
- use low VOC paints and sealants (Refer to Gloss levels over)
- provide access for above ceiling services. (But not in Nap Rooms).

## 5.3.7 Doors and Hardware

- doors into any area should be fully glazed with tempered glass. The intent is to allow for visibility through glazing in doors by small children.
- doors typically should be solid core, except for bi-fold and sliding bypass doors, which can be hollow core.
- if accordion doors are installed, ensure they have appropriate mid-door supports and are easy for staff to manoeuvre, lock and unlock.
- avoid any installations that create "pinching" or scraping hazards, such as door grilles.
- meet Association of Architectural Woodwork Manufacturers Association of Canada (AWMAC) standards for doors.
- Hardware
  - should be commercial grade
  - should meet accessibility and universal design requirements
  - do not install door closers unless required by Code.
  - door stops to typically be wall-mounted
  - sliding doors should have the ability to be pinned in place to prevent unsupervised sliding.
  - swing doors to play areas should be equipped with "elephant's foot" or similar hold-open devices (unless not permitted by Code).

- kick plates should be provided on the push side of doors with closers, and at all storage room doors.
- Locks, Security and Alarms
  - all doors to have locks with a "classroom" function except:
    - Storage Rooms or Laundry Rooms may have a "classroom" or storeroom" function.
    - Gross Motor/Nap Rooms and Quiet Rooms to have passage function.
    - Janitor and service rooms to have "storeroom" function.
    - Adult washrooms to have a "privacy" function.
    - use a City standard key system where locks are provided.
  - provide a lockbox embedded in the building façade for Fire Rescue. [Refer to Fire Protection and Life Safety Bylaw No. 8306].
  - gates typically will feature child-proof latches. Emergency exiting, however, must not be impeded.
    - equip gates with heavy duty hinges.
  - review security and surveillance requirements and meet provincial guidelines.
  - control access into the child care with the use of enterphones. The enterphone should have one receiver in each activity room and one in each outdoor play area.

# Facility Technical Considerations 5

- equip doors to the building exterior, and certain interior doors with piezo type alarms, to prevent unsupervised wandering by children. Provide 15 second delay releases and alarms at emergency exits as required by the Building Code.
- restrict access from elevators, parking areas and exits.
- where automatic door openers are provided, ensure security is not compromised by having an interlock function, so that the push plates controlling the door opening are not operable until staff allows the system to open via enterphone or integrate with a cordless phone.



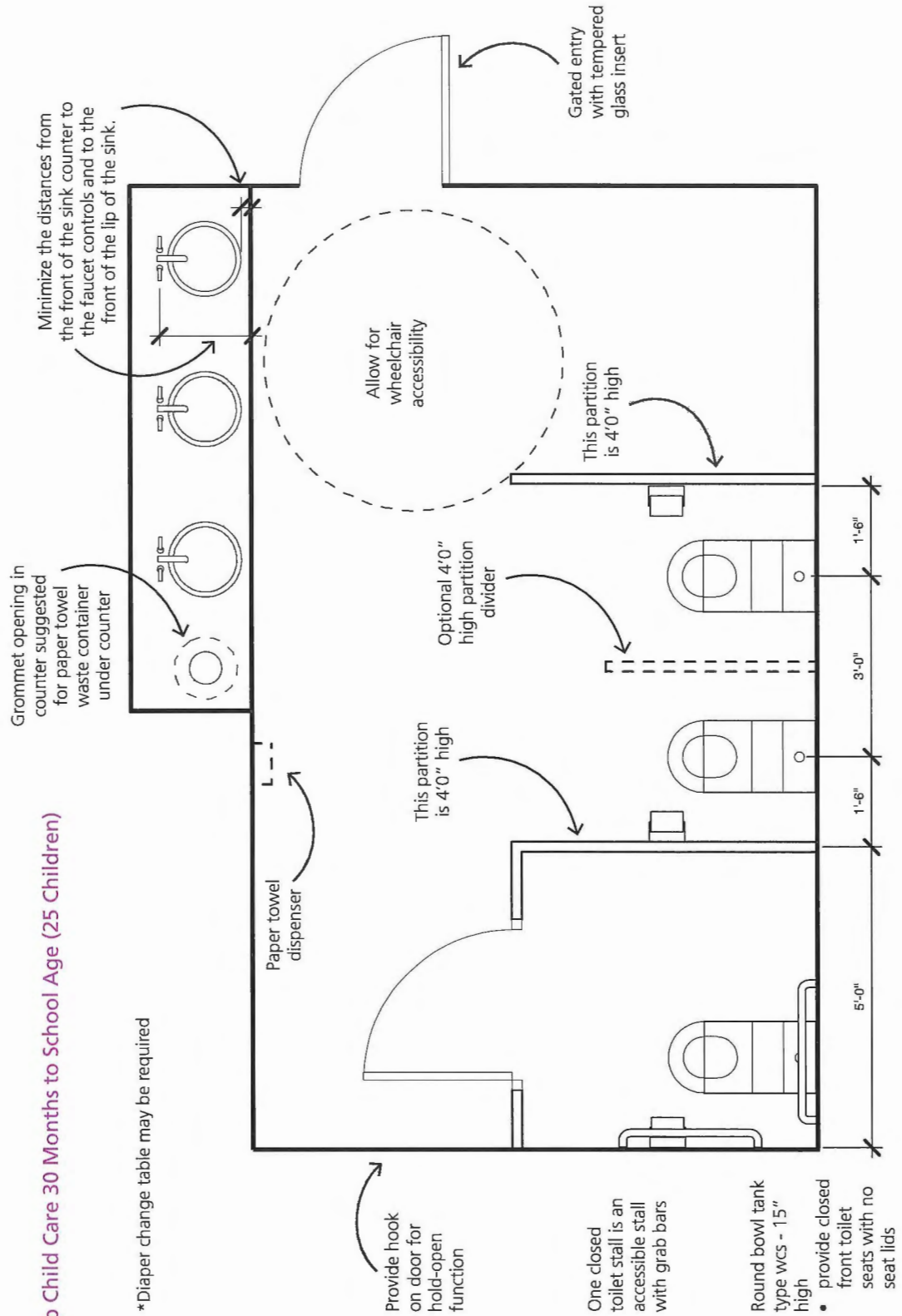
## 5.3.8. Children's Washrooms

- Toilet Partitions
  - Acceptable products:
    - plastic laminate covered high density particle board
    - Metal with baked enamel finish
    - Phenolic (if budget allows)
  - Hardware - heavy duty stainless steel with tamper-proof screws. (concealed where possible).
  - Countertops - plastic laminate with large-size ceramic tile backsplash with dark Grout colour.
  - Accessories - typically recessed accessories are preferred.
    - paper towel dispensers
    - waste receptacle - consider under-counter receptacle with opening in washroom countertop.
    - soap dispenser
    - toilet paper dispensers
    - change table in the Adult Washroom (Group Care 30 Months to School Age).
- Plumbing
  - Toilets
    - regular tank style water closets (WCs) with round bowls. [small or "baby" child size toilets are not recommended]
    - provide closed front ("residential") toilet seat without lids for all Children's Washroom toilets.
- Sinks
  - self-rimming drop in vanity sinks.
  - faucets to have aerators for water conservation and have temperature control (120 degree F maximum). Provide mixing valves. Hands-free faucets are preferred.
  - Infant and Toddler Diaper Change Area
    - 12 inch deep single compartment sink, with swing tap and hand spray attachment.
    - change table millwork cabinet with space for steps and disposal bin under. (Provide an opening in the countertop to access a disposal bin).
    - provide for storage above the diaper change area, and above toilets. (ensure headroom issues are not created).
    - install lighting that does not shine directly into the eyes of children or cast shadows on the children being diapered and does not create excessive heat.
    - additional space and/or special design attention is required for diaper change areas which accommodate children with special needs.



# Facility Technical Considerations 5

## Washrooms for Group Child Care 30 Months to School Age (25 Children)



0  
1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49  
50  
51  
52  
53  
54  
55  
56  
57  
58  
59  
60  
61  
62  
63  
64  
65  
66  
67  
68  
69  
70  
71  
72  
73  
74  
75  
76  
77  
78  
79  
80  
81  
82  
83  
84  
85  
86  
87  
88  
89  
90  
91  
92  
93  
94  
95  
96  
97  
98  
99

requirements for staff safety and operations

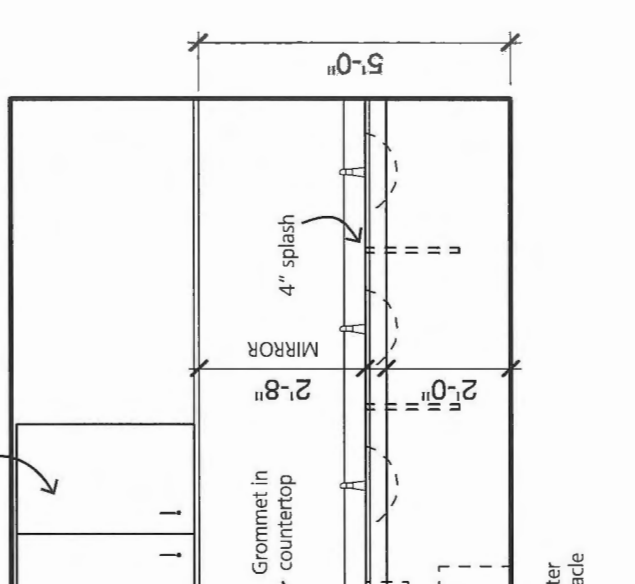


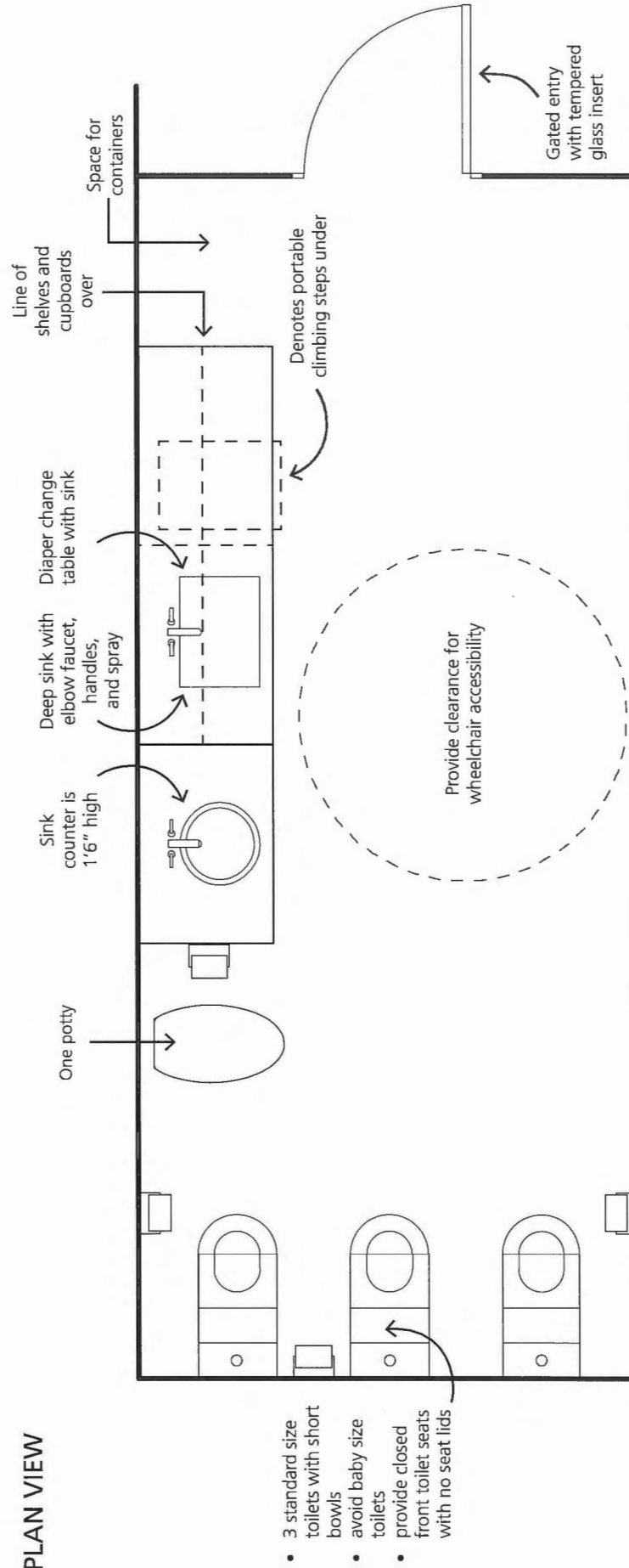
Diagram illustrating the cross-section of a countertop assembly. The assembly consists of a countertop (top layer) and a splash (bottom layer). The countertop is labeled "Grommet in countertop". The splash is labeled "4 inch splash". The diagram shows a gap between the countertop and the splash, with dimensions of 1/2 inch and 1/2 inch.



# Facility Technical Considerations 5

Washrooms for Infant and Toddler Group Care: Ages Under 36 Months (12 children); suitable for special needs children

## PLAN VIEW



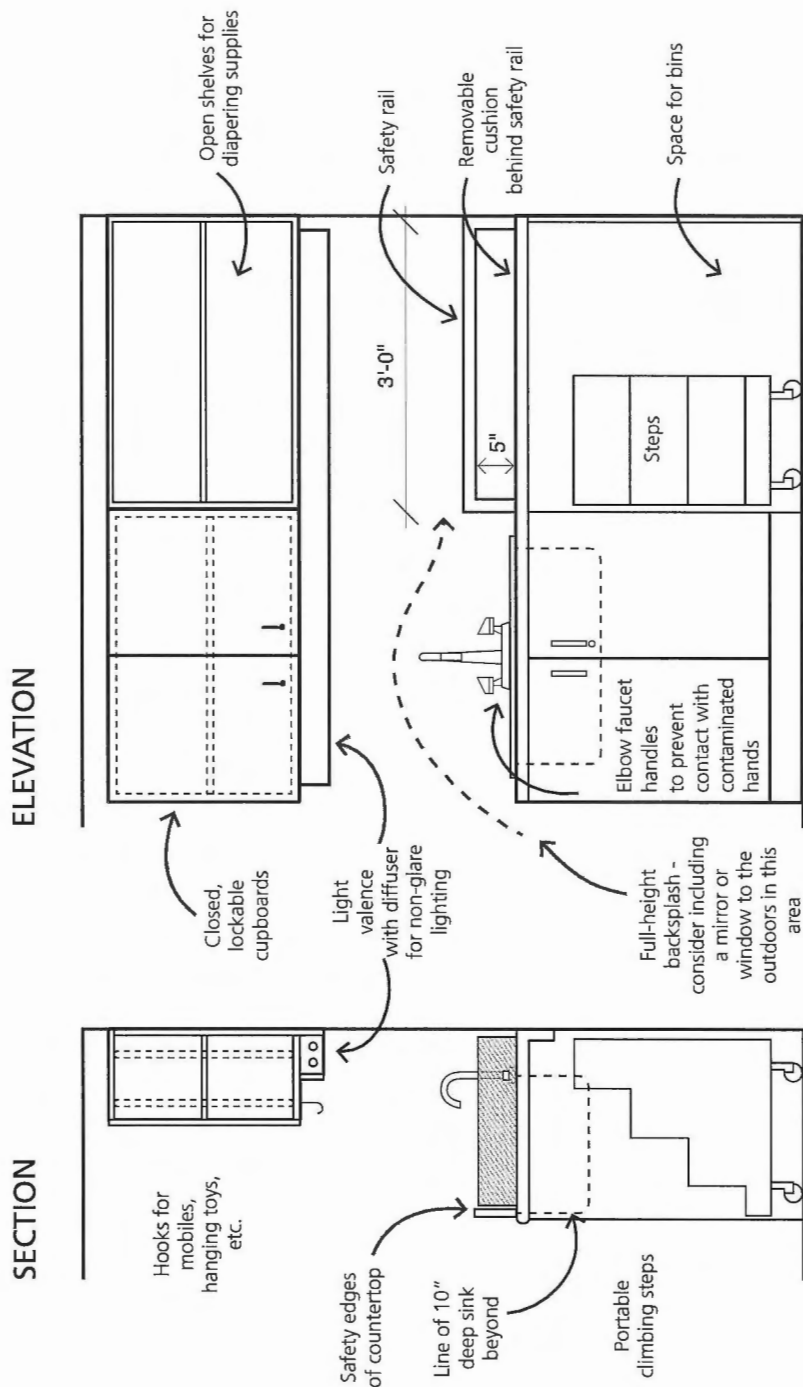
Locate this washroom and laundry room in close proximity to each other. Glass inserts in the walls adjacent to the gated entry are optional to enhance sightlines and permit supervision of the children. If only infants are being cared for then provide two diaper change table areas with both adjacent to a shared deep sink.



# Facility Technical Considerations 5

Washrooms for Infant and Toddler Group Child Care:  
Ages under 30 Months; suitable for special needs children

## DIAPER CHANGE COUNTER



# Facility Technical Considerations 5

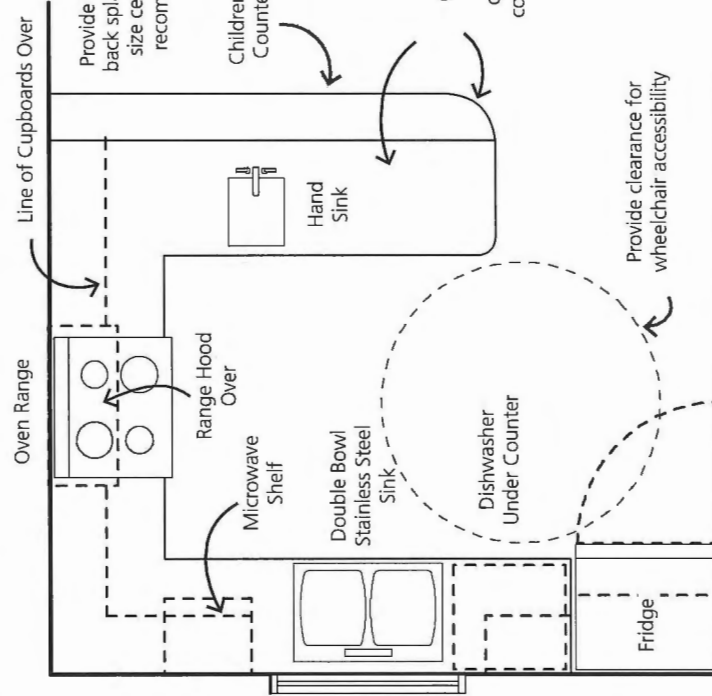
## 5.3.9. Kitchen

- Appliances - "Energy Star" rating
  - dishwasher: for child cares with greater than 25 children, provide a commercial style under-counter dishwasher with a sani-cycle.
  - a second fridge is recommended in Shared Facilities.
  - additional freezer if the child care provides a lunch program
  - 30 inch wide 4 burner stove with oven, with controls out of reach of children.
  - range hood directly venting to the outdoors. (Carbon filters are not acceptable).
  - microwave oven: 2.0 cu.ft., 1100 watt minimum.
- Millwork - the following are Child Care Facility standards
  1. plywood carcass construction
  2. plastic laminate countertop with all outside corners eased.
  3. AWMAC requirements
    - ensure no gaps in the countertops.
    - for 30 Months to School Age Care programs, provide a child height breakfast counter between the kitchen and the activity area to allow children to observe Kitchen activities.
- Plumbing - double bowl stainless steel kitchen sink
  - separate stainless steel hand sink
- All Kitchens must comply with National Food Code and Provincial Food Premises Regulations, as well as the BC Building Code.

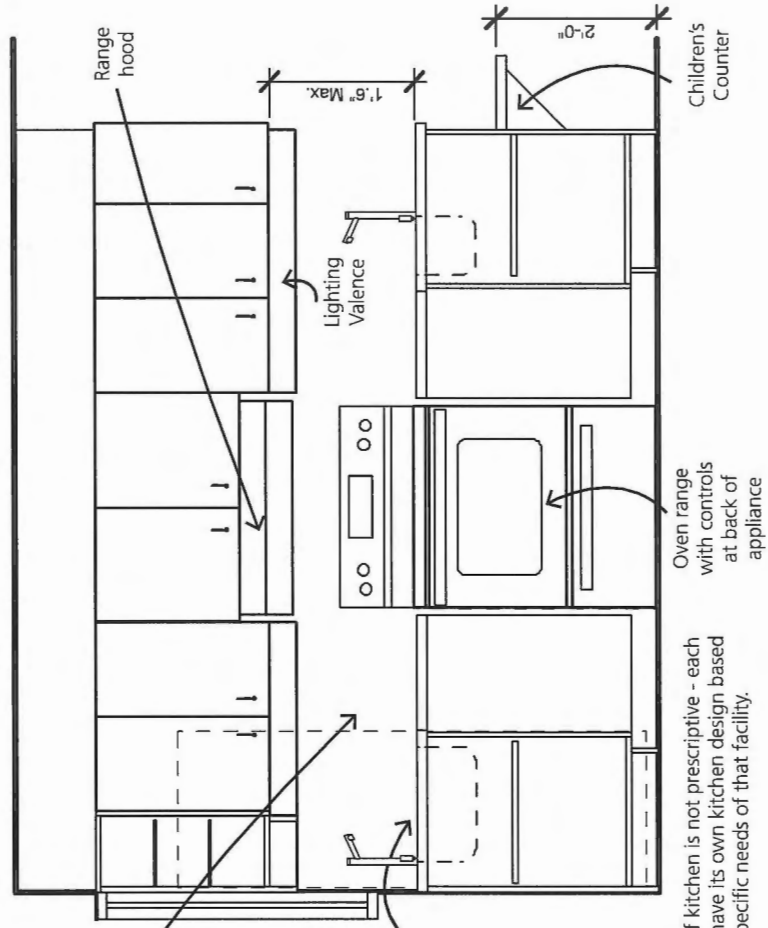
# Facility Technical Considerations 5

Kitchen  
Residential Type Use (No grease-laden cooking vapour)

PLAN VIEW



SECTION AT RANGE

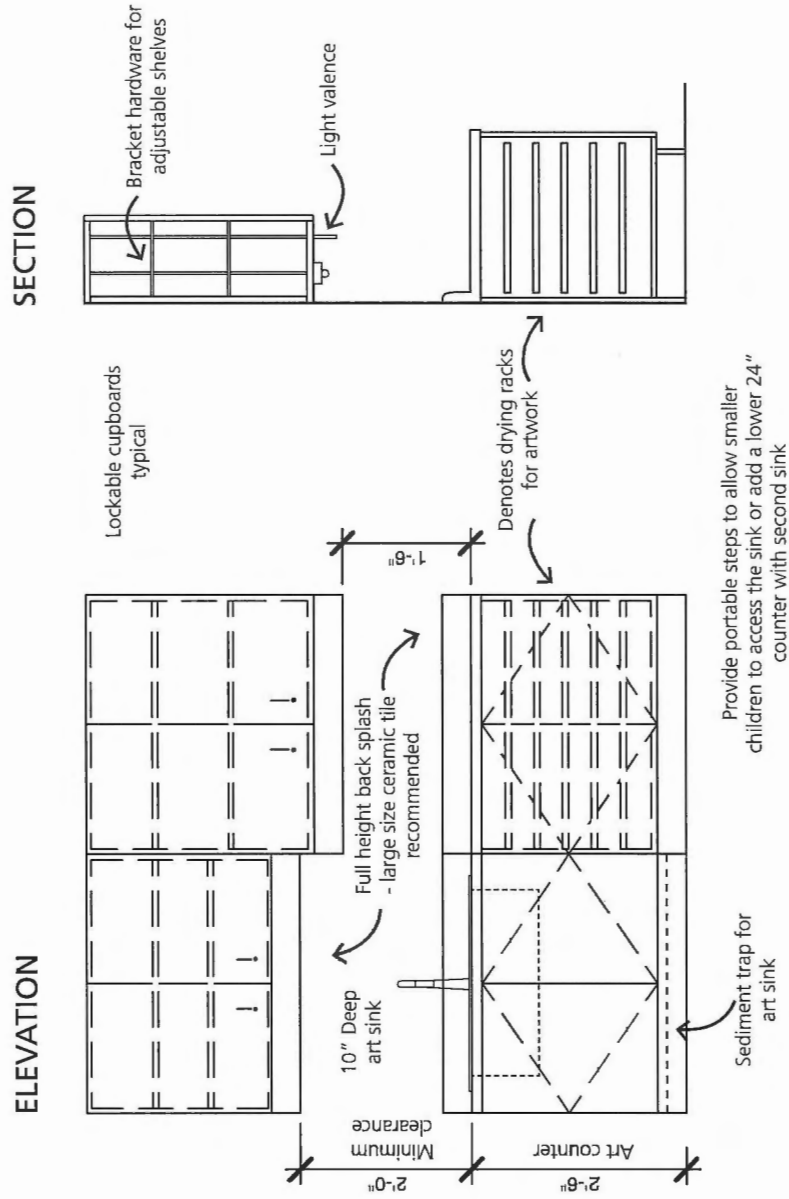


PLN - 168

# Facility Technical Considerations 5

## 5.3.10. Art Area

- Art Sink:
  - stainless steel complete with faucet ledge.
  - 10 inches deep [must be deep enough to also allow washing of toys].
  - provide a floor-mounted sediment trap for all art sinks.
  - provide temperature control for hot water. (120 degrees F maximum).
  - provide drying racks or shelves for drying of wet paintings.
- Millwork
  - child appropriate height.
  - child care facility standard for construction.
  - provide portable steps to allow small children to access the art sink, or consider providing a second, lower art sink.



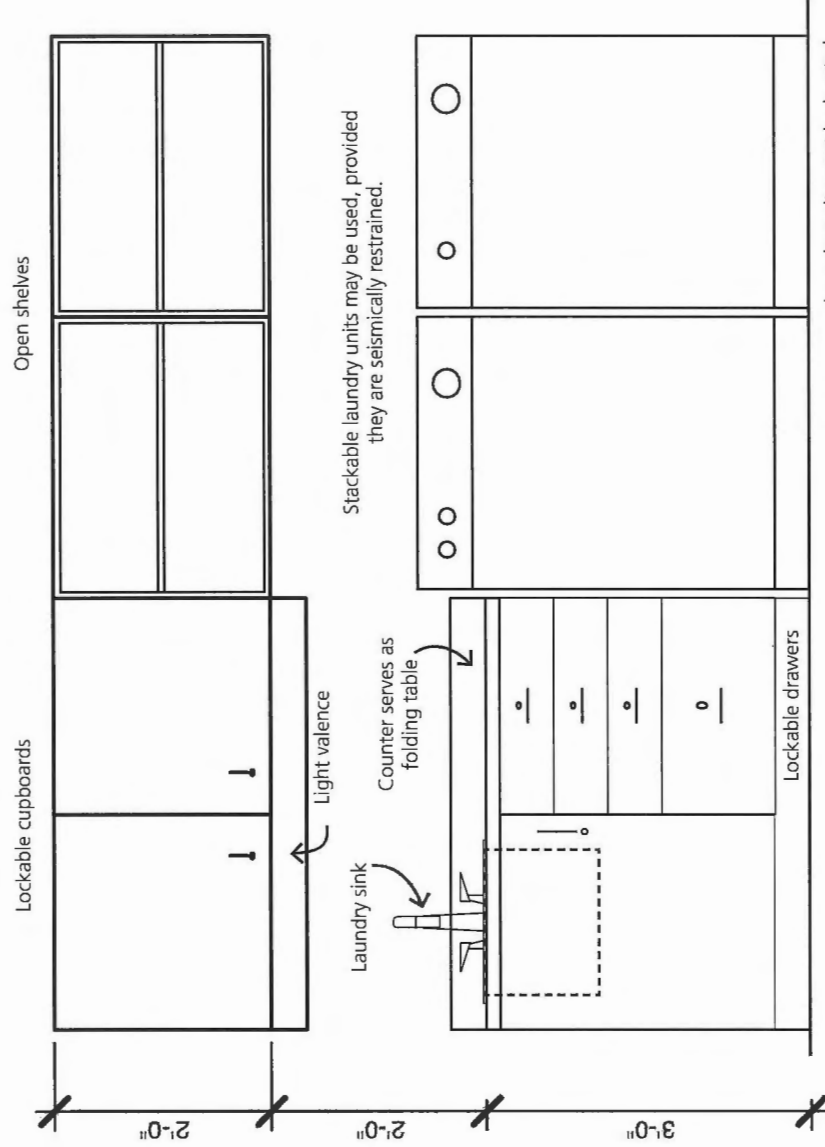


# Facility Technical Considerations 5

## 5.3.11. Laundry Room

- Millwork: child care facility standard for construction.
- Mechanical -
  - provide 10 inch deep stainless steel laundry sink in counter.
  - standard temperature hot water (Room is not accessible to children).
  - side-by-side washer/dryer hook-up preferred.
  - combination units are not acceptable. Stackable units may be used providing they are seismically restrained and located in an enclosed, lockable space or a safety gate must be provided.
  - front loading washers and dryers, if selected, must be located in a locked room.
  - laundry vent to exterior avoiding children's outdoor play areas

## LAUNDRY

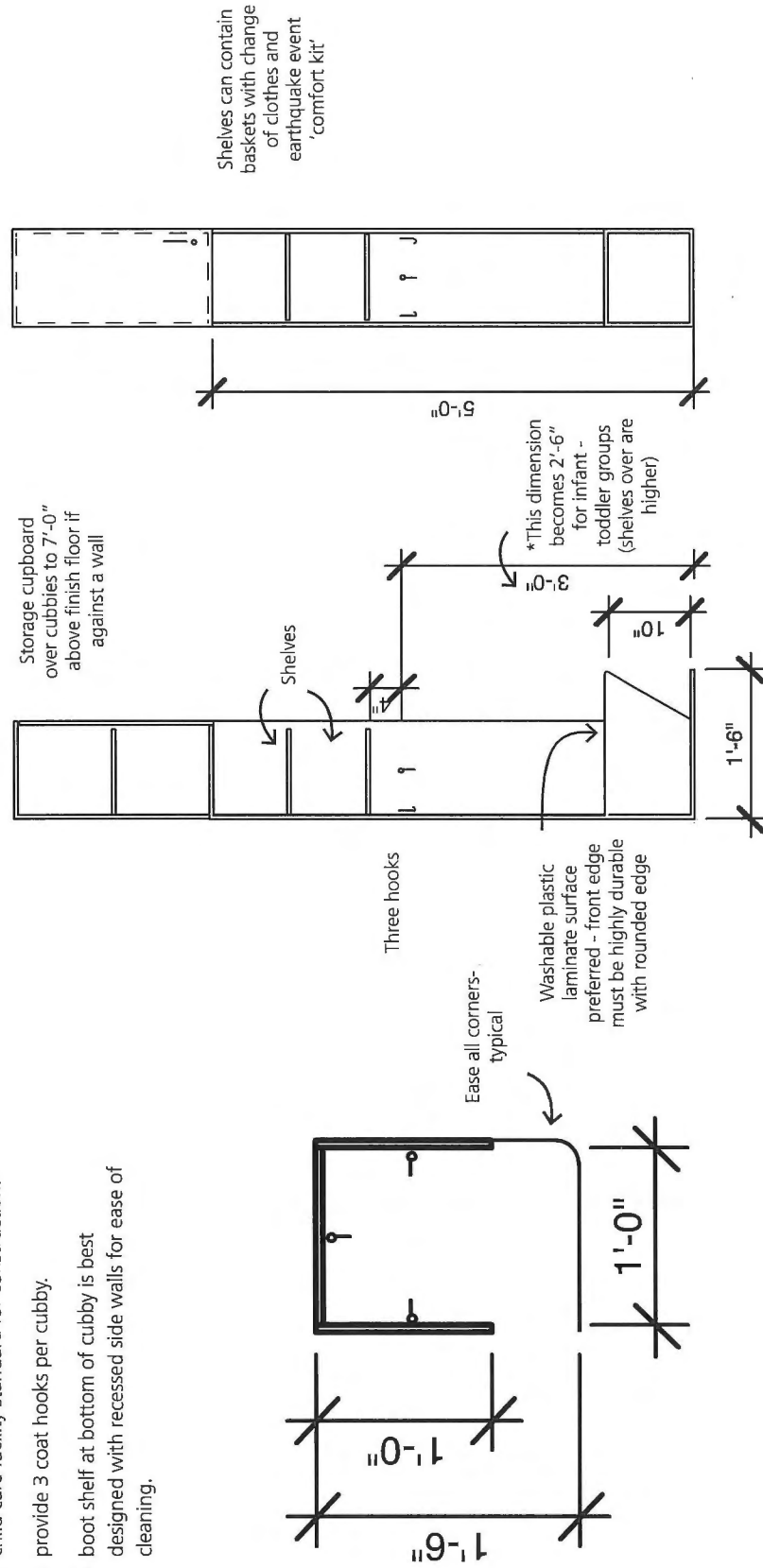


# Facility Technical Considerations 5

## 5.3.12. Cubbies

- Infant and Toddler Cubbies
- Age 3-5 Cubbies
- Millwork:
  - child care facility standard for construction.
  - provide 3 coat hooks per cubby.
  - boot shelf at bottom of cubby is best designed with recessed side walls for ease of cleaning.

## Cubbies for Group Care Child Care 30 Months to School Age



# Facility Technical Considerations 5

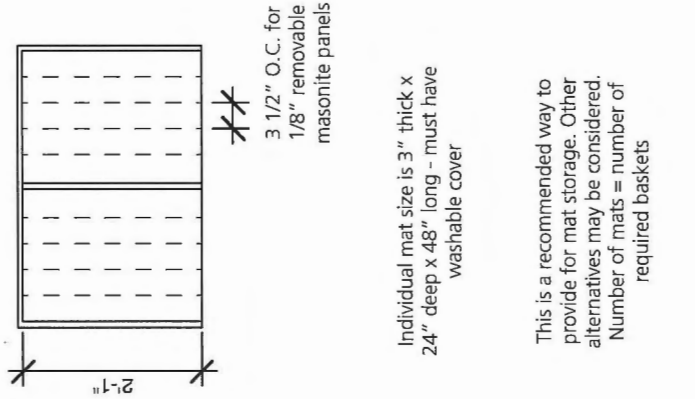
## 5.3.13. Staff Office

- Millwork
  - Desk / Work Table
  - Room for Photocopier
- Staff Lockers

## 5.3.14. Storage Items

- Sleep Mat Storage Cabinet
  - child care facility standard for construction.
- Metal Interlock Shelving
  - configure as per specific requirements of the facility.

## Sleep Mat Storage (for Gross Motor and Nap Room)



This is a recommended way to provide for mat storage. Other alternatives may be considered. Number of mats = number of required baskets

# Facility Technical Considerations 5

## 5.3.15. Additional General Mechanical Considerations

### A) GENERAL

- where the City of Richmond will be responsible for equipment maintenance, City standards for operations and upkeep will be required and all equipment is to be labeled. Consult with the Project Development Department and refer to the City's Operations and Maintenance Guide.
- the mechanical room must be lockable, and a sign mounted indicating that service rooms cannot be used for storage.

### B) HVAC

- all rooms to be adequately ventilated (to meet ASHRAE 62)
- if baseboards heaters or radiators are used, ensure children cannot touch hot surfaces.
- all equipment to be easily accessible for maintenance purposes. Avoid any access that requires an extension ladder, scaffold or lift equipment.
- ductwork to be designed to avoid sound transmission. Do not locate equipment in Nap Rooms.
- provide all required exhaust, fresh air, and heat recovery ventilation. Pay special attention to provide satisfactory exhaust ventilation from washrooms, laundry and kitchen areas.

### C) CONTROLS

- to be DDC, with the ability to tie into the City of Richmond's Direct Digital Control networks. [see City's DDC Guidelines]
- ability to individually control Activity Room and Gross Motor and Nap Room.
- install permanent, hard-wired Carbon Dioxide and Monoxide monitoring systems, at minimum in the above two rooms.
- sensors and controls should be able to control the degree of fresh air intake, in relation to space needs and applicable standards.
- label all controls, and ensure that they are inaccessible to children.
- access panels must be lockable and tamper-proof.
- refer to the City's High Performance Building Policy for system performance standards. Provide systems that allow for monitoring of hydro and gas consumption for the child care facility, separate from other building occupants.

### D) PLUMBING

- hot water temperature should be adjustable. Temperature controlled water to be provided at all plumbing fixtures accessible to children. [Maximum 49 degrees C or 120 degrees F]. Provide mixing valves as required with high temperature limit controls.
- high temperature water to be provided to the kitchen, dishwasher, laundry and janitor's sinks.
- all faucets to have aerators for water conservation, and be hands-free type.
- provide adequate numbers of hose bibs at the Outdoor Play Area, and in the garbage and recycling area. Provide drains so no standing water occurs. Include hose bibs that are frost-free with a vacuum breaker and that are vandal-resistant.
- provide roof deck drains, sediment traps and bi-level clean-outs.
- provide floor drains with trap primers in washrooms, kitchen, laundry room, janitor, and service rooms.
- all art sinks to have sediment traps.
- label all piping, valves and shut-offs as per City standard.

#### Fixtures:

- children's toilets to be tank style, with round bowls.
- number of fixtures and Children's Washrooms to meet CCFL requirements,
- provide closed-front toilet seats without lids for all children's toilets.
- floor-mounted mop sink in the Janitor's Room to have an approved backflow prevention valve.
- provide a dedicated water meter for the child care facility.



# Facility Technical Considerations 5

## 5.3.16. Additional General Electrical Considerations

### A) POWER

- all outlets to be childproof with shatterproof faceplates.
- provide high outlets at any music shelf locations.
- provide T-slot (15/20A) Ground Fault Circuit Interrupters (GFCI) receptacles in the Kitchen, and adequate numbers of GFCI outlets in the Outdoor Play Areas.
- provide dedicated circuits for special equipment, including fridges, washer and dryer, freezer, photocopier and security equipment.
- where the building has an emergency power generator, the emergency lighting system shall be powered by the generator, and not by separate battery packs.
- provide a separate hydro meter for the child care in a shared facility.
- label all electrical outlets, electrical panels and junction boxes as per City standard.

### B) LIGHTING

- provide CCFL Guideline Lighting Levels as a minimum:
  - 40 ft. candles (420 lux) in children's activity rooms. (Review Infant Program lighting levels with CCFL).
  - 50 ft. candles (540 lux) in the Kitchen, Offices and Washrooms.

- all lighting must be dimable.

- LED lighting is preferred. [temperature between 2700 K and 4100 K where appropriate]. [Research possible incentive external funding sources for lighting, general power consumption, and energy conservation].

- maximize the use of daylighting to meet illumination needs and reduce the use of artificial lighting.
- minimize the number of fixture types and lamp types. [e.g., No MR 16 lamp type fixtures].
- emergency lighting shall have run times with the most stringent occupancy requirement.

### C) CONTROLS

- mechanical and lighting systems must be operated through Direct Digital Controls (DDC), with the ability to be monitored by the City of Richmond's Direct Digital Control network. (See City's Corporate DDC Guidelines for more information.)
- provide for varying lighting levels in activity rooms, by arranging switching so that lighting fixtures can be controlled in groups. Provide one fixture controlled by dimmer in the Gross Motor / Nap Room and Quiet Room, to serve as a night light.
- install motion sensors to control lighting in rooms with infrequent use. Motion sensors should be used to turn lights off after a period of inactivity, switches to be used to turn lights on.
- provide for photo sensors and an over-ride switch for outdoor lighting.
- use the DDC system to monitor all lighting and controls to achieve high levels of energy utilization.

If possible, use DDC to monitor total lighting energy consumption for the Facility.

### D) CABLE

- provide cable outlets in the Activity Room and in the Staff Break / Parents Room.

### E) TELEPHONE

- provide a minimum of one jack in the Kitchen, Parents Room, Staff Break Room and Administration Office, and two jacks in the Activity Room.
- provide a telephone and enterphone connection at Reception, the Activity Room and the Covered Outdoor Play Area.
- if there is an elevator (and the facility is dedicated for City use), add 1 line.
- add 2 lines to the main fire alarm panel.
- all Tel/Data cabling shall be Cat6 (with RJ45 jacks at user plates).

### F) DATA

- all data cabling shall be Cat 6.
- Minimum Data Outlets Required:
  - 3 in each Office [allows for computer, printer and walk-in laptop].
  - 1 with fixed IP address for DDC controls
  - 3 in the Activity Room
  - 1 in the Parents Room
  - 2 for Staff Room
  - allow space for City fibre network connection



# Facility Technical Considerations 5

## G) FIRE ALARM

- ensure non proprietary alarm system is installed.

## H) SECURITY

- Access
  - review which type of entry security system is appropriate for the facility. [eg. Bell, buzzer, intercom, video enterphone, etc.]
  - it is recommended that a security consultant be engaged to assist with the appropriate security solution.
  - consider the installation of card readers with pass cards or fobs for controlled access.
  - if card readers are installed, they should match the type and method of communication and control used at other City facilities.
  - allow for door frame preparation for future electronic access if electronic locking devices are not installed.
- After-Hours Security
  - provide an intruder alarm system.

## I) ELECTRICAL ROOM REQUIREMENTS

- provide adequate wall space for cable service, telephone termination, security, network switches, City fibre termination, City VOIP phone switch, Data and Telephone Cabling panels. Typically 8 ft. x 8 ft. wall space with ¾" plywood backing (fire-retardant) is required.
- provide a separate communications conduit (minimum 2 inch), from the Electrical Room

to the outside, and take to the nearest City Communication conduit/junction box, or capped off at the property line as a minimum. [Review with City engineering staff].

- if generator power is available, provide it to all communications power plugs.
- install a minimum of two separate dedicated communications circuits in the Electrical Room, or in a separate Communications Room.
- avoid plumbing in Electrical and IT Room walls or ceilings.
- avoid placing transformers in the room. Place transformers as far away as possible from IT cabling or equipment.
- flooring should be non-static (typically sealed or painted concrete).

## 5.3.17. Additional Interior Design Considerations

### A) GENERAL FINISH REQUIREMENTS

- no rough or sharp surfaces are permitted. All corners should be rounded and edges eased, particularly at countertops, window sills and corners. [1/8" radius is satisfactory].

### B) GENERAL ARCHITECTURAL MILLWORK SPECIFICATION [MASTERFORMAT SECTION 06 40 00]

- typically ¾ inch plywood interiors with ½ inch plywood backs, natural wood veneer or sheathed in laminate. Drawers from plywood construction.

- good quality melamine on MDF is acceptable except in wet areas.
- use rubber cove base over ¾ inch plywood at toe-kicks.
- plastic laminate finish over plywood core is preferred for countertops and splashes.

## C) GATES AND ACCESS CONTROL FOR VARIOUS PROGRAMS - TYPE AND LOCATION

- Program areas require controlled access, especially in Shared Facilities, by means of a half-height gate or door.
- Washrooms
  - Infant Washroom - gated
  - Toddler Washroom - gated or open
  - 3-5 Care and Preschool Groups' Washrooms - open
- Kitchen
  - Infant Group - gated
  - Toddler Group - gated
  - 3-5 Care and Preschool Groups - gated
- Cubbies
  - Infant Group - gated
  - Toddler Group - gated or open
  - 3-5 Care and Preschool Groups - open
- Gates
  - to have heavy-duty continuous hinges

# Facility Technical Considerations 5



PLN - 176

- F) MAILBOX**
- typically, one large mailbox accessible from the interior to be installed at the main entrance.
- G) NOTICE BOARDS AND TACKBOARDS**
- provide corkboard with trim tackboards and white boards
  - typical locations include the Entry area on both the exterior and interior, Offices and Parent Rooms, the Kitchen, the Children's Washrooms, and in the Activity Areas where children's artwork can be displayed above parent sign-in counter (usually located in the cubby area) and staff counters in activity rooms
- H) SIGNAGE**
- comply with City of Richmond Sign Bylaw for exterior signs.
  - provide wayfinding signage as required, and at entries to each Group in Shared Facilities. Provide address sign that meets City Bylaw No. 8306 Fire Protection and Life Safety.
  - provide all signage required for Fire and Life Safety.
  - provide signage in parking areas.
  - provide all required accessibility signage and room identification signage.
  - provide for one illuminated exterior sign that can be seen from the street.
- D) PERSONAL STORAGE BASKETS FOR EACH CHILD**
- these are typically stored in each cubby on an upper shelf, but can also be located with the mat storage carts in the Gross Motor and Mat Room Storage Closet.
- E) WINDOW BLINDS**
- to be commercial grade, chain operated roller style preferred.
  - to be installed on all exterior windows, and at Nap Rooms, Quiet Room and Parent Room in the interior. Nap Room blinds ideally to be black-out type.
  - all cords or chains to terminate 5 feet above the floor, or have a hook tie-off at that height.
- I) ACCESSIBILITY ITEMS**
- railings at ramps and exterior steps in the landscape.
  - consider child-height handrails that do not create climbability problems.
- J) ELEVATOR DESIGN CONSIDERATIONS**
- closed cabs only
  - if the child care facility has a dedicated elevator, ensure that the elevator controllers are non-proprietary.
  - the cab size of the elevator must be able to accommodate sufficient person capacity and numbers of strollers.
  - elevators serving child care facilities with roof-top play areas must be able to accommodate freight for the purposes of maintaining the play areas. [Minimum capacity of 4000 pounds is recommended].
- K) SEISMIC BRACING**
- all furnishings greater than 4 feet high should be secured to prevent tipping.
  - Garbage and Recycling Area Specifications.

# APPENDIX A

## Space Summary Tables

### A Shared Child Care Facility

A child care facility generally includes space for two or more child care programs. For additional information about common program types in a shared facility see section 4.2.5 *Shared Facilities*. The table below outlines required shared areas and other areas to be included in a new child care facility or provided in an existing multi-purpose building where a child care program is being added as part of a renovation or addition.

SHARED AREAS AND OTHER AREAS			
ACTIVITIES	Square Feet	Square Metres	
<i>Shared Areas</i>			
(required by more than one program)			
Entry	200	18.6	
Parent Car Seat and Stroller Storage	43	4.0	
Program Stroller Storage	75	7.0	
HC (Wheelchair Accessible Washroom with Shower)	75	7.0	
Staff Washroom (two may be required depending on number of staff)	50	4.6	
Staff Room	108	10.0	
Kitchen (minimum size if shared by two programs)	200	18.6	
Laundry	43	4.0	
Janitor	43	4.0	
<b>Total Required Shared Areas</b>	<b>837</b>	<b>77.8</b>	
<i>Other Areas</i>			
Administration Office (required for centres serving 69 children or more in addition to program staff offices)	100	9.3	
Parent Room (optional for child care facilities with up to 37 spaces, <b>required</b> for larger facilities)	75	7.0	
Garbage/recycling Room ( <b>required</b> )	50	4.6	
Service Rooms (required, size is based on equipment)	To be determined	To be determined	

New child care facilities being built as City capital projects or community amenity contributions being provided by a developer related to a condition of rezoning must include the **minimum net activity areas, support areas and outdoor areas** as noted for each program type.

Efficiencies may be achieved by sharing the following spaces, but these are minimum size requirements and adjustments will depend upon the number of child care programs and types being housed in a shared facility. To determine the gross floor area and account for walls, circulation, stairways and elevators, add 21% to the combined net indoor area inclusive of shared and other areas.



# APPENDIX A

## Space Summary Tables

### 1.0

Six Types of Age-Related Group Child Care Programs with Number of Spaces Noted.

[Size and Number of Spaces are based on required staff and economic viability considerations – refer to the Shared Facilities space summary when planning a new facility that will house two or more programs]

#### INFANT CARE (GROUP CHILD CARE UNDER 36 MONTHS) – 12 SPACES: PROGRAM SERVES CHILDREN BIRTH TO 18 MONTHS OLD

INDOOR SPACE		Square Feet	Square Metres
ACTIVITIES			
<b>A. INDOOR AREAS</b>			
<b>A.1 Main Activity Area</b> (based on a min. of 40 sq. ft. or 3.7 sm per child)			
Open Play Area (main activity room)	161	15.0	
Climbing, crawling, interactive	215	20.0	
Quiet area, reading, cozy corner	101	9.4	
<b>Subtotal</b>	<b>477</b>	<b>44.4</b>	
<b>A.2 Nap Rooms</b> (2 required at 13 sm each)	280	26.0	
<b>Total Indoor Activity Areas</b>	<b>757</b>	<b>70.4</b>	
<b>A.3 Support Spaces</b>			
Cubby area	130	12.1	
Kitchen*	100	9.3	
Children's Washroom & Diapering Area	80	7.4	
General Storage	86	8.0	
Staff Office	100	9.3	
<b>Total Support Spaces</b>	<b>**496</b>	<b>**46.1</b>	

OUTDOOR SPACE		NET INDOOR AREA	1253	116.5
ACTIVITIES			Square Feet	Square Metres
<b>B. OUTDOOR AREAS</b> (min. outdoor play area of 75 sq. ft. or 7 sm per child)				
<b>B.1 Covered Area</b>			301	28.0
<b>B.2 Open Area</b>			603	56.0
<b>Total Outdoor Activity Areas</b>			<b>904</b>	<b>84.0</b>
<b>B.3 Outdoor Storage</b>			86	8.0
<b>NET OUTDOOR AREA</b>			<b>990</b>	<b>92.0</b>

Note:

\*A bottle warming area with a sink, counter, microwave and under counter fridge may still need to be provided for programs serving infants and toddlers even if two programs are sharing a kitchen.

\*\* Laundry, Janitor, HC Washroom with Shower, Staff Room, Staff Washroom, Service and Garbage/Recycling Rooms are also required, if they are not provided in a shared facility.

# APPENDIX A

## Space Summary Tables

TODDLER CARE (GROUP CHILD CARE UNDER 36 MONTHS) – 12 SPACES: PROGRAM SERVES CHILDREN 18 MONTHS OLD UP TO 36 MONTHS OLD  
(Use for a Toddler Program or Combined Infant/Toddler Program – 12 spaces.)

INDOOR SPACE			
	ACTIVITIES	Square Feet	Square Metres
<b>A.</b>	<b>INDOOR AREAS</b>		
<b>A.1</b>	<b>Main Activity Area</b> (based on a min. of 40 sq. ft. or 3.7 sm per child)		
	Table area (for eating, art, water play)	215	20.0
	Open play area	215	20.0
	Quiet area, reading, cozy corner	101	9.4
	<b>Subtotal</b>	<b>531</b>	<b>49.4</b>
<b>A.2</b>	<b>Nap Rooms</b> (one required at 26 sm or two rooms at 13 sm each))	280	26.0
	<b>Total Indoor Activity Areas</b>	<b>811</b>	<b>75.4</b>
<b>A.3</b>	<b>Support Spaces</b>		
	Cubby area	130	12.1
	Kitchen*	100	9.3
	Children's Washroom & Diapering Area	80	7.4
	General Storage	86	8.0
	Nap Room Storage (preferably located in Nap Room)	50	4.6
	Staff Office	100	9.3
	<b>Total Support Spaces</b>	<b>**546</b>	<b>**50.7</b>
	<b>NET INDOOR AREA</b>	<b>1357</b>	<b>126.1</b>

OUTDOOR SPACE			
	ACTIVITIES	Square Feet	Square Metres
<b>B.</b>	<b>OUTDOOR AREAS</b> (min. outdoor play area of 75 sq. ft. or 7 sm per child)		
<b>B.1</b>	<b>Covered Area</b>	301	28.0
<b>B.2</b>	<b>Open Area</b>	603	56.0
	<b>Total Outdoor Activity Areas</b>	<b>904</b>	<b>84.0</b>
<b>B.3</b>	<b>Outdoor Storage</b>	86	8.0
	<b>NET OUTDOOR AREA</b>	<b>990</b>	<b>92.0</b>

Note:

\* A bottle warming area with a sink, counter, microwave and under counter fridge may still need to be provided for programs serving infants and toddlers even if two programs are sharing a kitchen.

\*\* Laundry, Janitor, HC Washroom with Shower, Staff Room, Staff Washroom, Service and Garbage/Recycling Rooms are also required, if they are not provided in a shared facility.



# APPENDIX A

## Space Summary Tables

### 3-5 CARE (GROUP CHILD CARE 30 MONTHS TO SCHOOL AGE) – 25 SPACES

INDOOR SPACE			ACTIVITIES	Square Feet	Square Metres
<b>A.</b>			<b>INDOOR AREAS</b>		
<b>A.1</b>			<b>Main Activity Area</b> (based on a min. of 40 sq. ft. or 3.7 sm per child)		
			Table Area (for eating, art, water play)	360	33.4
			Open Play Area	549	51.0
			Quiet Area, Reading, Cozy Corner or Room	100	9.3
			<b>Subtotal</b>	<b>1009</b>	<b>93.7</b>
<b>A.2</b>			<b>Gross Motor/Nap Room</b>	360	33.4
			<b>Total Indoor Activity Areas</b>	<b>1369</b>	<b>127.1</b>
<b>A.3</b>			<b>Support Spaces</b>		
			Cubby area	150	13.9
			Kitchen*	100	9.3
			Children's Washroom	118	11.0
			General Storage	100	9.3
			Sleeping Mat or Cot Storage (preferably located in nap room)	50	4.6
			Staff Office	100	9.3
			<b>Total Support Spaces</b>	<b>**618</b>	<b>**57.4</b>
			<b>NET INDOOR AREA</b>	<b>1987</b>	<b>184.5</b>

OUTDOOR SPACE			ACTIVITIES	Square Feet	Square Metres
<b>B.</b>			<b>OUTDOOR AREAS</b> (min. outdoor play area of 75 sq. ft. or 7 sm per child)		
			<b>B.1 Covered Area</b>	628	58.0
			<b>B.2 Open Area</b>	1256	117.0
			<b>Total Outdoor Activity Areas</b>	<b>1884</b>	<b>175.0</b>
			<b>B.3 Outdoor Storage</b>	100	9.3
			<b>NET OUTDOOR AREA</b>	<b>1984</b>	<b>184.3</b>

Note:

\* A shared kitchen may be considered between two programs, see Shared Facility Summary Table.

\*\* Laundry, Janitor, HC Washroom with Shower, Staff Room, Staff Washroom, Service and Garbage/Recycling Rooms are also required, if they are not provided in a shared facility.

# APPENDIX A

## Space Summary Tables

PRESCHOOL (GROUP CHILD CARE 30 MONTHS TO SCHOOL AGE, MAX. 4 HOURS/DAY) – 20 SPACES

INDOOR SPACE			
ACTIVITIES	Square Feet	Square Metres	
<b>A. INDOOR AREAS</b>			
<b>A.1 Main Activity Area</b> (based on a min. of 40 sq. ft. or 3.7 sm per child)			
Art, Water Play, Eating Area	210	19.5	
Open Play Area	490	45.5	
Quiet Area, Reading, Cozy Corner	100	9.3	
<b>Total Main Activity Areas</b>	<b>800</b>	<b>74.3</b>	
<b>A.2 Support Spaces</b>			
Cubby area	121	11.2	
Kitchen*	100	9.3	
Children's Washroom	97	9.0	
General Storage	100	9.3	
Staff Office	100	9.3	
<b>Total Support Spaces</b>	<b>**518</b>	<b>**48.1</b>	
<b>NET INDOOR AREA</b>	<b>1318</b>	<b>122.4</b>	
<b>CUTDOOR SPACE</b>			
ACTIVITIES	Square Feet	Square Metres	
<b>B. OUTDOOR AREAS</b> (minimum outdoor play area of 75 sq. ft. or 7 sm per child)			
<b>B.1 Covered Area</b>	506	47.0	
<b>B.2 Open Area</b>	1001	93.0	
<b>Total Outdoor Activity Areas</b>	<b>1507</b>	<b>140.0</b>	
<b>B.3 Outdoor Storage</b>	86	8.0	
<b>NET OUTDOOR AREA</b>	<b>1593</b>	<b>148.0</b>	

Note:

\* A shared kitchen may be considered between two programs, see Shared Facility Summary Table.

\*\* Laundry, Janitor, HC Washroom with Shower, Staff Room, Staff Washroom, Service and Garbage/Recycling Rooms are also required, if they are not provided in a shared facility.

# APPENDIX A

## Space Summary Tables

### SCHOOL AGE CARE (KINDERGARTEN TO 12 YEARS OF AGE) – 24 SPACES\*

INDOOR SPACE			
	ACTIVITIES	Square Feet	Square Metres
<b>A.</b>	<b>INDOOR AREAS</b>		
<b>A.1</b>	<b>Main Activity Area</b> (based on a min. of 40 sq. ft. or 3.7 sm per child)	956	88.8
	<b>Total Indoor Activity Area</b>	<b>956</b>	<b>88.8</b>
<b>A.2</b>	<b>Support Spaces</b>		
	Entry	150	13.9
	Cubby area	150	13.9
	Kitchen**	108	10.0
	Children's Washrooms	150	13.9
	Storage	100	9.3
	Staff Office	100	9.3
	<b>Total Support Spaces</b>	<b>758</b>	<b>70.3</b>
	<b>NET INDOOR AREA</b>	<b>***1714</b>	<b>***159.1</b>
OUTDOOR SPACE			
	ACTIVITIES	Square Feet	Square Metres
<b>B.</b>	<b>OUTDOOR AREAS</b> (minimum outdoor play area of 75 sq. ft. or 7 sm per child)		
<b>B.1</b>	<b>Covered Area</b>	603	56.0
<b>B.2</b>	<b>Open Area</b>	1205	112.0
	<b>Total Outdoor Activity Areas</b>	<b>1808</b>	<b>168.0</b>
<b>B.3</b>	<b>Outdoor Storage</b>	86	8.0
	<b>NET OUTDOOR AREA</b>	<b>1894</b>	<b>176.0</b>

Note:

\* 24 spaces is the maximum group size for a School Age program that includes children who are in Kindergarten or Grade 1.

\*\* A shared kitchen may be considered between two programs, see Shared Facility Summary Table.

\*\*\* Laundry, Janitor, HC Washroom with Shower, Staff Room, Staff Washroom, Service and Garbage/Recycling Rooms are also required, if they are not provided in a shared facility.



# APPENDIX A

## Space Summary Tables

SCHOOL AGE CARE (KINDERGARTEN TO 12 YEARS OF AGE) – 30 SPACES\*

INDOOR SPACE			
	ACTIVITIES	Square Feet	Square Metres
<b>A.</b>	<b>INDOOR AREAS</b>		
A.1	Main Activity Area (based on a min. of 40 sq. ft. or 3.7 sm per child)	1195	111.0
	<b>Total Indoor Activity Area</b>	<b>1195</b>	<b>111.0</b>
A.2	Support Spaces		
	Entry	250	23.2
	Cubby area	180	16.8
	Kitchen**	108	10.0
	Children's Washrooms	150	13.9
	Storage	100	9.3
	Staff Office	100	9.3
	<b>Total Support Spaces</b>	<b>888</b>	<b>82.5</b>
	<b>NET INDOOR AREA</b>	<b>***2083</b>	<b>***193.5</b>
OUTDOOR SPACE			
	ACTIVITIES	Square Feet	Square Metres
<b>B.</b>	<b>OUTDOOR AREAS</b> (minimum outdoor play area of 75 sq. ft. or 7 sm per child)		
B.1	Covered Area	753	70.0
B.2	Open Area	1507	140.0
	<b>Total Outdoor Activity Areas</b>	<b>2260</b>	<b>210.0</b>
B.3	Outdoor Storage	86	8.0
	<b>NET OUTDOOR AREA</b>	<b>2346</b>	<b>218.0</b>

Note:

\* If a School Age program serves children in Grade 2 or higher, the maximum group size is 30 spaces.

\*\* A shared kitchen may be considered between two programs, see Shared Facility Summary Table.

\*\*\* Laundry, Janitor, HC Washroom with Shower, Staff Room, Staff Washroom, Service and Garbage/Recycling Rooms are also required, if they are not provided in a shared facility.





PLN - 184



**City of Richmond**

6911 No. 3 Road, Richmond, BC V6Y 2C1

Telephone: 604-276-4000

[www.richmond.ca](http://www.richmond.ca)





# City of Richmond

## Report to Committee Planning and Development Department

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

**Date:** August 19, 2015

**File:** RZ 13-643655


**Re:** Application by Yin P. Mui for Rezoning at 10491 No. 1 Road from Single Detached (RS1/E) to Coach Houses (RCH1)

### Staff Recommendation

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9213, for the rezoning of 10491 No. 1 Road from "Single Detached (RS1/E)" to "Coach Houses (RCH1)", be introduced and given first reading.

  
Wayne Craig  
Director of Development

CL:blg  
Att.

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

## **Staff Report**

### **Origin**

Yin P. Mui has applied to the City of Richmond for permission to rezone the property at 10491 No. 1 Road from the “Single Detached (RS1/E)” zone to the “Coach Houses (RCH1)” zone, to permit the property to be subdivided to create two (2) lots, each with a principal single-detached dwelling and an accessory coach house above a detached garage, with vehicle access from the existing rear lane (Attachment 1). A survey of the subject site showing the proposed subdivision plan is included in Attachment 2.

### **Findings of Fact**

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

### **Surrounding Development**

The subject site currently contains an older character single-detached dwelling. Existing development immediately surrounding the subject site is as follows:

- To the North and South, are compact lots zoned “Coach Houses (RCH)”, each containing a principal single-detached dwelling and an accessory coach house building.
- To the East, directly across No. 1 Road, is Fundy Gate and older character single-detached dwellings on medium-sized lots under Land Use Contract 148.
- To the West, across the rear lane that parallels No. 1 Road, is an older character dwelling on a large lot zoned “Single Detached (RS1/E)” that fronts Sorrel Drive.

### **Related Policies & Studies**

#### **Official Community Plan (OCP) and Steveston Area Plan Designations**

The OCP land use designation for the subject site is “Neighbourhood Residential”. The Steveston Area Plan designation for the subject site is “Single-Family” (Attachment 4). This redevelopment proposal is consistent with these designations.

#### **Arterial Road Policy**

The Arterial Road Policy identifies the subject site for redevelopment to compact lots or coach houses, with rear lane access.

#### **Floodplain Management Implementation Strategy**

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

**Public Input**

Staff has not received any comments from the public about the development proposal in response to the placement of the rezoning sign on the property.

**Analysis****Site Planning, Transportation Requirements and Architectural Character**

The proposed plans included in Attachment 5 have satisfactorily addressed the staff comments identified as part of the rezoning application review process.

The proposed site plan involves a principal dwelling on the east side of the property and an accessory coach house above a detached garage on the west side of the property, with access from the rear lane. Private open space for use of the principal dwelling is adequately sized to comply with the Zoning requirements and is proposed in the rear yard in between the principal dwelling and the coach house on each lot proposed. Private open space for the exclusive use of the coach house is also proposed in the form of a balcony facing the rear lane, consistent with Zoning requirements.

Clearly defined pedestrian access and circulation on-site is proposed to both the main dwelling and the coach house via permeable pathways from No. 1 Road, as well as from the rear lane.

On-site parking is proposed in accordance with the Zoning Bylaw and consists of two (2) parking spaces in a tandem arrangement for the principal dwelling, and one (1) parking space for the coach house, with vehicle access to the site from the existing rear lane. All parking spaces are proposed to be enclosed within a garage. Prior to final adoption of the rezoning bylaw, the applicant must register a restrictive covenant on Title of the lot prohibiting the conversion of the parking area in the garage into habitable space.

The proposed architectural elevation plans show a hipped roof, along with a sloping skirt roof on all elevations to define each storey of the coach house. The proposed elevation facing the lane provides visual interest by incorporating a raised panel garage door, balcony and railing, and window openings. The exterior materials proposed for the coach house on each lot consist of horizontal siding.

On-site garbage and recycling is proposed within a screened enclosure in the rear yard, which is set back a minimum of 1.5 m from the rear lot line, consistent with the zoning requirements

Lot grading is proposed to transition from a higher elevation on the east portion of the subject site to a lower elevation on the west portion of the site through the provision of a retaining wall and steps mid-way through the site. The purpose of the proposed lot grading is to allow the principal dwelling to achieve the required minimum flood construction level while maintaining a lot grade in the rear yard that is consistent with the elevation of the rear lane, which effectively lowers the building height of the coach house.

Prior to final adoption of the Rezoning Bylaw, refinements must be made to the conceptual plans include in Attachment 5 with respect to: a) enhancing the entry to the coach house on each lot; b) clarifying the proposed fencing in the rear yard; and c) providing more variety in the proposed exterior cladding materials and colour scheme. Furthermore, the applicant must register restrictive covenants on Title of the lot to ensure that:

- The coach house cannot be stratified; and
- The Building Permit application and ensuing development at the site is generally consistent with the preliminary plans included in Attachment 5. The Building Permit application review process includes coordination between department staff to ensure that the conditions of the covenant are met.

## **Trees & Landscaping**

### *Tree Retention, Removal, and Replacement*

A Certified Arborist's Report was submitted by the applicant, which identifies on and off-site tree species, assesses their structure and condition, and provides recommendations on tree retention and removal relative to the proposed development. The Report assesses one (1) bylaw-sized tree on-site (Tree # 1).

The City's Tree Preservation Coordinator has reviewed the Arborist's Report, conducted visual tree assessment, and indicates that Tree # 1 is not a good candidate for retention, as it has been historically topped and will be located too close to the dwelling within the front yard of the proposed south lot to be successfully retained. In addition, proposed lot grading to comply with the minimum flood construction level would further limit the viability of this tree. The City's Tree Preservation Coordinator recommends that the tree be removed and replaced at a ratio of 2:1.

The proposed Tree Retention Plan is included in Attachment 6.

To compensate for the removal of Tree # 1, the applicant is required to plant and maintain two (2) replacement trees (minimum 8 cm deciduous caliper or 4 m high conifer) on the proposed lots. In addition, the landscaping guidelines of the Arterial Road Policy require that one (1) additional tree be planted and maintained in the front yard of each lot proposed (minimum 6 cm deciduous caliper or 3.5 m high conifer).

To ensure that the required replacement trees are planted and maintained, and that the front and rear yards of the subject site are enhanced, the applicant is required to submit a Landscape Plan, prepared by a Registered Landscape Architect, along with a security in the amount of 100% of a cost estimate for the works provided by the Registered Landscape Architect. The Landscape Plan must respond to the guidelines of the Arterial Road Policy and must comply with the landscaping requirements of the RCH1 zone. The Landscape Plan, Cost Estimate, and Security are required prior to final adoption of the Rezoning Bylaw. The Security will be reduced by 90% after construction and landscaping on the proposed lots is completed and a landscaping inspection has been passed by City staff. The City will retain 10% of the Security for a one-year maintenance period to ensure that the landscaping survives.



**Existing Legal Encumbrances**

There is an existing Statutory Right-of-Way (SRW) registered on Title of the subject site for utilities. The applicant is aware that no encroachment into the SRW is permitted.

**Affordable Housing Strategy**

The Affordable Housing Strategy requires a secondary suite or coach house on 50% of new lots, or a cash-in-lieu contribution of \$1.00/ft<sup>2</sup> of total building area toward the City's Affordable Housing Reserve Fund for single-family rezoning applications.

This proposal to permit a subdivision to create two (2) lots, each with a principal single detached dwelling and accessory coach house above a detached garage, conforms to the Affordable Housing Strategy.

**Site Servicing and Frontage Improvements**

There are no servicing concerns with rezoning. At subdivision and development stage, the applicant is required to:

- Pay Development Cost Charges (City and GVS & DD), School Site Acquisition Charge, Address Assignment Fees, and Servicing Costs.
- Submit a cash-in-lieu contribution for future lane improvements (e.g. full lane width asphalt pavement, lane drainage, roll curb and gutter, and lighting).
- Complete the required servicing works and frontage improvements as described in Attachment 7.

**Financial Impact or Economic Impact**

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

**Conclusion**

The purpose of this rezoning application is to rezone the property at 10491 No. 1 Road from the "Single Detached (RS1/E)" zone to the "Coach Houses (RCH1)" zone, to permit the property to be subdivided to create two (2) lots, each with a principal single-detached dwelling and accessory coach house over a detached garage, with vehicle access to the existing rear lane.

This rezoning application complies with the land use designations and applicable policies contained within the OCP for the subject site.

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

On this basis, it is recommended that Zoning Bylaw 8500, Amendment Bylaw 9213 be introduced and given first reading.



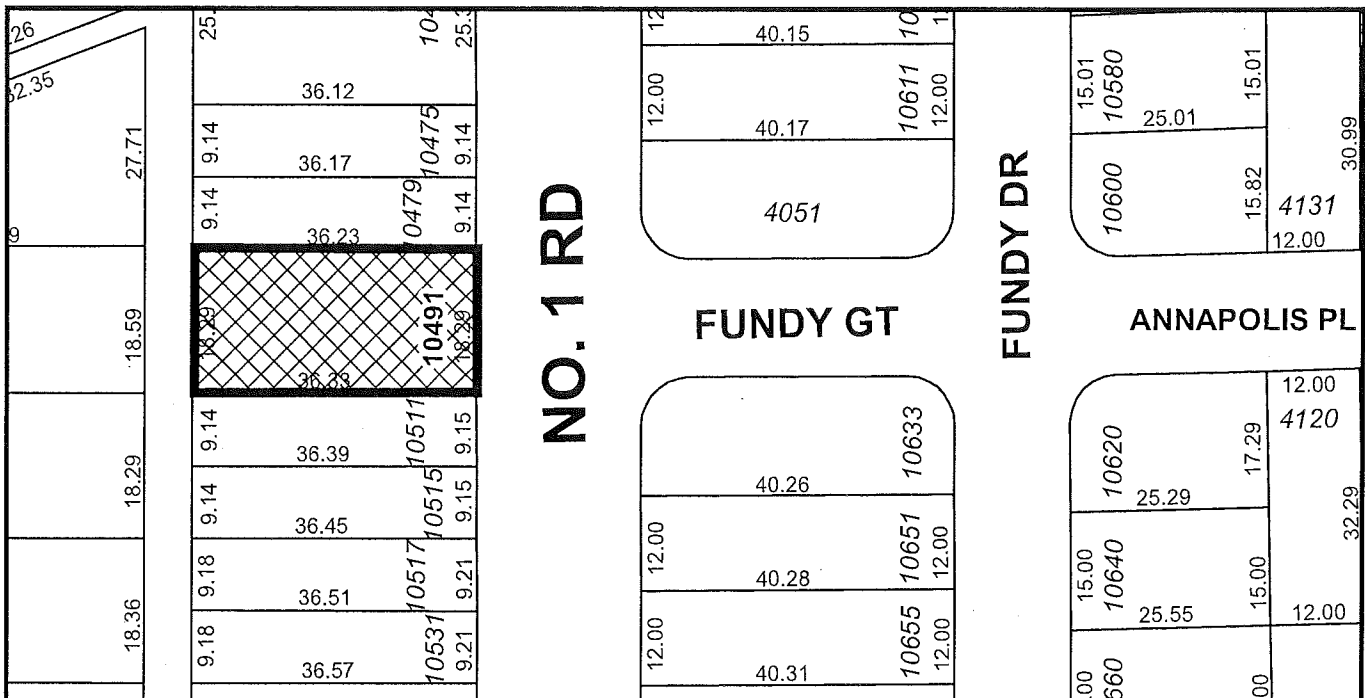
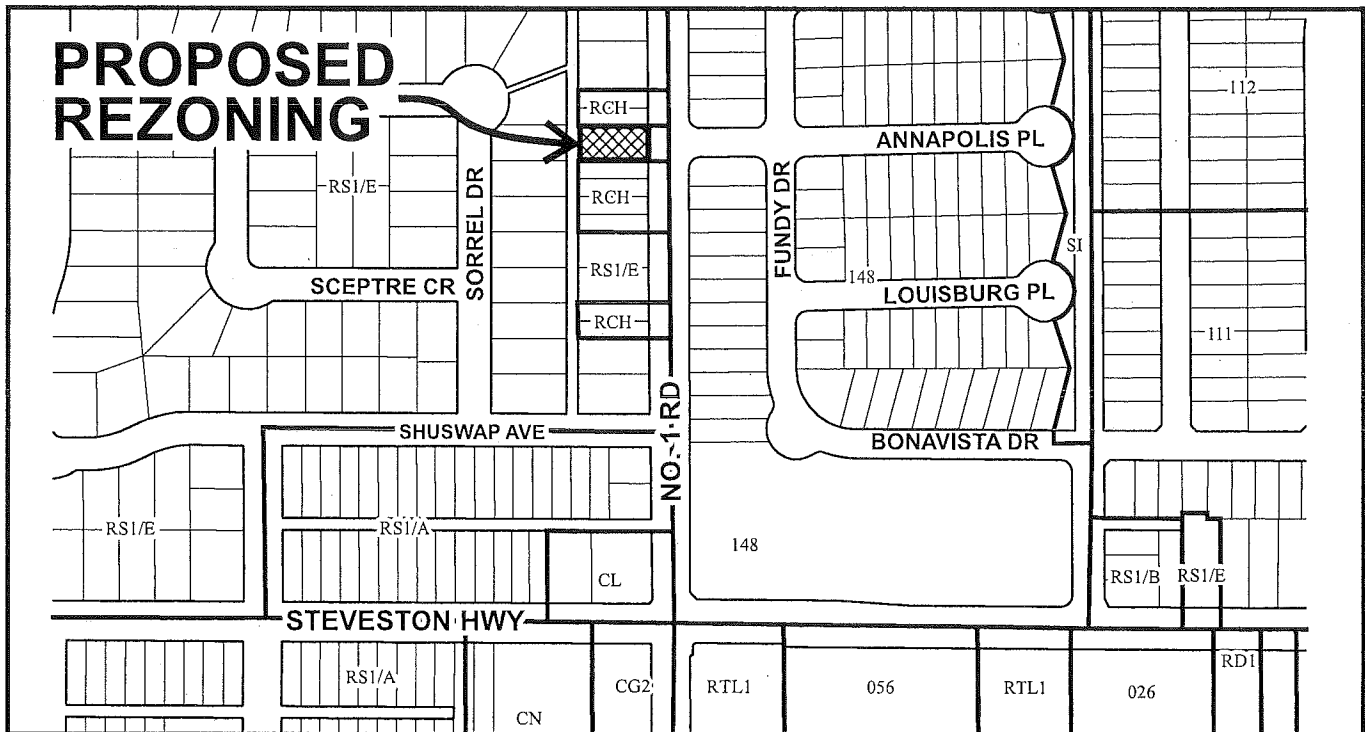
Cynthia Lussier  
Planning Technician  
(604-276-4108)

CL:blg

- Attachment 1: Location Map/Aerial Photo
- Attachment 2: Site Survey and Proposed Subdivision Plan
- Attachment 3: Development Application Data Sheet
- Attachment 4: Steveston Area Plan Land Use Map
- Attachment 5: Conceptual Development Plans
- Attachment 6: Proposed Tree Retention & Removal Plan
- Attachment 7: Rezoning Considerations



City of  
Richmond



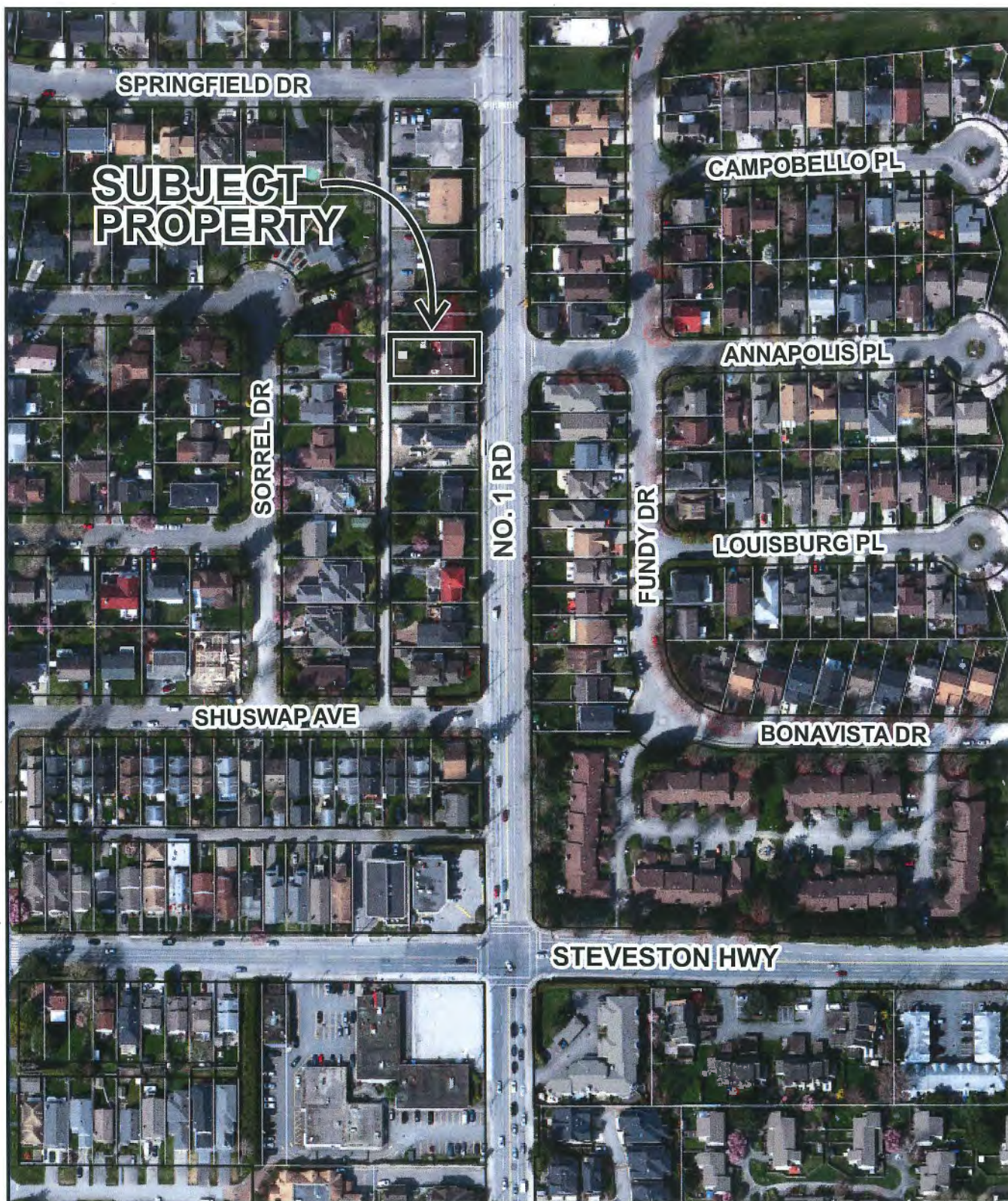
RZ 13-643655

Original Date: 09/03/13

Revision Date: 05/08/13

Note: Dimensions are in METRES





RZ 13-643655

Original Date: 09/04/13

Amended Date: 05/08/15

Note: Dimensions are in METRES



# TOPOGRAPHIC SURVEY AND PROPOSED SUBDIVISION OF LOT 478 SECTION 34 BLOCK 4 NORTH RANGE 7 WEST NEW WESTMINSTER DISTRICT PLAN 40616

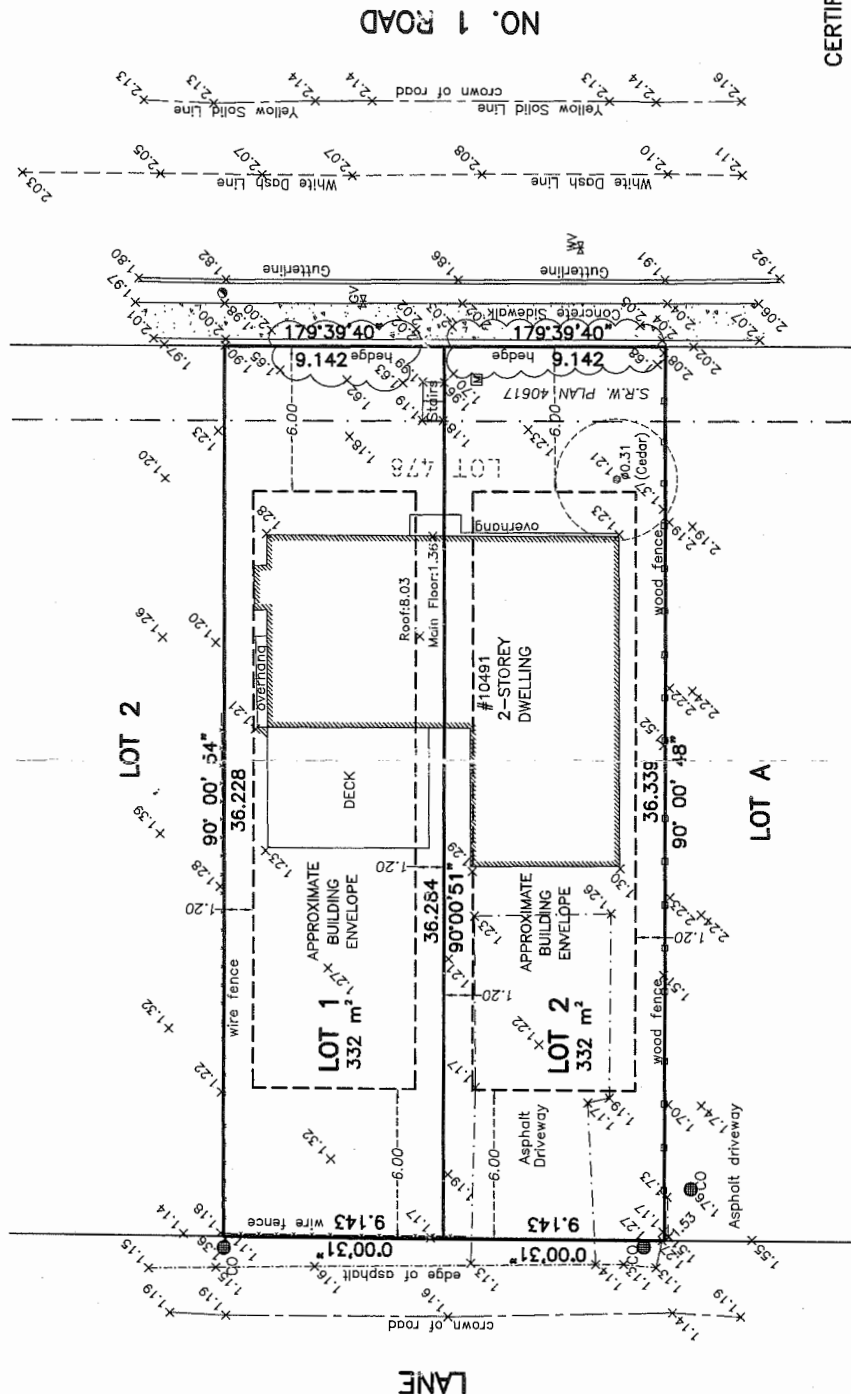
#10491 NO. 1 ROAD,  
RICHMOND, B.C.  
P.I.D 003-641-228



SCALE: 1:200



ALL DISTANCES ARE IN METRES AND DECIMALS  
THEREOF UNLESS OTHERWISE INDICATED



NO. 1 ROAD

CERTIFIED CORRECT:  
LOT DIMENSION ACCORDING TO  
FIELD SURVEY.

JOHNSON C. TAM, B.C.L.S.  
July 29th, 2013.

NOTE:  
Elevations shown are based on City of Richmond HPN  
Benchmark network.  
Benchmark: HPN #231, Control Monument 19713  
Located at E side Dyke, W side lagoon app. Mariner  
Park. Prot. By 4x4 posts  
Elevation = 3.419 metres

## LEGEND:

- denotes power pole
- WPA denotes water valve
- CO denotes cleanout
- denotes water meter
- GVBA denotes gas valve

copyright  
J. C. Tam and Associates  
Canada and B.C. Land Surveyor  
115 - 8833 Odlin Crescent  
Richmond, B.C. V6X 3Z7  
Telephone: 214-8928  
Fax: 214-8929  
E-mail: office@jctam.com  
Website: www.jctam.com  
Job No. 5241  
FB-235 P59-60  
Drawn By: MY

DWG No. 5241-TOPO

PLN - 193

NTS



**RZ 13-643655**

**Attachment 3**

Address: 10491 No. 1 Road

Applicant: Yin P. Mui

Planning Area(s): Steveston

	Existing	Proposed
<b>Owner:</b>	Yin Ping Mui	To be determined
<b>Site Size (m<sup>2</sup>):</b>	664 m <sup>2</sup>	Two (2) lots of 332 m <sup>2</sup>
<b>Land Uses:</b>	Single detached housing	Two (2) residential lots
<b>OCP Designation:</b>	Neighbourhood Residential	No change
<b>Area Plan Designation:</b>	Single-Family	No change
<b>Zoning:</b>	Single Detached (RS1/E)	Coach Houses (RCH1)
<b>Other Designations:</b>	The Arterial Road Policy designates the subject site for redevelopment to coach houses with lane access.	No change

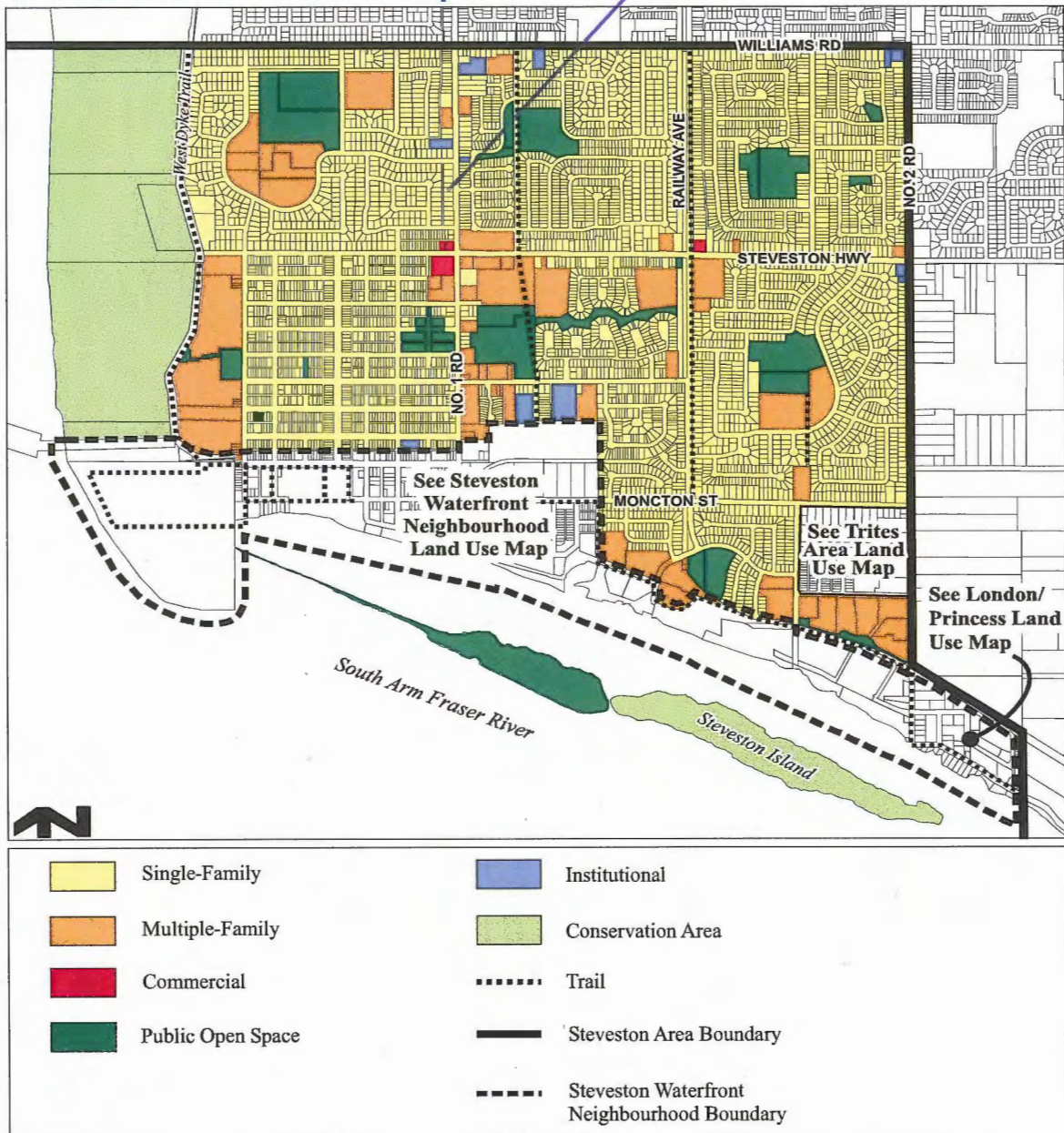
On Future Subdivided Lots	Bylaw Requirement		Proposed		Variance
Floor Area Ratio:	Max. 0.60		Max. 0.60		none permitted
Lot Coverage – Building:	Max. 45%		Max. 45%		none
Lot Coverage – Buildings, Structures, and Non-Porous Surfaces:	Max. 70%		Max. 70%		none
Lot Coverage – Live Plant Material:	Min. 20%		Min. 20%		none
Lot Size (min. dimensions):	315 m <sup>2</sup>		332 m <sup>2</sup>		none
Principal Dwelling Setback – Front & Rear Yaos (m):	Min. 6 m		Min. 6 m		none
Principal Dwelling Setback – Side Yards (m):	Min. 1.2 m		Min. 1.2 m		none
Coach House Building Setback – Rear Yard (m):	Min. 1.2 m		Min. 1.2 m		none
Coach House Building Setback – Side Yards (m):	Ground floor	Min. 0.6 & 1.8 m	Ground floor	Min. 0.6 & 1.8 m	none
	Second floor	Min. 1.2 m & 1.8 m	Second floor	Min. 1.2 m & 1.8 m	none
Principal Dwelling Height (m):	Max. 2 ½ storeys		Max. 2 ½ storeys		none

On Future Subdivided Lots	Bylaw Requirement		Proposed		Variance
Coach House Building Height (m):	Max. 2 storeys or 6.0 m, whichever is less, as measured from the highest elevation of the crown of the lane		Max. 2 storeys or 6.0 m, whichever is less, as measured from the highest elevation of the crown of the lane		none
On-Site Parking Spaces – Principal Dwelling:	2		2		none
On-Site Parking Spaces – Coach House:	1		1		none
Tandem Parking Spaces:	permitted		2 for Principal Dwelling		none
Amenity Space – Outdoor:	Principal Dwelling	Min. 30 m <sup>2</sup>	Principal Dwelling	Min. 30 m <sup>2</sup>	none
	Coach House	No minimum	Coach House	No minimum	

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

City of Richmond

## Steveston Area Land Use Map

Bylaw 7783  
2010/04/12

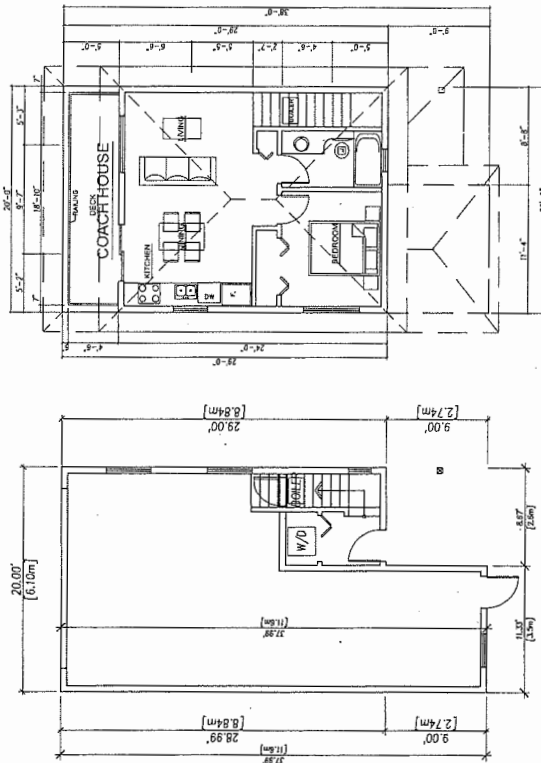
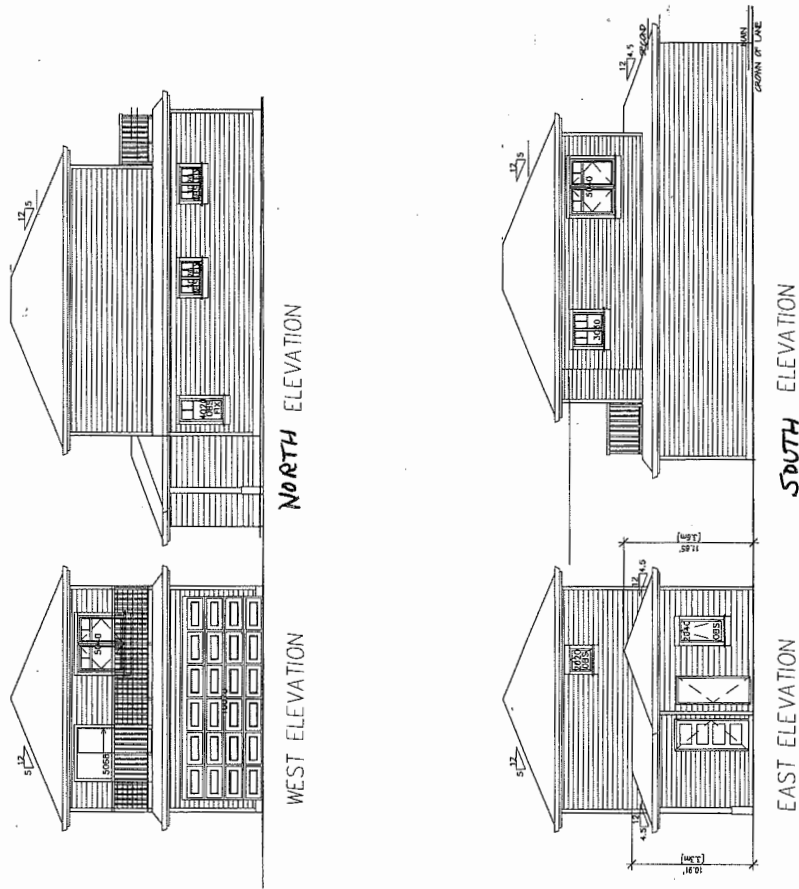





**MATTHEW CHENG  
ARCHITECT INC.**  
Unit 307 - 670 EVANS AVENUE  
VANCOUVER, BC V6A 2K9  
Tel: (604) 731-3012 Fax: (604) 731-3908  
Cell: (604) 454-0469 / Email: matthew@mcad.ca

# PROPOSED SITE PLAN

Drawn: PW	Original Date: REV_DATE
Checked: MC	Amendment Date:
Scale: 3/32"=1'-0"	Dwg. No. <b>A3.8</b>
Project Number: PROJECT_NO	



PLN - 198

Original Date: REV DATE	Drawn: PW	PROPOSED COACH HOUSE	10491 NO1. RD, RICHMOND BC	 <b>MATTHEW CHENG ARCHITECT INC.</b> Unit 202 - 670 EVANS AVENUE VANCOUVER, BC V6A 2G0 Tel: (604) 271-1188 Fax: (604) 271-1189 Email: matthew@mc.ca
Amendment Date:	Checked: MC			
Dwg. No A8.8	Scale: 1/32"=1'-0"			
Project Number: PROJECT_NO	Project Number: PROJECT_NO			

NTS

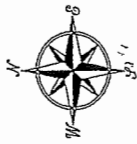
# Proposed Tree Retention Plan

ATTACHMENT 6

(Annotated survey)

## TOPOGRAPHIC SURVEY AND PROPOSED SUBDIVISION OF LOT 478 SECTION 34 BLOCK 4 NORTH RANGE 7 WEST NEW WESTMINSTER DISTRICT PLAN 40616

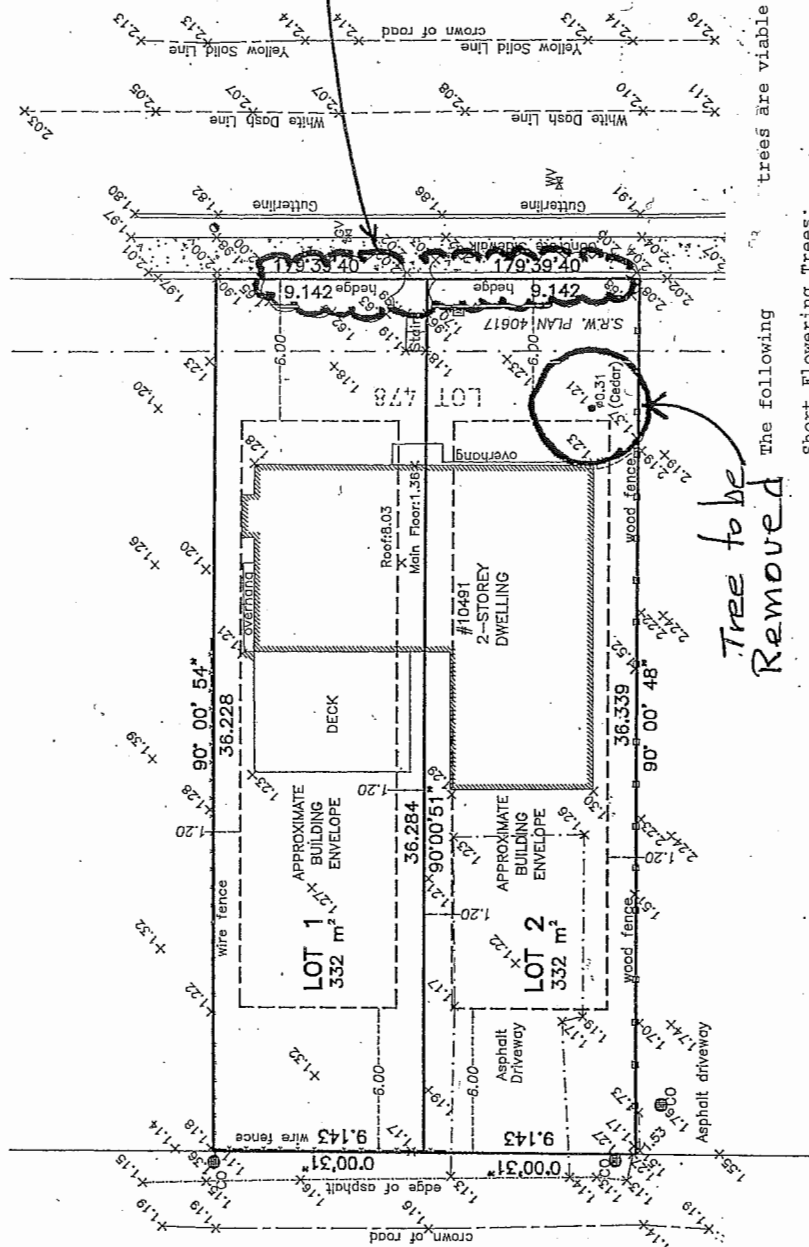
#10491 NO. 1 ROAD,  
RICHMOND, B.C.  
P.I.D 003-641-228



SCALE: 1:200

0 5 10 15

ALL DISTANCES ARE IN METRES AND DECIMALS  
THEREOF UNLESS OTHERWISE INDICATED



The following trees are viable candidates for narrow lots:

- Short Flowering Trees:
- 1/ Eastern redbud- Cercis canadensis - especially "Forest pansy",
  - 2/ Japanese tree lilac- Syringa reticulata,
  - 3/ Japanese snowbell- Styrax japonica

- Short non-flowering
- 1/ One of the smaller Japanese maples- Acer palmatum
  - 2/ Paper bark maple- Acer griseum,

- Columnar deciduous trees
- 1/ Swedish Columnar aspen-Populus tremula 'erecta'.
  - 2/ Columnar beech- Fagus sylvatica 'Dawyks'.
  - 3/ Armstrong maple- Acer rubrum 'Armstrong'.

- Columnar conifers
- 1/ De Groots Spire-Thuja occidentalis.
  - 2/ Columnar Colorado Spruce Tree -Picea pungens 'Fastigiata'.
  - 3/ Columnar Norway Spruce- Picea abies 'Cupressina'.

### Table of Trees

Type	DBH (cm)	Approximate Dripline (from survey)	Recommendation
------	----------	------------------------------------	----------------

Western Red Cedar	33	5 m	Remove
Cedar Hedge	N/A	N/A	Remove

DWG No. 5241-TOPO

© copyright  
J. C. Tam and Associates  
Canada and B.C. Land Surveyor  
115 - 8833 Odlin Crescent  
Richmond, B.C. V6X 3Z7  
Telephone: 214-8928  
Fax: 214-8929  
E-mail: office@jctam.com  
Website: www.jctam.com  
Job No. 5241  
FB-235 P59-60  
Drawn By: MY



## Rezoning Considerations

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

**Address:** 10491 No. 1 Road

**File No.:** RZ 13-643655

**Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 9213, the following items are required to be completed:**

1. Submission of revised conceptual plans for the coach houses as it relates to: a) enhancing the entry to the coach house on each lot; b) clarifying the proposed fencing in the rear yard; and c) providing more variety in the proposed exterior cladding materials and colour scheme.
2. Submission of a Landscape Plan, prepared by a Registered Landscape Architect, along with a Landscaping Security based on 100% of a cost estimate for the works provided by the Landscape Architect (including 10% contingency, fencing, required trees, all hard and soft landscaping, and installation). The Landscape Plan must respond to the guidelines of the Arterial Road Policy and must comply with the landscaping requirements of the RCH1 zone. The Landscaping Security will be reduced by 90% after construction and landscaping on the proposed lots is completed and a landscaping inspection has been passed by City staff. The City will retain 10% of the Security for a one-year maintenance period to ensure that the landscaping survives.
3. Registration of a restrictive covenant on Title of the lot to ensure that the Building Permit application and ensuing development at the site is generally consistent with the preliminary plans included in Attachment 5 to the staff report dated August 19, 2015.
4. Registration of a flood indemnity covenant on Title.
5. Registration of a legal agreement on Title ensuring that the coach house cannot be stratified.
6. Registration of a legal agreement on title prohibiting the conversion of the parking area in the garage into habitable space.

**At Subdivision\* and Building Permit\* Application stage, the applicant must complete the following requirements:**

- Pay Development Cost Charges (City and GVS & DD), School Site Acquisition Charge, Address Assignment Fees, and Servicing Costs.
- Submit a cash-in-lieu contribution for future lane improvements (e.g. full lane width asphalt pavement, lane drainage, roll curb and gutter, and lighting).
- Complete the following required servicing works and frontage improvements:

### *Water Works*

- Using the OCP Model, there is 383.2L/s of water available at a 20 psi residual at the Schaeffer Ave frontage. Based on your proposed development, your site requires a minimum fire flow of 95.0 L/s. Once you have confirmed your building design at Building Permit stage, you must submit fire flow calculations signed and sealed by a Professional Engineer based on the Fire Underwriter Survey (FUS) or International Organization for Standardization (ISO) to confirm the development has adequate fire flow for on-site fire protection.
- At the applicant's cost, the City is to cut and cap the existing water service connection at the watermain, along No. 1 Road frontage, and install two (2) new 2 5mm water service connections complete with meters and meter boxes along the No. 1 Road frontage.



#### *Storm Sewer Works*

- At the applicant's cost, the City is to cut and cap the existing storm service at the main, remove the existing inspection chamber, and install a new inspection chamber at the adjoining property line along the rear lane, complete with dual storm service connections to service the proposed subdivided lots.

#### *Sanitary Sewer Works*

- At the applicant's cost, the City is to cap the existing sanitary service connection at the northeast corner of the subject site, and install a new inspection chamber at the adjoining property line along the rear lane, complete with dual sanitary service connections to service the proposed subdivided lots.

#### *Frontage Improvements*

- The developer is required to coordinate with BC Hydro, Telus and other private communication service providers:
  - For servicing requirements.
  - When relocating/modifying any of the existing power poles and/or guy wires within the property frontages.
  - To determine if above ground structures are required and to coordinate their locations (e.g. Vista, PMT, LPT, Shaw cabinets, Telus Kiosks, etc.).

#### *General Items*

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

#### **Note:**

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

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

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

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

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

(Signed original on file)

---

Signed

---

Date



**Richmond Zoning Bylaw 8500  
Amendment Bylaw 9213 (RZ 13-643655)  
10491 No. 1 Road**

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

1. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it **“COACH HOUSES (RCH1)”**.

P.I.D. 003-641-228

Lot 478 Section 34 Block 4 North Range 7 West New Westminster District Plan 40616

2. This Bylaw may be cited as **“Richmond Zoning Bylaw 8500, Amendment Bylaw 9213”**.

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

OTHER REQUIREMENTS SATISFIED

ADOPTED

_____
_____
_____
_____
_____
_____

CITY OF RICHMOND
APPROVED by <b>BK</b>
APPROVED by Director or Solicitor <b>W</b>

\_\_\_\_\_  
MAYOR

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



# City of Richmond

## Report to Committee Planning and Development Division

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

**Date:** August 24, 2015  
**File:** RZ 15-690340

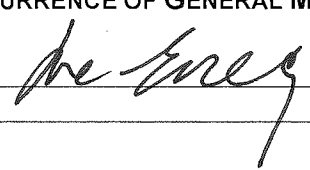
**Re:** Application by Steve Dhanda for Rezoning at 3260/3280 Blundell Road from Two-Unit Dwellings (RD1) to Single Detached (RS2/C)

### Staff Recommendation

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9225, for the rezoning of 3260/3280 Blundell Road from "Two-Unit Dwellings (RD1)" to "Single Detached (RS2/C)", be introduced and given first reading.

  
Wayne Craig  
Director of Development

WC:el

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



## **Staff Report**

### **Origin**

Steve Dhanda has applied to the City of Richmond to rezone the properties at 3260/3280 Blundell Road (Attachment 1) from “Two-Unit Dwellings (RD1)” zone to “Single Detached (RS2/C)” zone in order to permit the properties to be subdivided into two (2) single-family lots, each with vehicle access from Blundell Road (see Attachment 2). There is currently an existing strata-titled duplex on the subject site, which will be demolished.

### **Findings of Fact**

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

### **Surrounding Development**

The subject site is located on the south side of Blundell Road, between Seafair Drive and Dalemore Road, in an established residential neighbourhood consisting mainly of single detached housing and duplexes.

To the North: Across Blundell Road, single-family residential lots zoned “Single Detached (RS1/E)”.

To the South: Directly behind the subject site, single-family residential lots zoned “Single Detached (RS1/E)” fronting Newmore Avenue.

To the East: A duplex on a lot zoned “Single Detached (RS1/E)” and then single-family homes on lots zoned “Single Detached (RS1/E)” fronting Dalemore Road.

To the West: Duplexes on lots zoned “Two-Unit Dwellings (RD1)” and single-family homes on lots zoned “Single Detached (RS1/C)”.

### **Related Policies & Studies**

#### **Official Community Plan/Area Plan**

There is no Area Plan for this neighbourhood. The 2041 OCP Land Use Map designation for the subject site is “Neighbourhood Residential”. This redevelopment proposal is consistent with this designation.

#### **Lot Size Policy 5474**

The subject site is located within the area covered by Lot Size Policy 5474, adopted by City Council in 2008 (Attachment 4). The Lot Size Policy permits existing duplexes to rezone and subdivide into two (2) equal lots. This redevelopment proposal is consistent with Lot Size Policy 5474, and would permit a subdivision to create two (2) lots, each approximately 14.328 m wide and 465 m<sup>2</sup> in area.

**Floodplain Management Implementation Strategy**

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

**Public Consultation**

The applicant has forwarded confirmation that a development sign has been posted on the site. Staff did not receive any written correspondence expressing concerns in association with the subject application.

**Analysis****Existing Legal Encumbrances**

There is currently a covenant registered on the Title of the subject properties, restricting the use of the site to a two-family dwelling only (charge #RD65129). Prior to final adoption of the rezoning bylaw, the applicant must discharge the covenant from title of both subject strata properties. The applicant must also wind up and cancel the strata plan for the site prior to subdivision.

**Transportation and Site Access**

Vehicle access to the proposed lots will be via two (2) driveways to Blundell Road. The Transportation Division support the proposal but has stipulated that driveway is not to exceed 4.0 m at the property line. The existing sidewalk and boulevard along Blundell Road development frontage are to be maintained.

**Tree Retention and Replacement**

A Tree Survey and a Certified Arborist's Report were submitted in support of the application. The City's Tree Preservation Coordinator has reviewed the Arborist Report and has provided the following comments:

- A 35 cm cal Spruce tree located in the front yard is in good condition and should be retained and protected with a Tree Protection Zone of a minimum of 4.0 m out from the base of the tree.
- A 22 cm cal Fir tree is located within the building side yard/envelope and cannot be retained.
- A 33 cm cal Pine tree located at the southwest corner of the site has been historically topped for hydro line clearance and is not a good candidate for retention.

*Tree Replacement*

Based on the 2:1 tree replacement ratio goal stated in the Official Community Plan (OCP) and the size requirements for replacement trees in the Tree Protection Bylaw No. 8057, four (4) replacement trees in a mix of minimum 6 cm to 8 cm calliper deciduous trees and minimum

3.5 m to 4.0 m high coniferous trees are required for the removal of the two (2) trees listed above. To ensure that the replacement trees are planted and maintained, the applicant is required to submit a Landscaping Security to the City in the amount of \$2,000 (\$500/tree) prior to final adoption of the rezoning bylaw.

### *Tree Protection*

Tree protection fencing is required to be installed as per the Tree Preservation Plan (Attachment 5), prior to any construction activities (including demolition) occurring on-site. In addition, proof that the owner has entered into a contract with a Certified Arborist to monitor all works to be done near or within the tree protection zone will be required prior to final adoption of the rezoning bylaw.

In order to ensure that the protected tree will not be damaged during construction, as a condition of rezoning, the applicant is required to submit a \$3,000 tree survival security. The City will retain 50% of the security until Final Inspection of the Building Permits of the affected future lots are issued. The City will retain the remaining 50% of the security for an additional two (2) years after the Final Inspection of the Building Permits to ensure that the tree has survived.

Should the applicant wish to begin site preparation work after third reading of the rezoning bylaw, but prior to final adoption of the rezoning bylaw, the applicant will be required to obtain a Tree Permit, install tree protection around the tree to be retained, and submit a landscape security in the amount of \$3,000 to ensure the replacement planting will be provided.

### **Affordable Housing Strategy**

Richmond's Affordable Housing Strategy requires a secondary suite within a dwelling on 50% of new lots created through rezoning and subdivision, or a cash-in-lieu contribution of \$1.00/ft<sup>2</sup> of total building area towards the City's Affordable Housing Reserve Fund for single-family rezoning applications.

The applicant proposes to provide a voluntary contribution to the Affordable Housing Reserve Fund based on \$1.00/ft<sup>2</sup> of total building area of the single-family developments (i.e. \$5,503) in-lieu of providing a secondary suite on 50% of the new lots.

Should the applicant change their mind prior to rezoning adoption about the affordable housing option selected, the City will accept a proposal to build a secondary suite within a dwelling on one (1) of the two (2) lots proposed at the subject site. To ensure that a secondary suite is built in accordance with the Affordable Housing Strategy, the applicant is required to enter into a legal agreement registered on title prior to rezoning, stating that no final Building Permit inspection will be granted until a secondary suite is constructed to the satisfaction of the City, in accordance with the BC Building Code and the City's Zoning Bylaw.

### **Site Servicing and Frontage Improvements**

There are no servicing concerns with rezoning.

At future Subdivision stage, the applicant will be required to pay servicing costs for engineering servicing as outlined in Attachment 6 and costs associated with driveway construction, which will include sidewalk panel replacement and sidewalk letdown alterations.

**Financial Impact or Economic Impact**

None.

**Conclusion**

This rezoning application to permit the subdivision of the subject site into two (2) lots zoned "Single Detached (RS2/C)" is consistent with the applicable policies and land use designations outlined within the Official Community Plan (OCP) and with Single-Family Lot Size Policy 5474.

The applicant has agreed to the list of rezoning considerations (signed concurrence on file) outlined in Attachment 6.

On this basis, it is recommended that Zoning Bylaw 8500, Amendment Bylaw 9225 be introduced and given first reading.



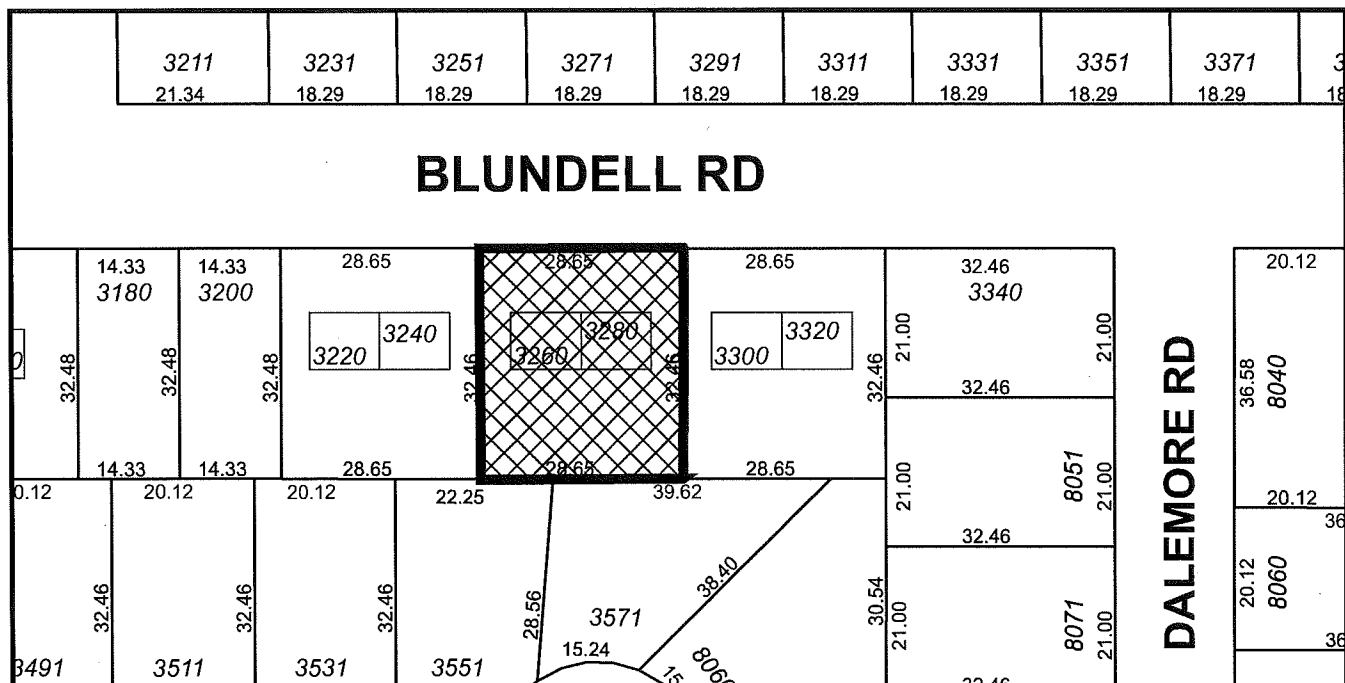
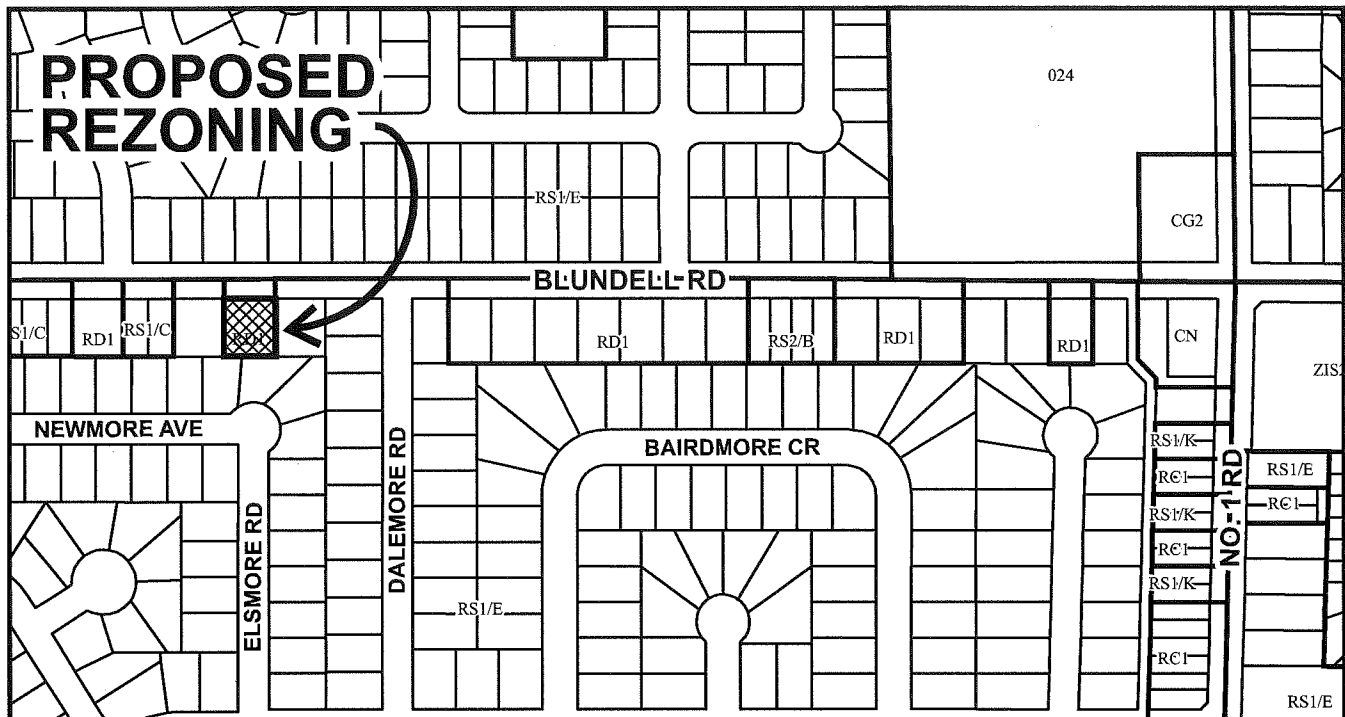
Edwin Lee  
Planner 1

EL:rg

- Attachment 1: Location Map
- Attachment 2: Proposed Subdivision Plan
- Attachment 3: Development Application Data Sheet
- Attachment 4: Lot Size Policy 5474
- Attachment 5: Tree Management Plan
- Attachment 6: Rezoning Considerations



City of  
Richmond



**RZ 15-690340**

Original Date: 01/27/15

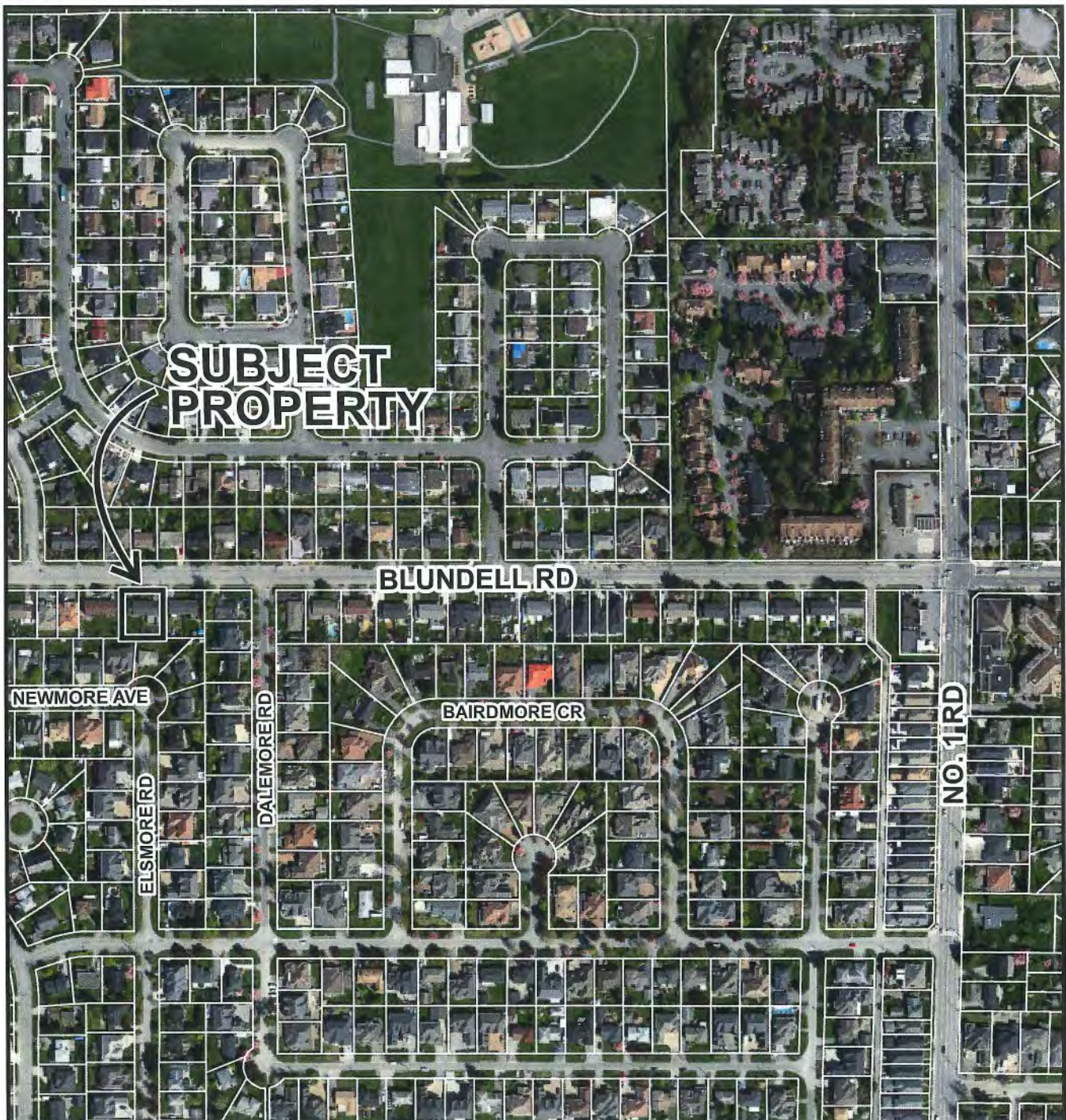
Revision Date:

Note: Dimensions are in METRES





City of  
Richmond



RZ 15-690340

Original Date: 01/27/15

Revision Date

Note: Dimensions are in METRES



**TOPOGRAPHIC SURVEY AND PROPOSED SUBDIVISION OF STRATA LOT 1  
SECTION 22 BLOCK 4 NORTH RANGE 7 WEST NEW WESTMINSTER  
DISTRICT STRATA PLAN NW1055 TOGETHER WITH AN INTEREST IN  
THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT  
OF THE STRATA LOT AS SHOWN ON FORM 1**

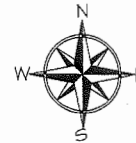
#3260 BLUNDELL ROAD,  
RICHMOND, B.C.  
P.I.D 001-637-517

#3280 BLUNDELL ROAD,  
RICHMOND, B.C.  
P.I.D 001-637-525

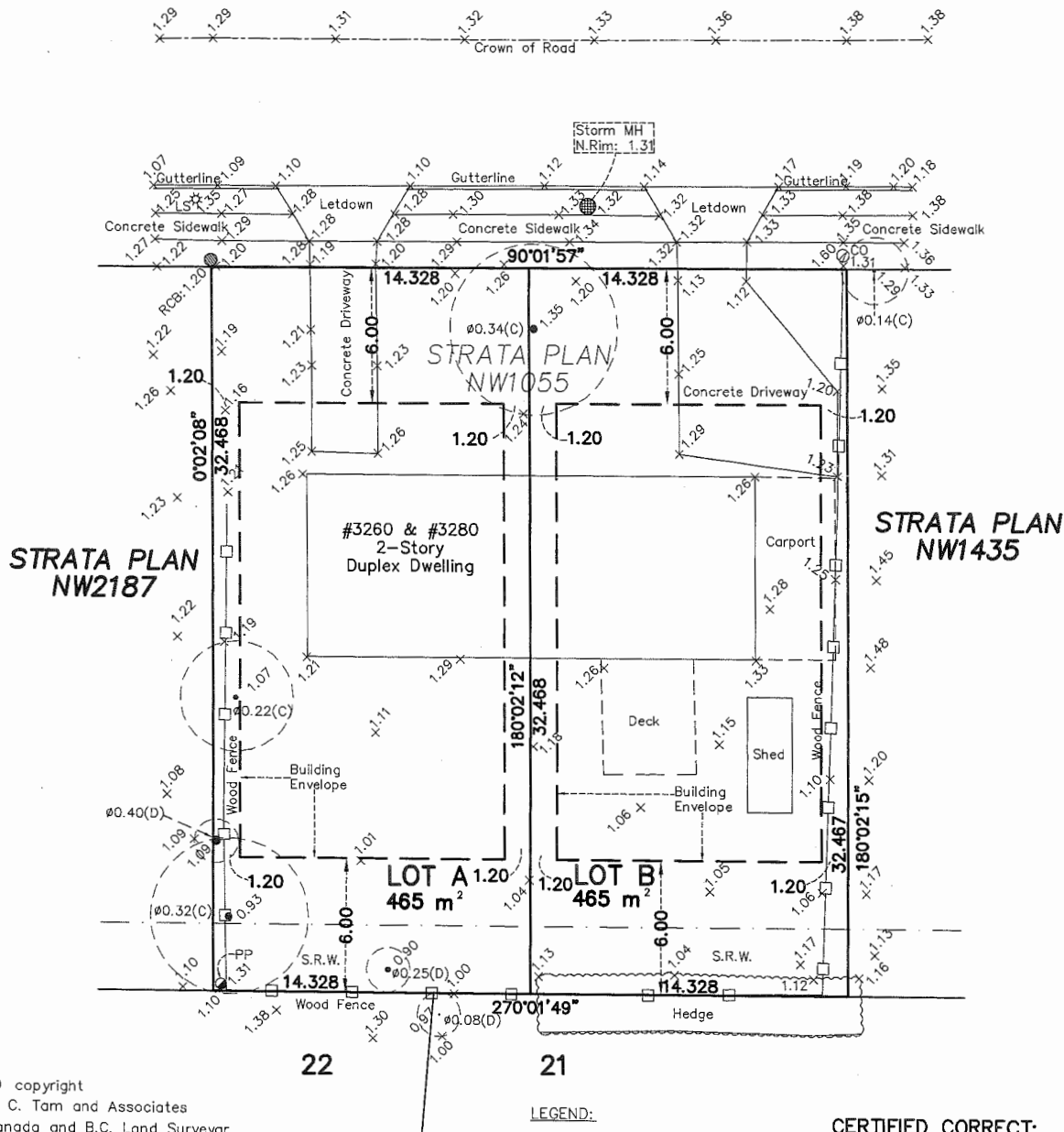
SCALE: 1:200

0 5 10 15

ALL DISTANCES ARE IN METRES AND DECIMALS  
THEREOF UNLESS OTHERWISE INDICATED



**BLUNDELL ROAD**



© copyright  
J. C. Tam and Associates  
Canada and B.C. Land Surveyor  
115 - 8833 Odlin Crescent  
Richmond, B.C. V6X 3Z7  
Telephone: 214-8928  
Fax: 214-8929  
E-mail: office@jctam.com  
Website: www.jctam.com  
Job No. 5816  
FB-272 P4-5  
Drawn By: VC

**NOTE:**  
Elevations shown are based on  
City of Richmond HPN  
Benchmark network. Benchmark:  
HPN #234, Central Monument  
77H4891 Located at CL Gibbons  
Dr & Gamba Dr, E side of  
grass meridian  
Elevation = 1.125 metres

**LEGEND:**

- (●) denotes tree
- (C) denotes conifer
- (D) denotes deciduous
- RCB ● denotes round catch basin
- CO ○ denotes cleanout
- denotes storm manhole
- PP ● denotes power pole
- LS \* denotes lamp standard

**CERTIFIED CORRECT:**  
LOT DIMENSION ACCORDING TO  
FIELD SURVEY.

JOHNSON C. TAM, B.C.L.S.  
NOVEMBER 28th, 2014

DWG No. 5816-TOPO

PLN - 211



**RZ 15-690340**

**Attachment 3**

Address: 3260/3280 Blundell Road

Applicant: Steve Dhanda

Planning Area(s): Seafair

	Existing	Proposed
<b>Owner:</b>	Sewa S Dhanda	No Change
<b>Site Size (m<sup>2</sup>):</b>	929 m <sup>2</sup> (10,000 ft <sup>2</sup> )	Two (2) lots, each approximately 465 m <sup>2</sup> (5,005 ft <sup>2</sup> )
<b>Land Uses:</b>	Two-family residential (duplex)	Single-family residential
<b>OCP Designation:</b>	Neighbourhood Residential	No change
<b>Area Plan Designation:</b>	N/A	No change
<b>702 Policy Designation:</b>	Single-Family Lot Size Policy 5474	Complies
<b>Zoning:</b>	Two-Unit Dwellings (RD1)	Single Detached (RS2/C)
<b>Number of Units:</b>	One (1)	Two (2)
<b>Other Designations:</b>	N/A	No change

On Future Subdivided Lots	Bylaw Requirement	Proposed	Variance
Floor Area Ratio:	Max. 0.55	Max. 0.55	none permitted
Lot Coverage – Building:	Max. 45%	Max. 45%	none
Lot Coverage – Building, structures, non-porous surfaces:	Max. 70%	Max. 70%	none
Lot Coverage – Landscaping with live plant material:	Min. 25%	Min. 25%	none
Setback – Front & Rear Yards (m):	Min. 6.0 m	Min. 6.0 m	none
Setback – Interior Side Yards (m):	Min. 1.2 m	Min. 1.2 m	none
Height:	Max. 2½ storeys	Max. 2½ storeys	none
Lot Size (m <sup>2</sup> ):	Min. 360m <sup>2</sup>	Approx. 465 m <sup>2</sup> each	none
Lot Width (m):	Min. 12 m	14.328 m	none
Lot Depth (m):	Min. 24 m	Approx. 32.468 m	none
Lot Frontage (m):	Min. 6.0 m	14.328 m	none

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



**Policy 5474:**

The following policy establishes lot sizes in Sections 21-4-7 & 22-4-7, in the area generally bounded by Blundell Road, No. 1 Road, Francis Road, and West Dyke Trail as shown on the attached map:

1. That properties within the area generally bounded by Blundell Road, No. 1 Road, Francis Road, and West Dyke Trail in Section 21-4-7 & 22-4-7, as shown on the attached map, be permitted to subdivide in accordance with the provisions of Single-Family Housing District, Subdivision Area E (R1/E) in Zoning and Development Bylaw No. 5300 with the following exceptions:

That lots with existing duplexes be permitted to rezone and subdivide into two (2) equal halves lots;

and that this policy be used to determine the disposition of future single-family rezoning applications in this area, for a period of not less than five years, unless amended according to Zoning and Development Bylaw No. 5300.

2. Multiple-family residential development shall not be permitted.



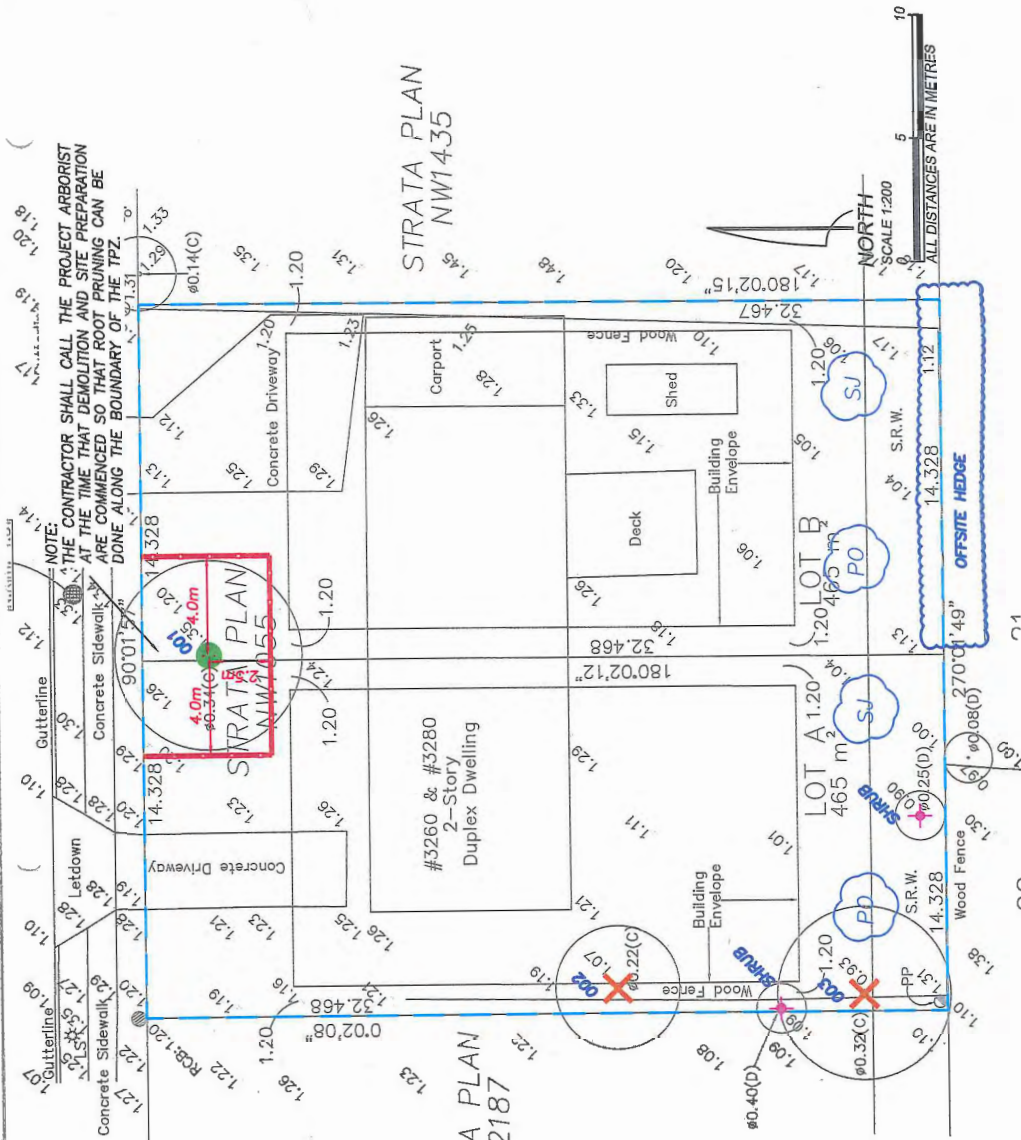
Note: Dimensions are in METRES.



**TREE INVENTORY AND ASSESSMENT LIST:**

- Tag # denotes the tag affixed to the tree for reference in report and drawings.
- Dsh denotes the diameter of the trunk measured at 1.4 m above grade or as per arboricultural standards (i.e. For multi stem trees).
- Cond denotes health and structural rating using Visual Tree Assessment (VTA) procedures.
- U denotes **Unsuitable** = a tree in very poor condition that is deemed not viable for retention in active land use areas due to pre-existing advanced health decline or significant structural defects.
- M denotes **Marginal** = a tree in poor to fair condition that has a pre-existing moderate rated defect that may affect its viability considering the proposed land use but is considered for retention conditional to certain special measures.
- S denotes **Suitable** = a tree in good or excellent condition with no over or identifiable significant defects, and is well suited for consideration of retention if the project design can accommodate it.
- Action denotes the proposed treatment of the tree within the current development design. See report and drawing for more details.

Tag #	Dsh (cm)	Tree Type	Cond	Observations	Action
001	35	Spruce	M	This tree has good health but it has been historically topped. It has developed multiple leaders with weak unions/attachments. There is no overt evidence of decay when viewed from the ground, and the crown of each leader above the union appear to be merged well. At this time, and notwithstanding that we did not undertake an aerial inspection, this tree is deemed to be low risk for failure. Since it is located in a front yard area, the tree can be retained if underground services and driveway locations are strategically designed and constructed.	Retain and Protect
002	22	Fir	G	No overt defects observed. However, this tree is located within the building envelope and is expected to be directly conflicting with the foundation of the new home.	Remove
003	33	Pine	U	This tree has been permanently and severely damaged by historical topping and subsequent pruning for power line clearance (BC Hydro distribution lines and service lines to the existing home are in conflict). There is no reasonable potential to restore the structure of this tree, and it will continue to pose a maintenance and safety issue for the utility if left in situ.	Remove



SEE SHEET 1 FOR TREE DATA AND SPECIFICATIONS

**ARBORTECH CONSULTING**  
a division of  
**ACCL GROUP**  
HEAD OFFICE: SERVING METRO VANCOUVER AND BRITISH COLUMBIA  
SUITE 200 - 3740 CHATHAM STREET, RICHMOND, BC CANADA V7E 2Z3  
P 604.275.3484  
FAX 604.275.3484  
SUITE 107 - 1088 WOODBURN ROAD, ABBOTSFORD, BC CANADA V2S 8A3  
P 604.755.7132

**LEGEND:**

- denotes TAG NUMBER or ID REFERENCE.
- denotes DEDLINE (spread of the branches and foliage) of the tree.
- denotes RETENTION tree (proposed).
- denotes REMOVAL tree (proposed).
- denotes HIGH RISK REMOVAL tree (proposed).
- denotes OFF-SITE tree (to be protected and/or owner contacted as noted).
- denotes NON-STAY undisturbed tree (as measured by project arborist).
- denotes SITE or STUDY AREA BOUNDARY.
- denotes TREE PROTECTION ZONE (TPZ) setback alignment as specified by project arborist.
- denotes REPLACEMENT TREE proposed (conceptual location - see plant list for details).



### SEE PLANTING DETAIL

- February 1 to March 15: Every two weeks
  - March 16 to April 30: Once per week
  - April 30 to May 30: Once per week
  - May 31 to Aug 30: Once per week
  - Sept 1 to Oct 30: Once per week
  - Nov 1 to Dec 31: Once per week

Besides the above, we normally expect approximately 25 to 35 waiting event to be required during an average growing season. Storage area is limited as per IBC Standards and/or as dictated by the project criteria.

All equipment related hardware must be removed after one year establishment period unless otherwise required for a longer term or future maintenance of the project at hand.

### MATERIALS AND MAINTENANCE

Maintaining the establishment period and all future site maintenance for the life of the tree, should include a review of the following items:


  - Watering: The trees should be watered weekly from June 1st until September 30th and bi-weekly from October 1st through November 30th.
  - Fertilizer: A fertilizer made to proper standards and quantities, it is recommended that annual assessment or treatment of trees be performed by a Tree Service company.
  - Pruning: All trees should be pruned annually by a Tree Service company employing qualified BA Certified Arborists with compliance to ANSI Z300 Pruning Standards.

- Tag # denotes the log affixed to the tree for reference in report and on drawings.
- Nth denotes the diameter of the trunk measured at 1.4 m above ground or at next whorl (lign) standard (1 m for small stem trees).

- | Tag #  | Dbh (cm) | Tree Type | Cond | Observations | Action |
|--|----------|-----------|------|--------------|--------|
| <ul style="list-style-type: none"> <li>Action identifies the proposed treatment or the tree within the current development design, see report and drawing for more details.</li> </ul> |          |           |      |              |        |

Q01	35	Space	M	This tree has good health but it has been historically topped. It has developed multiple leaders with several dead limbs and a large dead limb in the crown. The tree is located in a residential area and the crowns of each leader above the urban appear to be merged well. At this time, and notwithstanding that we did not undertake an aerial inspection, this tree is deemed to be low risk for failure. Since it is located in a front yard area, the tree can be retained if underground services and driveway locations are strategically designed and constructed.	Retain and Prune
Q02	22	Fit	G	No overt defects observed. However, this tree is located within the building envelope and is expected to be directly conflicting with the foundation of the new home.	Remove
Q03	33	Pine	U	This tree has been permanently and severely damaged by historical topping and subsequent removal of the crown. The tree is located in a residential area and is in conflict with the foundation of the new home. There is no reasonable potential to restore the structure of this tree, and it will continue to pose a maintenance and safety issue for the utility if left in situ.	Remove

1. TREE MUST BE VERTICAL AND STABLE AFTER

- 
- THE JENNIFER ARTHUR

PLEASE USE BOTANICAL NAME WHEN ORDERING PLANT MATERIAL.  
PLANT SIZES MUST MEET MUNICIPAL REQUIREMENTS FOR MINIMUM SIZE AND SPECIES.

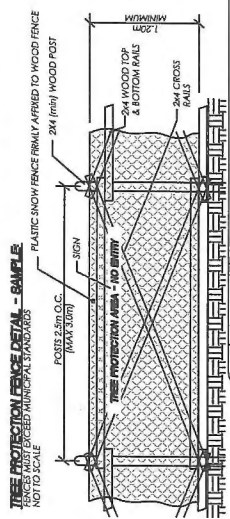
PLANTING LOCATIONS MUST MEET AGRICULTURAL BEST MANAGEMENT PRACTICES AND BCSIA/BCDMA SPECIFICATIONS FOR SELECTION, HANDLING, PLANTING, ESTABLISHMENT AND MAINTENANCE.

[illegible]

## 1 TREE PROTECTION ZONE SETBACKS-

- [illegible]

## ATTACHMENT 5



SEE SHEET 2 FOR DRAWING DETAILS

acbgroupp.ca

**ARBORTECH  
CONSULTING**

a division of:

**ACI GROUP**

**HEAD OFFICE: SERVING METRO VANCOUVER AND BRITISH COLUMBIA**  
SUITE 200 • 33740 CHATHAM STREET, RICHMOND, BC CANADA V7E 2T3 p 604.275.9484

**FRASER VALLEY REGIONAL OFFICE**  
SUITE 107 • 1528 MCCALLUM ROAD, ABOTSFORD, BC CANADA V2S 8A3 p 604.755.7132

<b>TREE MANAGEMENT DRAWING</b>
PROJECT: <b>PROPOSED 2 LOT SUBDIVISION</b>
ADDRESS: <b>3260/3280 BLUNDELL RD, RICHMOND</b>
CLIENT: <b>STEVE DHANDA</b>
ACI FILE: <b>14403</b> SHEET: <b>1 OF 2</b>



**Address:** 3260/3280 Blundell Road

**File No.:** RZ 15-690340

**Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 9225, the developer is required to complete the following:**

1. Registration of a flood indemnity covenant on title.
2. Discharge of existing covenant RD65129 registered on title of the strata lots, which restricts the use of the property to a duplex.
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 landscaping security in the amount of \$2,000 (\$500/tree) to ensure that four (4) replacement trees (two [4] on each subdivided lot) are planted and maintained on-site. The replacement trees must meet the following minimum sizes:

No. of Replacement Trees	Minimum Caliper of Deciduous Tree	or	Minimum Height of Coniferous Tree
2	6 cm		3.5 m
2	8 cm		4.0 m

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

5. Submission of a Tree Survival Security to the City in the amount of \$3,000 for the 35cm cal Spruce tree located in the front yard to be retained.
6. The City's acceptance of the applicant's voluntary contribution of \$1.00 per buildable square foot of the single-family developments (i.e. \$5,503.00) to the City's Affordable Housing Reserve Fund.

**Note:** Should the applicant change their mind about the Affordable Housing option selected prior to final adoption of the Rezoning Bylaw, the City will accept a proposal to build a secondary suite on one (1) of the two (2) future lots at the subject site. To ensure that a secondary suite is built to the satisfaction of the City in accordance with the Affordable Housing Strategy, the applicant is required to enter into a legal agreement registered on Title as a condition of rezoning, stating that no final Building Permit inspection will be granted until a secondary suite is constructed to the satisfaction of the City, in accordance with the BC Building Code and the City's Zoning Bylaw.

**At Subdivision\* stage, the developer must complete the following requirements:**

1. Pay servicing costs for the design and construction of frontage and engineering infrastructure improvements via City Work Order. Works include, but may not be limited to the following:

*Water Works:*

- Using the OCP Model, there is 106.8 L/s of water available at a 20 psi residual at the Blundell Rd frontage. Based on your proposed development, your site requires a minimum fire flow of 95.0 L/s.
- The Developer is required to submit Fire Underwriter Survey (FUS) or International Organization for Standardization (ISO) fire flow calculations to confirm the development has adequate fire flow for onsite fire protection. Calculations must be signed and sealed by a Professional Engineer and be based on Building Permit Stage Building designs.
- At the Developers cost, the City is to:
  - Cut and cap the existing water service connection at the watermain, along Blundell Rd frontage.

- Install 2 new 25mm water service connections complete with meters and meter boxes along Blundell Rd frontage.

*Storm Sewer Works:*

- At the Developers cost, the City is to:
  - Cap the existing storm service connection at the northwest corner of the subdivision site.
  - Install a new storm IC with 2 new service connections at the common property line of the two lots along the Blundell Rd frontage.

*Sanitary Sewer Works:*

- At the Developers cost, the City is to:
  - Cap the existing sanitary service connection at the northeast corner of the subdivision site.
  - Install a new sanitary IC with 2 new service connections near the common property line of the two lots along the Blundell Rd frontage.

*Frontage Improvements:*

- The Developer is to:
  - Coordinate with BC Hydro, Telus and other private communication service providers.
  - To underground proposed Hydro service lines.
  - When relocating/modifying any of the existing power poles and/or guy wires within the property frontages.
  - To determine if above ground structures are required and coordinate their locations (e.g. Vista, PMT, LPT, Shaw cabinets, Telus Kiosks, etc).
  - Complete other frontage improvements as per Transportation's requirements

*General Items:*

- Additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering may be required, including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, 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.
- The 3m BC Hydro SRW shall remain along the southern property line of the subdivided lot.

**At Demolition Permit\* / Building Permit\* Stage, the developer must complete the following requirements:**

1. Installation of appropriate tree protection fencing around all trees to be retained as part of the development prior to any construction activities, including building demolition, occurring on-site.

**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. If applicable, payment of latecomer agreement charges associated with eligible latecomer works.
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





**Richmond Zoning Bylaw 8500  
Amendment Bylaw 9225 (RZ 15-690340)  
3260/3280 Blundell 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 **"SINGLE DETACHED (RS2/C)"**.

P.I.D. 001-637-517

Strata Lot 1 Section 22 Block 4 North Range 7 West New Westminster District Plan NW1055 Together with an Interest in the Common Property in Proportion to the Unit Entitlement of the Strata Lot as shown on Form 1

P.I.D. 001-637-525

Strata Lot 2 Section 22 Block 4 North Range 7 West New Westminster District Plan NW1055 Together with an Interest in the Common Property in Proportion to the Unit Entitlement of the Strata Lot as shown on Form 1

2. This Bylaw may be cited as **"Richmond Zoning Bylaw 8500, Amendment Bylaw 9225"**.

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

ADOPTED

_____
_____
_____
_____
_____
_____

CITY OF RICHMOND
APPROVED by <i>BIC</i>
APPROVED by Director or Solicitor <i>cd</i>

\_\_\_\_\_  
MAYOR

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