



City Council

**Council Chambers, City Hall
6911 No. 3 Road**

**Tuesday, October 15, 2019
7:00 p.m.**

Pg. # ITEM

MINUTES

- CNCL-9** 1. *Motion to adopt the **minutes** of the Regular Council meeting held on September 23, 2019.*

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AGENDA ADDITIONS & DELETIONS

PRESENTATION

David Ince, Acting Director, Recreation and Sport Services, to present a video on Community Services 2019 Summer Programs Update for Children, Youth and Families.

COMMITTEE OF THE WHOLE

2. *Motion to resolve into Committee of the Whole to hear delegations on agenda items.*

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3. Delegations from the floor on Agenda items.

PLEASE NOTE THAT FOR LEGAL REASONS, DELEGATIONS ARE NOT PERMITTED ON ZONING OR OCP AMENDMENT BYLAWS WHICH ARE TO BE ADOPTED OR ON DEVELOPMENT PERMITS/DEVELOPMENT VARIANCE PERMITS – ITEM NO. 18.

4. *Motion to rise and report.*



RATIFICATION OF COMMITTEE ACTION

CONSENT AGENDA

PLEASE NOTE THAT ITEMS APPEARING ON THE CONSENT AGENDA WHICH PRESENT A CONFLICT OF INTEREST FOR COUNCIL MEMBERS MUST BE REMOVED FROM THE CONSENT AGENDA AND CONSIDERED SEPARATELY.

RECOMMENDATIONS FROM COMMITTEE WILL APPEAR ON THE REVISED COUNCIL AGENDA, EITHER ON THE CONSENT AGENDA OR NON-CONSENT AGENDA DEPENDING ON THE OUTCOME AT COMMITTEE.

CONSENT AGENDA HIGHLIGHTS

- Receipt of Committee minutes
- Richmond Sports Council Facility Needs Assessment 2018 Update
- Replacement of the Richmond Tennis Club Bubble
- City Centre District Energy Utility Bylaw No. 9895, Amendment Bylaw No. 10100
- Indemnification Bylaw
- Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10056
- Permissive Exemption (2020) Bylaw No. 10027
- Non-Profit Social Service Agency Current and Future Space Needs
- Land use applications for first reading (to be further considered at the Public Hearing on November 18, 2020):
 - 2370 - 4000 No. 3 Road – Temporary Commercial Use Permit (Maple Hill School Inc. – applicant)

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5. *Motion to adopt Items No. 6 through No. 14 by general consent.*

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Consent
Agenda
Item

6. COMMITTEE MINUTES

That the minutes of:

- CNCL-67 (1) the **Parks, Recreation and Cultural Services Committee** meeting held on September 24, 2019;

- ADDED** (2) the **General Purposes Committee** meeting held on October 7, 2019;

- CNCL-392 (3) the **Finance Committee** meeting held on October 7, 2019; and

- CNCL-397 (4) the **Planning Committee** meeting held on October 8, 2019;

be received for information.

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Consent
Agenda
Item

7. RICHMOND SPORTS COUNCIL FACILITY NEEDS ASSESSMENT 2018 UPDATE

(File Ref. No. 11-7000-10-01) (REDMS No. 6197503 v. 49)

CNCL-73

See Page CNCL-73 for full report

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE RECOMMENDATION

That staff work with the Richmond Sports Council to develop the Richmond Sports Council's facility needs assessment in priority form, and be brought forward to Council for consideration.

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Consent
Agenda
Item

8. REPLACEMENT OF THE RICHMOND TENNIS CLUB BUBBLE

(File Ref. No. 11-7000-10-01) (REDMS No. 6273960 v. 11)

CNCL-101

See Page CNCL-101 for full report

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE RECOMMENDATION

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That Council approve funding of \$241,000 from the Council Community Initiative Account, to the Richmond Tennis Club, and that the expenditure be included in the Consolidated 5 Year Financial Plan (2020-2024), as outlined in the staff report titled, “Replacement of the Richmond Tennis Club Bubble,” dated August 29, 2019, from the Director, Recreation and Sport Services.

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Consent
Agenda
Item

9. **CITY CENTRE DISTRICT ENERGY UTILITY BYLAW NO. 9895, AMENDMENT BYLAW NO. 10100**

(File Ref. No. 12-8060-20-009921) (REDMS No. 6285408)

CNCL-106

See Page **CNCL-106** for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

REVISED

That the City Centre District Energy Utility Bylaw No. 9895, Amendment Bylaw No. 10100 presented in the “City Centre District Energy Utility Bylaw No. 9895, Amendment Bylaw No. 10100” report dated September 6, 2019, from the Director, Sustainability and District Energy be introduced and given first, second, and third readings.

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Consent
Agenda
Item

10. **INDEMNIFICATION BYLAW**

(File Ref. No. 12-8060-20-8459) (REDMS No. 6092440)

CNCL-114

See Page **CNCL-114** for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

REVISED

That Indemnification Bylaw No. 9911 be introduced and given first, second and third readings.

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Consent
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11. **CONSOLIDATED FEES BYLAW NO. 8636, AMENDMENT BYLAW NO. 10056**

(File Ref. No. 12-8060-20-010056) (REDMS No. 6292400)

CNCL-131

See Page **CNCL-131** for full report

FINANCE COMMITTEE RECOMMENDATION

REVISED

That Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10056 be introduced and given first, second and third readings.



Consent
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Item

12. **PERMISSIVE EXEMPTION (2020) BYLAW NO. 10027**

(File Ref. No. 03-0925-02-01) (REDMS No. 6170200)

CNCL-181

See Page **CNCL-181** for full report

FINANCE COMMITTEE RECOMMENDATION

REVISED

That Permissive Exemption (2020) Bylaw No. 10027 be introduced and given first, second and third readings.



Consent
Agenda
Item

13. **NON-PROFIT SOCIAL SERVICE AGENCY CURRENT AND FUTURE SPACE NEEDS**

(File Ref. No. 07-3000-01) (REDMS No. 6221117 v. 4)

CNCL-239

See Page **CNCL-239** for full report

PLANNING COMMITTEE RECOMMENDATION

REVISED

(1) *That non-profit social service agency space needs be communicated and a letter be sent to key stakeholders, including the Premier, the Minister of Municipal Affairs and Housing, the Minister of Social Development and Poverty Reduction, the Minister of Health and Addictions, the Leader of the Opposition and Shadow Ministries, the Richmond Members of the Legislative Assembly (MLAs), the Richmond Members of Parliament (MPs) and appropriate Federal ministers, the Richmond School District, Vancouver Coastal Health, and the Urban Development Institute, to encourage collaboration in addressing the concerns of social service agencies;*

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- (2) *That the City and key stakeholders seek immediate opportunities to prevent the loss of at-risk, high priority social service agencies in Richmond as described in the staff report titled “Non-Profit Social Service Agency Current and Future Space Needs”, dated September 20, 2019 from the Director, Community Social Development; and*
- (3) *That options to increase the supply of affordable non-profit social service agency space in the City Centre and other appropriate locations be identified.*



Consent
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Item

14. **APPLICATION BY MAPLE HILL SCHOOL INC. FOR A TEMPORARY COMMERCIAL USE PERMIT AT 2370 - 4000 NO. 3 ROAD**

(File Ref. No. TU 19-855101) (REDMS No. 6276214)

CNCL-342

See Page CNCL-342 for full report

PLANNING COMMITTEE RECOMMENDATION

REVISED

- (1) *That the application by Maple Hill School Inc. for a Temporary Commercial Use Permit for the property at 2370- 4000 No. 3 Road to allow education (limited to an independent school offering grades 9 to 12) as a permitted use be considered until August 31, 2020; and*
- (2) *That this application be forwarded to the November 18, 2019 Public Hearing at 7:00 p.m. in the Council Chambers of Richmond City Hall.*



CONSIDERATION OF MATTERS REMOVED FROM THE CONSENT AGENDA

NON-CONSENT AGENDA ITEMS

PARKS, RECREATION AND CULTURAL SERVICES
COMMITTEE

Councillor Harold Steves, Chair

15. **AGE OF ELIGIBILITY FOR SENIORS PRICING**

(File Ref. No. 11-7000-01) (REDMS No. 6245774 v. 26)

CNCL-357

See Page CNCL-357 for full report

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE
RECOMMENDATION

Opposed to Part (1): Cllr. McNulty

- (1) *That a pricing policy for Community Services programs, rentals and admissions be developed, and report back to Council with a draft policy for consideration, as described in the staff report titled “Age of Eligibility for Seniors Pricing,” dated August 29, 2019, from the Director, Recreation and Sport Services;*
- (2) *That \$25,000 from the Recreation Fee Subsidy Program (RFSP) contingency fund of \$50,000, previously approved by Council be allocated to the central fund, as described in the staff report titled “Age of Eligibility for Seniors Pricing,” dated August 29, 2019, from the Director, Recreation and Sport Services; and*
- (3) *That a one-time additional level request of \$82,000 to support the Recreation Fee Subsidy Program (RFSP) be submitted for consideration in the 2020 budget process, as described in the staff report titled “Age of Eligibility for Seniors Pricing,” dated August 29, 2019, from the Director, Recreation and Sport Services.*



FINANCE COMMITTEE

Mayor Malcolm D. Brodie, Chair

16. **AMENDMENTS TO THE CONSOLIDATED 5 YEAR FINANCIAL
PLAN (2019-2023) BYLAW NO. 9979**

(File Ref. No. 03-0975-01) (REDMS No. 6253556 v. 9)

CNCL-222

See Page CNCL-222 for full report

FINANCE COMMITTEE RECOMMENDATION

Opposed: Cllrs. Day, Greene and Wolfe

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REVISED

That the Consolidated 5 Year Financial Plan (2019-2023) Bylaw No. 9979, Amendment Bylaw No. 10078, which incorporates and puts into effect the changes as outlined in the staff report titled “Amendments to the Consolidated 5 Year Financial Plan (2019-2023) Bylaw No. 9979” dated August 22, 2019, from the General Manager, Finance and Corporate Services, be introduced and given first, second and third readings.



FINANCE AND CORPORATE SERVICES

ADDED

17. **VAPING PRODUCTS ADVERTISING POLICY**

(File Ref. No. 01-0270-02-2019-096) (REDMS No. 6321962 v. 2)

CNCL-402

See Page CNCL-402 for full report

Designated Speaker: Anthony Capuccinello Iraci

STAFF RECOMMENDATION

That the general policy set out (at p. 3) in the staff report titled “Vaping Products Advertising Policy” dated October 9, 2019, be adopted.



PUBLIC ANNOUNCEMENTS AND EVENTS

NEW BUSINESS

BYLAWS FOR ADOPTION

CNCL-366 Traffic Bylaw No. 5870 Amendment **Bylaw No. 10076**
Opposed at 1st/2nd/3rd Readings – None.

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CNCL-368 Consolidated Fees Bylaw No. 8636 Amendment **Bylaw No. 10079**
Opposed at 1st/2nd/3rd Readings – None.

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ADDED
CNCL-405 Richmond Zoning Bylaw No. 8500, Amendment **Bylaw No. 9681**
(4300, 4320 and 4340, and 4291, 4331, 4431 Thompson Road and 4451
Boundary Road, RZ 15-713048)
Opposed at 1st Reading – None.
Opposed at 2nd/3rd Readings – None.

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CNCL-370 Richmond Zoning Bylaw No. 8500, Amendment **Bylaw No. 9914**
(8820, 8840, 8860, 8880, 8900, 8911 and 8931 Spires Road and the surplus
portion of the Spires Road road allowance, RZ 17-766525)
Opposed at 1st Reading – None.
Opposed at 2nd/3rd Readings – None.

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DEVELOPMENT PERMIT PANEL

18. RECOMMENDATION

See DPP Plan Package (distributed separately) for full hardcopy plans

CNCL-372 (1) *That the minutes of the Development Permit Panel meeting held on
September 25, 2019 and the **Chair's report** for the Development
Permit Panel meeting held on September 11, 2019, be received for
information; and*

CNCL-389 (2) *That the recommendation of the Panel to authorize the issuance of a
Development Permit (DP 18-829140) for the property at 8820, 8840,
8860, 8880, 8900, 8911 and 8931 Spires Road and the surplus portion
of the Spires Road road allowance be endorsed, and the Permit so
issued.*

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ADJOURNMENT





Regular Council

Monday, September 23, 2019

Place: Council Chambers
Richmond City Hall

Present: Mayor Malcolm D. Brodie
Councillor Chak Au
Councillor Carol Day
Councillor Kelly Greene
Councillor Alexa Loo
Councillor Bill McNulty
Councillor Linda McPhail
Councillor Harold Steves
Councillor Michael Wolfe

Corporate Officer – Claudia Jesson

Call to Order: Mayor Brodie called the meeting to order at 7:00 p.m.

RES NO. ITEM

MINUTES

- R19/15-1 1. It was moved and seconded
That the minutes of the Regular Council meeting held on September 9, 2019, be adopted as circulated.

CARRIED

COMMITTEE OF THE WHOLE

- R19/15-2 2. It was moved and seconded
That Council resolve into Committee of the Whole to hear delegations on agenda items (7:01 p.m.).

CARRIED



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3. Delegations from the floor on Agenda items

Item No. 16 – Steveston Community Centre and Branch Library Proposed Program and Site Area

Alan Sakai, 11551 Kestrel Drive, Vice-President Steveston Community Society, spoke in favour of the recommendations noting that (i) a new community centre is needed in Steveston, (ii) the community has been waiting for a new community centre and new playground to provide services and programs, and (iii) the community centre should provide a variety of programs for everyone.

Item No. 16 – Steveston Community Centre and Branch Library Proposed Program and Site Area

Brenda Yttri, President of the Steveston Community Society and Richmond Agricultural and Industrial Society, spoke of the proposed Community Centre and noted that (i) the Society has been working with library staff, city staff and architects for a few years to develop a program, (ii) the building committee expressed concern with housing above the Community Centre as an option, (iii) housing in the park was not identified in the Official Community Plan, (iv) the park is not the appropriate place for increased density, and (v) there are no examples of housing on park land.

In reply to queries from Council, Ms. Yttri advised that (i) three storeys for the Community Centre would be acceptable; but not a bigger footprint, (ii) a building with a multipurpose use would be beneficial to accommodate all programs and to use the space to its full capacity, (iii) the community would like to keep the pool; however, do not want to delay moving forward with the Community Centre, (iv) the building committee supports the proposed plan, and (v) options for underground parking were not discussed with the building committee.



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Item No. 16 – Steveston Community Centre and Branch Library Proposed Program and Site Area

John Roston, 12262 Ewen Avenue, expressed concern with the large footprint and cost of the proposed Community Centre, noting that in his opinion (i) the footprint should be reduced to preserve more park land, (ii) underground parking is costly due to the high water table in Richmond, (iii) the library should be built across the street in the empty lot on Moncton Street which will open up the possibility for co-locating options, and (iv) the potential transit exchange should be along Chatham Street.

Item No. 16 – Steveston Community Centre and Branch Library Proposed Program and Site Area

Derek Williams, 11777 Yoshida Court, spoke on behalf of the residents in the neighbourhood and noted that residents did not want to lose green space and building the current Community Centre higher would be acceptable in order to minimize loss of park land.

Item No. 16 – Steveston Community Centre and Branch Library Proposed Program and Site Area

Candice Mayes, Steveston Resident, expressed concern with constructing housing in park space and noted that there are plenty of seniors' housing around the perimeter of the park and encouraged Council to approve the proposed recommendations and move forward.

Item No. 13 – Transport 2050 – Phase 1 Consultation

Nathan Davidowicz, 10291 No. 3 Road, expressed concern with the proposed 2050 plan, noting that (i) the proposed ideas should be implemented now, (ii) Richmond should collaborate with other big municipalities to move plans forward, and (iii) Richmond is behind with regard to its transit systems.



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Item No. 16 – Steveston Community Centre and Branch Library Proposed Program and Site Area

Niti Sharma, Richmond Resident, spoke of affordable housing needs and affordability of housing in Richmond, noting that (i) redevelopment of the Community Centre is a good opportunity to consider affordable housing, (ii) to keep the businesses and shops open in Steveston increased density is required, and (iii) including affordable housing to the area would be a benefit to the entire community.

Item No. 16 – Steveston Community Centre and Branch Library Proposed Program and Site Area

Lyn ter Borg, Richmond Resident, spoke of affordable housing and noted that (i) that community organizations should make use of school gyms that are not being utilized to full capacity, (ii) progress needs to be made without sacrificing green space, and (iii) more creative options need to be considered.

Item No. 16 – Steveston Community Centre and Branch Library Proposed Program and Site Area

Vincent Russell, Richmond Resident, expressed concern with using park land for housing and noted that increased density brings additional pedestrian and vehicular traffic, and lack of consultation regarding potential construction and traffic implications is concerning to the neighbourhood.

Item No. 16 – Steveston Community Centre and Branch Library Proposed Program and Site Area

Cynthia Rautio, Richmond Resident, spoke of the potential library and community centre location, and noted that (i) the south side of Moncton Street would be the ideal place for the library and housing above, (ii) removing the library from the proposed community centre allows for more space, (iii) affordable housing is needed to sustain the community, and (iv) Council should explore all options.

- R19/15-3 4. It was moved and seconded
 That Committee rise and report (8:04 p.m.).

CARRIED



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CONSENT AGENDA

- R19/15-4 5. It was moved and seconded
*That Items No. 7 through No.9 and Items No. 11 through No. 15 be adopted
by general consent.*

CARRIED

6. **COMMITTEE MINUTES**

That the minutes of:

- (1) *the Special General Purposes Committee meeting held on September 9, 2019;*
- (2) *the Community Safety Committee meeting held on September 10, 2019;*
- (3) *the General Purposes Committee meeting held on September 16, 2019;*
- (4) *the Planning Committee meeting held on September 17, 2019; and*
- (5) *the Public Works and Transportation Committee meeting held on September 18, 2019;*

be received for information.

ADOPTED ON CONSENT



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7. AWARD OF CONTRACT 6331F SUPPLY, SERVICE AND DELIVERY OF TURNOUT GEAR (PERSONAL PROTECTIVE EQUIPMENT)

(File Ref. No. 03-1000-20-6331F) (REDMS No. 6225671 v. 4)

- 1. That staff be authorized to award a contract to Associated Fire and Safety, for the supply, service and delivery of turnout gear (Personal Protective Equipment), as outlined in the report titled "Award of Contract 6331F – Supply, Service and Delivery of Turnout Gear (Personal Protective Equipment), for Fire-Rescue emergency response personnel, dated July 29, 2019 from the Fire Chief Tim Wilkinson; and*
- 2. That the Chief Administrative Officer and the General Manager, Community Safety be authorized to execute, on behalf of the City, an agreement for the supply, service and delivery of Turnout Gear (Personal Protective Equipment), as outlined in the staff report with Associated Fire and Safety at the rates quoted for a five-year term.*

ADOPTED ON CONSENT

8. PROPOSED RICHMOND FOOD RECOVERY NETWORK PROGRAM

(File Ref. No. 03-1000-05-343) (REDMS No. 6266216 v. 2; 6302959)

That the Chief Administrative Officer and General Manager of Finance and Corporate Services be authorized to enter into a partnering agreement with FoodMesh for the delivery of the proposed Richmond Food Recovery Network Program as outlined in the staff report from the Director, Corporate Business Service Solutions dated August 30, 2019 entitled "Proposed Richmond Food Recovery Network Program".

ADOPTED ON CONSENT

9. DEMENTIA-FRIENDLY COMMUNITY ACTION PLAN

(File Ref. No. 07-3400-01; 08-4055-20-DFRE1) (REDMS No. 6201288 v 4; 6248183)

- (1) That the Dementia-Friendly Community Action Plan, as outlined in Attachment 1 of the staff report titled, "Dementia-Friendly Community Action Plan", dated August 23, 2019, from the Director, Community Social Development, be adopted; and*



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- (2) *That the Dementia-Friendly Community Action Plan be distributed to key stakeholders and posted on the City website.*

ADOPTED ON CONSENT

10. **APPLICATION BY CLO VENTURES K2 LTD. FOR REZONING AT 9571, 9591, 9611, 9671 STEVESTON HIGHWAY & 10831 SOUTHDALE ROAD FROM SINGLE DETACHED (RS1/E) TO LOW DENSITY TOWNHOUSES (RTL4)**

(File Ref. No. RZ 17-763712; 12-8060-20-010082) (REDMS No. 6177240; 6255269)

See page 9 for discussion on this item.

11. **APPLICATION BY KONIC DEVELOPMENT LTD. FOR REZONING AT 10231, 10251, 10351, 10371, 10391, 10395 AND 10397 NO. 2 ROAD FROM SINGLE DETACHED (RS1/E) TO LOW DENSITY TOWNHOUSES (RTL4)**

(File Ref. No. RZ 17-794300; 12-8060-20-010088) (REDMS No. 6245187; 6257175)

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10088, for the rezoning of 10231, 10251, 10351, 10371, 10391, 10395 and 10397 No. 2 Road from “Single Detached (RS1/E)” to “Low Density Townhouses (RTL4)”, be introduced and given first reading.

ADOPTED ON CONSENT

12. **HOUSEKEEPING REQUEST – ABANDONMENT OF UNADOPTED BYLAWS**

(File Ref. No. 12-8060-01; 12-8060-20-6814/6834/ 6838/7114/7351/7773/7843/8098/8099/8247/8272/ 8274/8389/8558/8610/8729/8732/8833/8835/8851/8928/8941/9128/9183/9287/9518/9547/9601/9685/9784) (REDMS No. 6106697; 6245978)

That the unadopted Zoning Amendment Bylaws, as outlined in Attachment 1, of the staff report titled “Housekeeping Request – Abandonment of Unadopted Bylaws” dated August 23, 2019 from the Director, City Clerk’s Office, be abandoned.

ADOPTED ON CONSENT



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13. TRANSPORT 2050 – PHASE 1 CONSULTATION

(File Ref. No. 01-0154-04) (REDMS No. 6236611 v. 10)

- (1) That the attached report titled “Transport 2050 – Phase 1 Consultation” dated August 22, 2019 from the Director, Transportation be forwarded to TransLink for consideration as part of its Phase 1 consultation for the development of Transport 2050; and*
- (2) That No. 1 Road be removed as an option for rapid transit as outlined in the staff report titled “Transport 2050 – Phase 1 Consultation” dated August 22, 2019 from the Director, Transportation.*

ADOPTED ON CONSENT

Materials related to Transport 2050 was distributed (attached to and forming part of these minutes as Schedule 1).

14. AMENDMENT TO TRAFFIC BYLAW NO. 5870 TO ESTABLISH A FEE FOR ISSUANCE OF PERMITS RELATED TO USE OF CITY STREETS

(File Ref. No. 10-6450-19-01; 12-8060-20-010076; 12-8060-20-010079) (REDMS No. 6247261; 6247766; 6250057)

- (1) That Traffic Bylaw No. 5870, Amendment Bylaw No. 10076, to establish a fee for the issuance of permits to external agencies for the processing of traffic management plans and lane closure requests, be introduced and given first, second and third reading.*
- (2) That Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10079, which quantifies the fee for the issuance of various permits established in Traffic Bylaw No. 5870, be introduced and given first, second and third reading.*

ADOPTED ON CONSENT



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**15. AGEING UTILITY AND ROAD INFRASTRUCTURE PLANNING –
2019 UPDATE**

(File Ref. No. 10-6060-01) (REDMS No. 6203674)

That the staff report titled, “Ageing Utility and Road Infrastructure Planning – 2019 Update”, dated August 16, 2019, from the Manager, Engineering Planning be utilized as input in the annual utility rate review and budget process.

ADOPTED ON CONSENT

**CONSIDERATION OF MATTERS REMOVED FROM THE
CONSENT AGENDA**

**10. APPLICATION BY CLO VENTURES K2 LTD. FOR REZONING AT
9571, 9591, 9611, 9671 STEVESTON HIGHWAY & 10831
SOUTHDAL ROAD FROM SINGLE DETACHED (RS1/E) TO LOW
DENSITY TOWNHOUSES (RTL4)**

(File Ref. No. RZ 17-763712; 12-8060-20-010082) (REDMS No. 6177240; 6255269)

R19/15-5

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10082, for the rezoning of 9571, 9591, 9611, 9671 Steveston Highway & 10831 Southdale Road from the “Single Detached (RS1/E)” zone to the “Low Density Townhouses (RTL4)” zone, in order to permit the development of 20 townhouse units with vehicle access from Steveston Highway, be introduced and given first reading.

The question on the motion was not called as the following **referral motion** was introduced:

R19/15-6

It was moved and seconded

That the Application by Clo Ventures K2 Ltd. for Rezoning at 9571, 9591, 9611, 9671 Steveston Highway & 10831 Southdale Road from Single Detached (RS1/E) To Low Density Townhouses (RTL4) be referred back to staff to:

(1) examine reducing the proposed setback from Steveston Highway; and

9.



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*(2) review the size of the secondary suites;
and report back.*

The question on the referral motion was not called as discussion took place on (i) reducing the setback on Steveston Highway due to the trucks and noise along that stretch of the highway, and (ii) reducing the setback to potentially accommodate for a future bike lane or another turning lane, and (iii) increasing the size of the secondary suites for the proposed development.

The question on the referral motion was then called, and it was **DEFEATED** with Mayor Brodie and Cllrs. Au, Day, Loo, Mcphail, McNulty and Steves opposed.

The question on the main motion was then called and it was **CARRIED** with Cllrs. Greene and Wolfe opposed.

NON-CONSENT AGENDA ITEMS

GENERAL PURPOSES COMMITTEE

Mayor Malcolm D. Brodie, Chair

**16. STEVESTON COMMUNITY CENTRE AND BRANCH LIBRARY
PROPOSED PROGRAM AND SITE AREA**

(File Ref. No. 06-2052-25-SCCR1) (REDMS No. 6209212 v. 62; 6211354; 6303838; 6277952)

Materials related to Community Centre and Library program and site were distributed (attached to and forming part of these minutes as Schedule 2).

Discussion took place on the proposed Community Centre and Library program and site and the following was noted:

- building in the air space does not impact the green space;
- options for co-locating are not limited to just affordable housing but potentially could include Non-Profit Organizations;
- housing is not to be built on park land;



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- the proposed transit exchange location should be determined first;
- high costs to build in Richmond due to soft ground;
- community groups are interested in high transit areas;
- need to explore higher and bigger density that serves many people with regard to affordable housing;
- building housing on top of the Community Centre will delay the entire project;
- housing on top of the library should be explored; and
- potential for sharing school gyms for various community activities and groups should be explored.

In reply to queries from Council, staff noted the following:

- underground parking has not been decided at this time; however, a cost breakdown could be brought forward for Council's consideration;
- time frame for construction for the new community centre is approximately two and half years;
- if additional storeys are built on the current community centre, the time frame will increase;
- initial breakdown of costs was done with little information and many assumptions were made;
- rationale for co-locating library and community centre is that many amenities and spaces can be shared, for example, washrooms, and janitor closets;
- co-locating the library and suggested housing would not provide the opportunity for shared spaces as there would be separate entrances for housing and the library;
- a number of non-profit organizations currently deliver various programs at the current community centre and all centres throughout the city; and
- during construction there are opportunities to recover certain materials and items that can be re-used; and



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- should the proposed recommendations be approved, the next steps would involve a concept design and proposed site location for Council's consideration.

R19/15-7

It was moved and seconded

- (1) *That the program totaling 60,350 sq. ft, (Table 2, page 5) for the Steveston Community Centre and Branch Library be approved, as outlined in the staff report titled, "Steveston Community Centre and Branch Library Proposed Program and Site Area," dated August 22, 2019, from the Director, Recreation and Sport Services and the Acting Director, Facilities; and*
- (2) *That staff be directed to:*
 - (a) *provide specific project cost estimates;*
 - (b) *review options to mitigate project costs;*
 - (c) *provide information on potential building sites and formations;*
 - (d) *provide information on the transition of programming from the existing facility to the new facility; and*
 - (e) *review options to expand the size of the proposed multipurpose rooms by 750ft²;**and report back.*
- (3) *That staff proceed with the Steveston Community Centre and Branch Library replacement project without the use of the airspace parcel on the Steveston Community Park as outlined in the report titled "Housing Options Associated with the Steveston Community Centre and Branch Library Replacement," dated September 18, 2019, from the Acting Director, Facilities, and the Director, Recreation and Sport Services; and*
- (4) *That staff pursue affordable housing options and a potential transit exchange for the future use of 4320 Moncton Street as outlined in the report titled "Housing Options Associated with the Steveston Community Centre and Branch Library Replacement," dated September 18, 2019, from the Acting Director, Facilities and the Director, Recreation and Sport Services.*



Regular Council
Monday, September 23, 2019

The question on the motion was not called, as there was agreement to deal with Parts (1) (2) (3) and (4) separately.

The question on Part (1) of Resolution R19/15-7 was then called and it was **CARRIED** with Cllrs. Steves and Wolfe opposed.

The question on Part (2) of Resolution R19/15-7 was then called and it was **CARRIED**.

The question on Part (3) of Resolution R19/15-7 was then called and it was **CARRIED** with Cllrs. Day, Greene, Steves and Wolfe opposed.

The question on Part (4) of Resolution R19/15-7 was then called and it was **CARRIED** with Cllrs. Steves and Wolfe opposed.

Discussion took place on the Richmond Lions Manor and as a result of the discussion, the following **referral motion** was introduced:

R19/15-8

It was moved and seconded

That staff inquire with Vancouver Coastal Health regarding the status of the Lions Manor land.

CARRIED

PLANNING COMMITTEE

Councillor Linda McPhail, Chair

17. **APPLICATION BY KONIC DEVELOPMENT LTD. FOR REZONING AT 4571, 4591, AND 4611/4631 STEVESTON HIGHWAY FROM "SINGLE DETACHED (RS1/E)" AND "TWO-UNIT DWELLINGS (RD1)" TO "LOW DENSITY TOWNHOUSES (RTL4)"**

(File Ref. No. RZ 18-839945; 12-8060-20-010081) (REDMS No. 6246089; 6252684)

R19/15-9

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10081, for the rezoning of 4571, 4591, and 4611/4631 Steveston Highway from "Single Detached (RS1/E)" and "Two-Unit Dwellings (RD1)" to "Low Density Townhouses (RTL4)," be introduced and given first reading.



Regular Council
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CARRIED

Opposed: Cllrs. Day
Wolfe

- R19/15-10 18. It was moved and seconded
That Committee rise and report (7:49 p.m.).

CARRIED

PUBLIC ANNOUNCEMENTS

Mayor Brodie acknowledged the passing of Robert Gonzalez, City of Richmond, General Manager, Engineering and Public Works Division and highlighted his service to the City. On behalf of Council, Mayor Bordie expressed his condolences to the Gonzalez family.

Mayor Brodie acknowledged the passing of Jim Bruce, former General Manager, Finance and Corporate Services, and commended his involvement with the City. On behalf of Council, Mayor Brodie expressed his condolences to the Bruce family.

Mayor Brodie announced that Contract 6511Q for On-Call Plumbing Contractor was awarded to PJB Mechanical Ltd. as the primary service provider while Entity Mechanical Ltd. and Ashton Service Group serve as secondary backup service providers, for a five-year term.

BYLAWS FOR ADOPTION

- R19/15-11 It was moved and seconded
That the following bylaws be adopted:

Housing Agreement (5333 No. 3 Road) Bylaw No. 9933, Amendment Bylaw No. 10037

Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 9713

CARRIED



Regular Council
Monday, September 23, 2019

- R19/15-12 It was moved and seconded
Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 9905 be adopted.

CARRIED

Opposed: Cllr. Greene

DEVELOPMENT PERMIT PANEL

- R19/15-13 19. It was moved and seconded
- (1) *That the minutes of the Development Permit Panel meeting held on September 11, 2019, and the Chair's report for the Development Permit Panel meetings held on May 29, 2019, and August 28, 2019, be received for information.*
 - (2) *That the recommendations of the Panel to authorize the issuance of:*
 - (a) *a Development Permit (DP 17-776441) for the property at 7000/7002, 7020 Williams Road and 10060 Gilbert Road; and*
 - (b) *a Development Permit (DP 19-858887) and Heritage Alteration Permit (HA 19-858886) for the property at 12551 No. 1 Road;**be endorsed, and the Permits so issued.*

CARRIED

ADJOURNMENT

- R19/15-14 It was moved and seconded
That the meeting adjourn (9:58 p.m.).

CARRIED



**City of
Richmond**

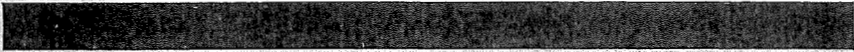
Minutes

**Regular Council
Monday, September 23, 2019**

Certified a true and correct copy of the
Minutes of the Regular meeting of the
Council of the City of Richmond held on
Monday, September 23, 2019.

Mayor (Malcolm D. Brodie)

Corporate Officer (Claudia Jesson)



Richmond Rail Corridor No. 2 Road to Steveston OPPORTUNITIES REPORT

prepared for the
**Township of Richmond,
and CP Rail**

prepared by
CIVITAS Urban Design & Planning Inc.

November 1990

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EXECUTIVE SUMMARY

This study has been undertaken on behalf of the Township of Richmond and CP Rail. The focus of the study is redevelopment of the Rail Corridor extending between No. 2 Road and Steveston. The Rail Corridor includes CP Rail's r.o.w., along which rail operations have been suspended, and contiguous Municipal properties.

STUDY PURPOSE

The purpose of the study is to determine if it is possible to develop the Rail Corridor and achieve both the Municipality's and CP Rail's objectives for the area. The Municipal objectives focus on reserving a transportation corridor and lands for public parks and trails. CP Rail's objectives focus on the advantageous disposal of their land holdings within the context of the Municipal objectives.

The study methodology includes four steps:

- Identification of general and specific development issues;
- Investigation of site specific development alternatives;
- Extrapolation of the site specific findings and their implications along the Rail Corridor; and
- Conclusions and recommendations articulating the opportunities for redevelopment of the Rail Corridor.

DEVELOPMENT ISSUES

The study reveals a number of significant development issues pertaining to the Rail Corridor including:

- **Site Configuration** of the Corridor and the restrictions this places on development.
- **Arterial Road** function of Railway Avenue and its impact on uses within and adjacent to the Corridor.
- **Transit** alternatives and their relationship to local and Municipal uses.
- **Richmond Trails Plan** objectives and identification of other open space opportunities within the Rail Corridor.

-
- **Residential demand** and the role of this use within redevelopment of the Rail Corridor.

DEVELOPMENT OPPORTUNITIES

Investigation into opportunities for redevelopment of the Rail Corridor reveals that the potential to address public and private objectives varies on a site specific basis, and this variation defines three distinct sub-areas within the study area.

North Section - *Located between No. 2 Road and Granville Avenue.*

Redevelopment of the rail r.o.w. is key to realizing the exceptional residential potential of the Dover Flats Neighbourhood and the Municipal Works Yard. Comprehensive planning for residential and open space uses in this area facilitates development of attractive, livable residential neighbourhoods integrated with the existing residential community and public open space network. Alternatively, development of the rail r.o.w. as a transit corridor seriously impacts residential potential and livability and raises questions as to the validity of a transit route which by-passes the Town Centre. The integration of the rail r.o.w. with the future development is, therefore, critical to successful redevelopment of the North Section.

Mid-Section - *Located between Granville Avenue and Brunswick Avenue.*

Planning of this section of the study area is critical to achieving Municipal objectives for both a transportation corridor linking Steveston with the Town Centre and for enhancement of the pedestrian and bicycle trail running parallel to Railway Avenue. Through comprehensive redevelopment, both uses can be successfully accommodated along with upgrading of Railway Avenue, and multi-family residential uses. The planning approach necessary to achieve these goals disregards existing ownership patterns. As a result, considerable flexibility is demonstrated in achieving public and private objectives and both the Municipality and CP Rail are presented with attractive development opportunities and benefits within a mutually supportive strategy.

West Section - *Located between Railway Avenue and No. 1 Road.*

Within this section of the Rail Corridor, various uses compete with transit for redevelopment of the CP Rail line. Opportunities exist to develop commercial uses at No. 1 Road, open space and trail uses where the existing rail line cuts through Steveston Park, and residential uses adjacent to Railway Avenue. Future Municipal objectives for transit with regard to type and routing will, however, determine the extent of these development opportunities and the role of the rail line as a "wall" between adjacent neighbourhoods or a "seam" knitting them together.

CONCLUSIONS

The findings of this study demonstrate Municipal and CP Rail objectives to be mutually supportive and that through a comprehensive planning strategy, both sets of objectives can be met and significant mutual benefits realized.

Municipal benefits include:

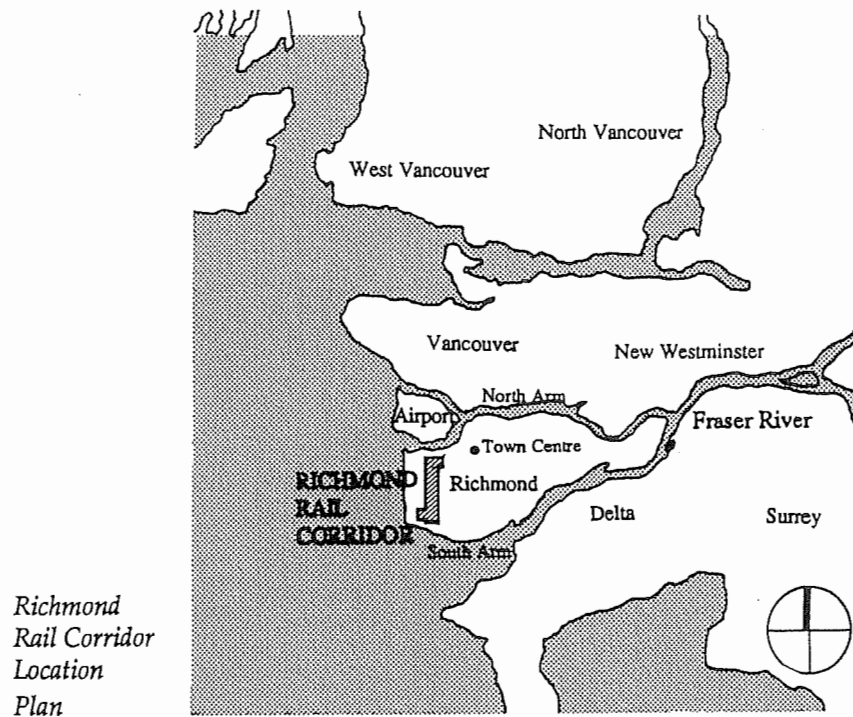
- creation of a character area or three character sub-areas within Richmond;
- accommodation of residential demand within high quality development;
- incorporation of long term transit requirements within a supportive and comprehensive development strategy;
- enhancement of the Municipal open space network and local neighbourhood amenities;
- identification of cost sharing opportunities with regard to public open space implementation; and
- establishment of a civic route linking Steveston and the Town Centre.

CP Rail benefits include:

- disposal of their surplus property; and
- participation in the creation of distinctive neighbourhoods in Richmond.

1.0 INTRODUCTION

Located strategically within the Lower Mainland, Richmond is a desirable residential community and sought after commercial address. As a result, Richmond is under increasing pressure to grow and change. Long and short term planning responsive to the needs of Richmond residents today and in the future is critical if these pressures are to be met. Planning of the Richmond Rail Corridor presents the community with just such an opportunity.



CP Rail has suspended rail operations between No. 2 Road and Steveston. The Municipality and CP Rail agreed to conduct this study investigating the CP Rail land holdings and contiguous Municipal properties including Railway Avenue and other developed and undeveloped road rights-of-way (r.o.w.) The purpose of this study is to identify opportunities and redevelopment alternatives for these properties that have the support and agreement of both CP Rail and the Municipality.

This stage of work addresses the basic ability of the land in question to sustain a form of redevelopment, which supports both public and private interests, and identify the general implications of such development. The study methodology includes four steps:

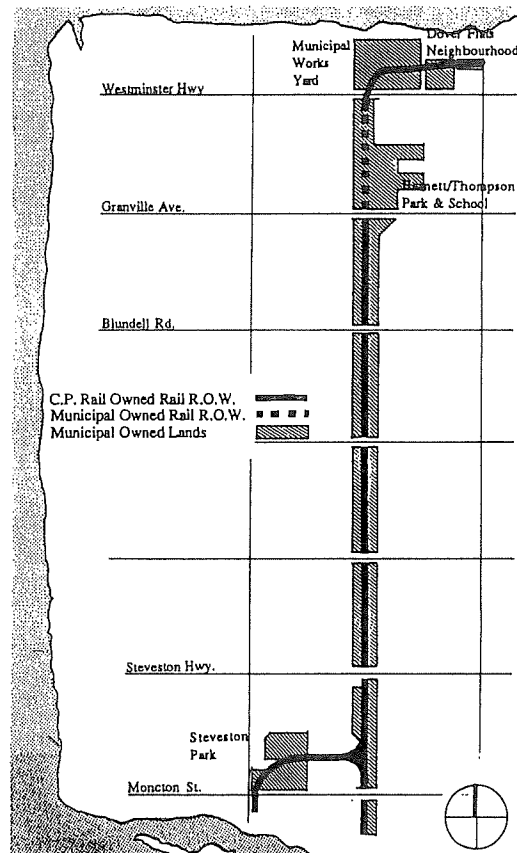
- Identification of general and specific development issues;
- Investigation of site specific development alternatives;
- Extrapolation of the findings and their implications along the Rail Corridor; and
- Conclusions and recommendations articulating the opportunities for redevelopment of the Rail Corridor.

Subsequent to this study, additional information and further investigation will be required to address issues specific to potential uses and forms of development and economic considerations.

2.0 STUDY AREA

The Rail Corridor includes a CP Rail owned r.o.w. and adjacent Municipal properties. The rail r.o.w. under study runs for approximately 4.4 miles extending from No. 2 Road in the north to Brunswick Drive in the south and including a spur line to Steveston south of Garry Street.

*Rail Corridor
Study Area*



CP Rail land holdings typically consist of the linear strip which supports the existing rail line. This strip varies between 52 feet and 66 feet in width along the length of the rail line. CP Rail's ownership is continuous except at street crossings and between Westminster Highway and Granville Avenue where it is interrupted by Municipal ownership.

Municipal land holdings within the Rail Corridor are typically two types: the narrow linear strips developed as Railway Avenue, McCallum Road and Geal Road and similar undeveloped parcels paralleling the rail line; and, large parcels of land through which the rail line passes including portions of the Dover Flats Neighbourhood, the Municipal Works Yard, Burnett/Thompson Park and School site and Steveston Park.

3.0 STUDY PURPOSE

The purpose of the study is to determine if through development of the Rail Corridor it is possible to achieve both the Municipality's and CP Rail's objectives for the area. It is intended that this investigation not be constrained by existing property ownership boundaries nor should it conclude with the identification of a single preferred development option. The objectives as stated in the study terms of reference are:

The Municipality:

- To reserve a corridor for future transportation use, recognizing that the mode of such transportation use may include any combination of private automobile, public transit using either rubber tired vehicles or fixed rail technology, and bicycle paths; and
- To reserve lands for public open space use, including parks and trails.

CP Rail:

- To dispose of their surplus land assets to the best advantage of their shareholders, mindful of the legitimate aspirations of the general public; and
- To determine to what extent land use development opportunities can be identified.

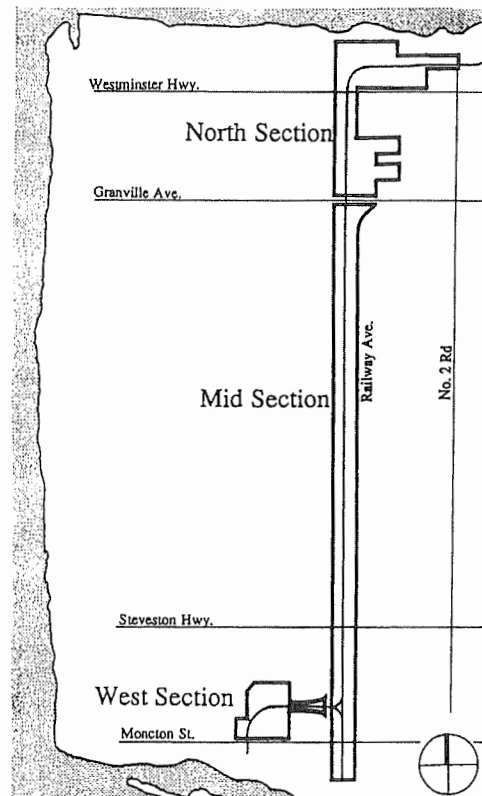
In addition to the Municipality's objectives for redevelopment of the Rail Corridor, site specific directives have been identified including:

- The Municipal classification of Railway Avenue as an arterial requires the existing roadway be improved to provide for four lanes of traffic, left turn lanes and on-road bicycle lanes;
- Railway Avenue's image should be upgraded to Railway Boulevard reflecting the increased residential and tourist significance of Steveston and its role as an important component of the route joining Steveston, and the Town Centre (with possible connections to Bridgeport Market);
- Public transit accommodated within the corridor should respond to tourist and commuter requirements; and

-
- Redevelopment of the Rail Corridor should enhance the Richmond Trails system where it links the south and middle arms of the Fraser River via the Railway Boulevard alignment.

4.0 GENERAL DEVELOPMENT ISSUES

The configuration and land ownership of properties within the Rail Corridor and the relationship of the Corridor to adjacent properties and Municipal systems vary along the length of the study area and impact redevelopment opportunities in distinct ways. These differences facilitate division of the study area into three sub-areas: the North Section, the Mid-Section and the West Section.



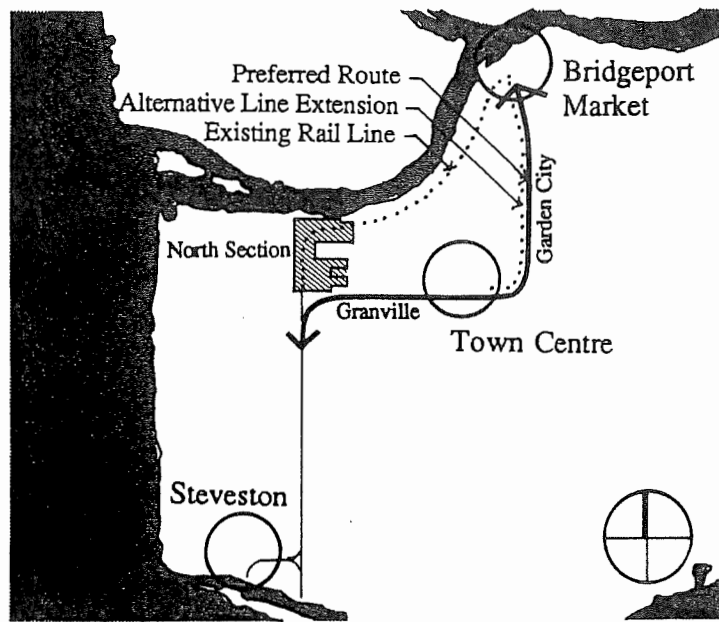
*Three Sub-Areas
within Study Area*

4.1 NORTH SECTION

Located between No. 2 Road and Granville Avenue, this sub-area is characterized by a narrow rail r.o.w. bisecting large parcels of Municipally owned lands including portions of the Dover Flats Neighbourhood, and the Municipal Works Yard. The CP Rail land holdings are primarily limited to the rail r.o.w. located between No. 2 Road and Westminster Highway; the remaining portion of the rail line between Westminster High-

way and Granville Avenue including the Burnett/Thompson Park and School site is Municipally owned.

Redevelopment of the North Section of the Rail Corridor must be considered, firstly, in terms of the opportunity the rail line r.o.w. presents as a transportation link between Steveston and Bridgeport Market and, secondly, with regard to development opportunities within the sub-area.



*Transportation Corridor
Route Alternatives*

The Municipal objective to provide a transportation corridor and transit link between Steveston, the Town Centre and Bridgeport Market addresses the needs of local residents, business and tourism. Use of the rail line r.o.w. to the north of Granville Avenue for this purpose results in an indirect and inefficient link between Steveston and the Town Centre neither conducive to commuter use nor well suited to commercial interests. A preferable routing links Steveston to the Town Centre directly via Granville Avenue, and the Town Centre to Bridgeport Market via Garden City Way. This strategy identifies a route that links together Steveston, the Town Centre and Bridgeport Market via an important road-oriented corridor

already suited to car and bicycle traffic and adaptable to various forms of transit including light rail.

Given the apparent undesirability of a transportation corridor within the North Section, local development opportunities take precedence in determining future land uses. These opportunities are the subject of a separate planning study investigating the Dover Flats Neighbourhood, including approximately 14.5 acres of Municipal Lands and approximately 20 acres of privately owned properties. The study is focussed on establishment of appropriate land uses, including residential, for which excellent development opportunities have been identified along with open space. A similar study will be required to identify the long term use for the 32 acre Municipal Works Yard where, as in the case of Dover Flats, opportunities for residential and open space uses appear exceptional and would serve to bridge between adjacent residential neighbourhoods. In both cases, therefore, important redevelopment opportunities exist.

Property ownership is an important issue to be considered with regard to redevelopment of both Dover Flats and the Municipal Works Yard. The amount of land owned by CP Rail is small relative to that of the Municipality and its limited access and configuration severely restrict independent redevelopment of uses other than transportation or open space. CP Rail owned properties are, however, critical to the effective development of adjacent public and private land as the rail r.o.w. (as existing or as a transit corridor) represents a barrier to creation of cohesive, livable neighbourhood units and, thus, to the realization of redevelopment opportunities. Redevelopment of the rail r.o.w. within comprehensive neighbourhood strategies, however, removes this barrier and greatly enhances residential opportunities throughout the area.



Aerial photo looking east from the Municipal Works Yard at the bottom to No. 2 Road at the top.



Aerial photo looking north from Granville Avenue at the bottom to the Fraser River at the top.

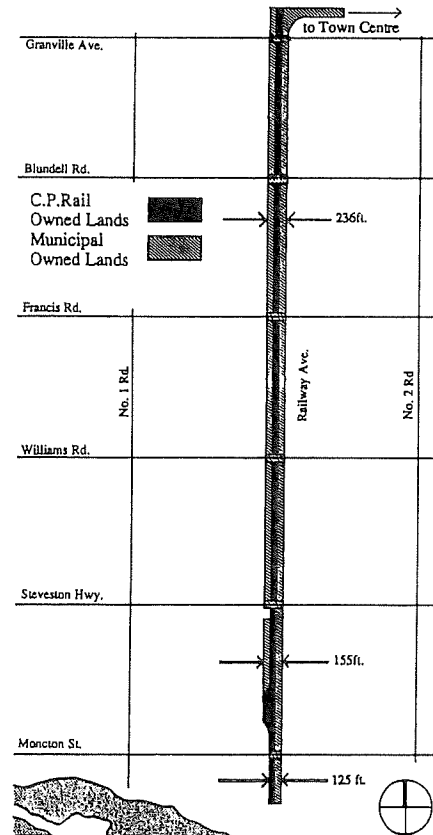
The remaining portion of the Rail Corridor within this sub-area is a narrow Municipally owned rail line r.o.w. cutting through a large Municipal parcel, the Burnett/Thompson School and Park site. Redevelopment of the r.o.w. as public open space is desirable as it would effectively remove the barrier the line currently poses in the park and support stated Municipal objectives with regard to the Richmond Trails Plan. Therefore, as with other portions of the sub-area, redevelopment of the rail line is important to the livability and viability of adjacent uses.

In summary, investigation of the North Section indicates that redevelopment of the rail r.o.w. is key to realizing the exceptional residential potential of the Dover Flats Neighbourhood and the Municipal Works Yard. Comprehensive planning for residential and open space uses in this area facilitates development of attractive, livable residential neighbourhoods integrated with the existing residential community and public open space network. Alternatively development of the rail line as a transit corridor seriously impacts residential potential and livability and raises questions as to the validity of a transit route which by-passes the Town Centre. The integration of the rail line into the future development is, therefore, critical to successful redevelopment of the North Section.

4.2 MID-SECTION

The sub-area is located between Granville Avenue in the north and Brunswick Drive in the south. The CP Rail land holding is comprised of a narrow rail r.o.w. varying between 50 ft. to 53 ft. in width extending the entire length of the sub-area. The Municipal properties include road r.o.w.s adjacent to the rail line. East of the rail line is the Railway Avenue r.o.w. which varies in width between 50 ft. and 117 ft., and to the west the 66 ft. road r.o.w. which has been partially developed into Geal and McCallum Roads. In addition, the Municipal properties include the triangular parcel located at the intersection of Granville and Railway Avenues. This parcel is a reminder of the original CP Rail line which ran parallel to Granville Avenue. Land adjacent to the Rail Corridor is developed with residential uses including both single family and multi-family on a mixture of small and large lots.

*Property Ownership
within Mid-Section
of Rail Corridor*



In order to determine the extent of development opportunities within the Mid-Section, it is necessary to identify the role of the sub-area with regard to public uses first and then determine what opportunity exists to address the private objectives of CP Rail. Municipal objectives identify the upgrading of Railway Avenue to arterial standards and the enhancement of the public open space trail system paralleling Railway Avenue to be of primary importance within any redevelopment plan. In addition, Railway Avenue is critical to creation of a transportation and transit corridor linking Steveston with the Town Centre and the Municipality wishes to encourage an improved image in keeping with this important civic role.

These three public uses, road, transit and trail, must be provided in parallel alignments along most or all of the Mid-Section of the Corridor. Similarly, introduction of other uses within the Corridor will need to be accommodated in linear parcels parallel to Railway Avenue. Existing property ownership boundaries also follow a pattern of parallel strips suggesting they may readily accommodate the required uses.



*Aerial photograph looking north
from Francis Road to Granville
Avenue*



Aerial photographs of the Mid-Section showing the area north from Steveston Highway above and the area north from Brunswick Drive below.



Preliminary investigation into redevelopment opportunities within the Mid-Section demonstrate, however, that it is not possible to accommodate all the required public uses within either of the Municipal r.o.w.s, nor is it desirable to split the uses and accommodate some in the r.o.w. to the east of the Rail line and some in the r.o.w. to the west. Therefore, respect of existing property ownership boundaries is inappropriate as a basis upon which to approach redevelopment.

Further investigation indicates that public uses can be accommodated and opportunities for private development exist if property boundaries are disregarded, but that more detailed analysis is required to understand the extent of such development. Issues and opportunities for redevelopment of the Mid-Section are focussed on tailoring the uses to the land available and fitting these uses with adjacent properties. The width and configuration of the Rail Corridor is, therefore, a significant issue to be addressed in order to ascertain the redevelopment opportunities which exist. In Section 6.0, Mid-Section Development, a series of Development Alternatives for the Mid-Section are presented.

4.3 WEST SECTION

This sub-area of the Rail Corridor spans west from Railway Avenue to Steveston's commercial area. Within this section the land available for redevelopment is limited to the property owned by CP Rail including the 50 ft. wide rail r.o.w., the rail line terminus at Moncton Street and No. 1 Road and a triangular parcel adjacent to Railway Avenue, a legacy of the connection between the north-south and east-west rail lines and the turning radius of rail vehicles. The only other property within the Rail Corridor is the 28.8 acre Municipally owned Steveston Park.



*Aerial photograph looking east
from Steveston to Railway Avenue*

Redevelopment opportunities within this sub-section are reliant on transit related issues. If transit is to be accommodated on the street system via buses or trolleys, then the CP Rail r.o.w. could be developed as an extension of adjacent uses as follows:

South of Moncton Street: non-residential uses including street oriented retail at grade, with office above, or uses which complement Steveston's increasing tourism role and reinforce the existing village streetscape;

At Steveston Park: public open space that unites the two halves of the Park;

East of Steveston Park: public open space/trail that links Steveston Park with Railway Avenue and knits together the adjacent residential neighbourhoods; and

Triangle at Railway Avenue: Residential uses which complement existing adjacent development and the residential development proposed for the Mid-Section.

Accommodating transit on the street system may require widening of existing street r.o.w.s resulting in considerable local impact and public cost. Use of the existing rail alignment for transit could, therefore, prove to be desirable, if not necessary, to satisfy Municipal objectives. If use of the rail alignment for transit is determined to be necessary, development opportunities for other uses are impacted. The amount of non-residential development at Moncton Street and No. 1 Road would be reduced, as would residential uses at Railway Avenue and open space opportunities throughout. Development of non-residential and residential uses need not, however, be precluded by transit. In fact, development of both uses, along with open space, will likely be critical to the sensitive introduction of transit within the existing community fabric.

Future Municipal objectives for transit with regard to type and routing will, therefore, determine the extent of development opportunities within this sub-area and, the role of the rail line as either a "barrier" separating adjacent neighbourhoods or a "seam" knitting them together.

4.4 SUMMARY

Analysis of the general issues regarding Rail Corridor configuration, land ownership patterns and linkages between Steveston and the Town Centre demonstrates that different redevelopment opportunities exist for each of the three sub-areas.

North Section: Prime residential and open space development opportunities exist within the North Section. Comprehensive planning is required to integrate the existing rail r.o.w. into the proposed redevelopment. Alternative development of the rail r.o.w. for transit would seriously compromise residential potential and livability of the area and raises questions as to the validity of a transit route that by-passes the Town Centre.

Mid-Section: Planning of this sub-area is critical to achieving Municipal objectives for both transportation and open space. Investigation indicates that in addition to public uses, private development can be accommodated, but that more detailed analysis is required to determine the extent of such development. This detailed analysis is presented in Section 6.0, Mid-Section Development. Issues and opportunities for redevelopment of the Mid-Section are focussed on the tailoring of proposed uses to the land available and neighbouring development.

West Section: Within this section of the Rail Corridor, various uses compete with transit for redevelopment of the CP Rail r.o.w. Opportunities exist within this section to develop commercial uses at No. 1 Road, open space and trail uses where the existing rail line cuts through Steveston Park, and residential uses adjacent to Railway Avenue. Future Municipal objectives for transit with regard to type and routing will, however, determine the extent of these development opportunities and the role of the rail line as a "barrier" separating adjacent neighbourhoods or a "seam" knitting them together.

Conclusion

Further investigation should be undertaken to better determine the extent and form of development opportunities which

exist in the Mid-Section. The North and West Sections, however, require the Municipality to articulate public objectives for transit and associated land allocations, and planning already underway for the Dover Flats Neighbourhood before a more detailed assessment of development potential can be made.

5.0 SPECIFIC DEVELOPMENT ISSUES

Within the Mid-Section, investigation is needed into possible forms of development and their implications for redevelopment. In this section of the study, issues and opportunities specific to the Mid-Section are identified and grouped under the four uses identified by the public and private objectives for the redevelopment of the Rail Corridor: Railway Boulevard, Transit, Trails and Parks, and Development. The conclusions of this analysis form the basis for identification of the development opportunities described in Section 6.0, Mid-Section Development.

5.1 RAILWAY BOULEVARD

Issues

- What is the most effective way to accommodate Railway Avenue's arterial requirements within the Rail Corridor while respecting other land use opportunities?
- How can the Municipality's objective regarding the image of "Railway Boulevard" best be achieved?

Analysis

- The existing road r.o.w. is too constricted to meet arterial standards for four driving lanes, left turn and bicycle lanes.
- Arterial requirements and access to existing properties which must be maintained make redevelopment of Railway Avenue the least flexible of the four land uses within the Rail Corridor.
- The siting of the arterial towards the eastern side of the Rail Corridor:
 - a) maximizes parcel depth to the west where other land uses can be developed unhampered by access problems or interruptions; and
 - b) facilitates convenient access to existing single family properties along the road's eastern boundary while minimizing land devoted to special access measures (i.e. lanes or extended driveways).
- Within the Rail Corridor, a variety of means are available to establish a distinctive character for Railway Boulevard. However, for Railway Boulevard to perform effectively as part of the civic route linking Steveston with the Town Centre, it is important that a strong sense of continuity be established with Granville Avenue and Moncton Street. Appropriate elements include:
 - the relationship of land uses to the street (as opposed to the land use itself);
 - bold landscape elements (i.e. rows of poplars which are visible from a distance and traditionally demarcate property lines or routes);
 - historic references (i.e. to the rail or interurban lines); and

-
- special land uses which are highly visible and distinctive (i.e. rail transit).

Conclusions

- Arterial road requirements can be achieved while maintaining a variety of public and private development opportunities within the Rail Corridor.
- The image of Railway Boulevard must be articulated as an integral part of the entire Steveston/Town Centre civic route through appropriate land uses and development form and siting.

Response

- Locate Railway Boulevard towards the eastern side of the Rail Corridor.
- Consider special landscaping, uses (i.e. rail transit), etc. which create a distinctive environment for Railway Boulevard and provide for continuity along the civic route.

5.2 TRANSIT

Issues

- What is an appropriate range of transit alternatives to pursue?
- How should transit be sited within the Rail Corridor and in relation to other uses to be effective and sensitive?

Analysis

- Bus service linking Steveston to the Town Centre (and Bridgeport Market) is readily accomplished and should be considered the minimum level of public transit provided in all transit options.
- In addition to bus service, two proposed transit alternatives have been discussed by Municipal staff. They are:
 - a) a lower ridership, scenic/character service geared primarily to tourists; and
 - b) a higher ridership, more efficient service geared to commuters and other users.
- Issues regarding rail transit include noise, safety, physical compatibility with adjacent uses and corridor dedication. Transit models such as the light rail system used by Portland commuters and the slower speed tourist system used in Seattle demonstrate that noise can be minimal, safety issues can be addressed effectively, and compatibility can be addressed through attention to design and siting. With regard to corridor dedication, Portland's system was installed successfully through an existing residential area along an existing street r.o.w., but only after considerable public effort and cost. If rail transit is to be maintained as an option for Richmond's future, land should be committed now through comprehensive planning of the Rail Corridor. (This could include the triangular parcels at Granville Avenue and south of Garry Street designed to accommodate rail vehicle turning requirements.).
- The location of a light rail transit line within the Rail Corridor is a critical factor in determining the area's overall development potential. Transit can, for example, make open space and residential adjacencies problematic. Many cities, including Toronto and Portland, have successfully

addressed this issue by locating rail transit in the middle of existing road r.o.w.'s away from sensitive adjacent uses. This approach is appropriate within Richmond's Rail Corridor.

Conclusions

- Transit options are:
 - a) **Bus Only:** Municipal on-road bus service will be provided to Steveston via Granville Avenue and Railway Boulevard.
 - b) **Scenic Trolley:** In addition to bus service, a single track electric system with overhead wires will be provided, similar to the Seattle model, with sidings as required. Trolley service to Steveston will follow a centre median down Granville Avenue and Railway Boulevard either to Moncton Street or to the CP Rail r.o.w. through Steveston Park.
 - c) **Commuter Rail:** In addition to bus service, a double track electric system with overhead wires will be provided, similar to the Portland model. Commuter rail service to Steveston will follow a centre median down Granville Avenue and Railway Boulevard to the CP Rail r.o.w. through Steveston Park.

Response

- Investigate all three transit options further and their implications for redevelopment.

5.3 TRAILS AND PARKS

Issues

- What are the physical requirements and development implications of the Richmond Trails Plan within the Rail Corridor?
- How can development of the Rail Corridor best contribute to Municipal open space needs?

Analysis

- Richmond Trails Plan designates the dyke-Railway Avenue route to be developed as one of two major trail circuits within the Municipality. The plan requires future adjacent developments be aware of their potential influence on this linear open space and encourages connections with smaller circuits and existing parks. Analysis indicates that a linear open space, 20 ft. to 30 ft. wide, will effectively support objectives for the trail in this area and that use of the trail could be enhanced if located west of Railway Boulevard where interruptions (i.e. driveways) can be minimized.
- Richmond Leisure Services recognizes that the Rail Corridor passes through areas with open space deficiencies, however, no specific open space targets exist for the Corridor. In addition, analysis of Municipal criteria for parks indicates that development within the Rail Corridor is problematic due to:
 - poor accessibility;
 - isolated location away from any neighbourhood focus;
 - poor visibility and surveillance; and
 - Rail Corridor configuration which precludes development of rectangular parks.
- Relationships between the trail and other proposed uses for the Rail Corridor present a number of issues and opportunities including:
 - Railway Boulevard* - Close proximity of the trail and road would: enhance trail visibility and surveillance; permit sharing of commuter and pleasure bicycle activities between road and trail ; and enhance Railway Boulevard's image and role within the Municipality.

Rail Transit Corridor - Close proximity of the trail and a rail transit corridor would isolate the trail from other uses, limit convenient access, surveillance and visibility, and impair safety and usability.

Development - Residential uses developed along the west side of the Corridor and adjacent to the trail would buffer existing residential neighbours; front the trail in a complementary manner; enhance trail surveillance and visibility; and, enhance local use of the trail.

Conclusions

- Recreation and open space opportunities for the redevelopment of the Rail Corridor include:
 - the development of a 20 ft. to 30 ft. wide continuous trail to address Municipal goals. Where possible, the trail should be fronted by residential development, be adjacent to Railway Boulevard and be buffered from the transit corridor;
 - the creation of rectangular corner parks at all major intersections, where access is best, to encourage use of the trail system, accommodate recreation facilities, and enhance the character of Railway Boulevard;
 - the development of pocket parks within the trail system to facilitate the integration of existing open spaces and parks with the trail system, accommodate local residential recreational needs and those of the trail users and enhance the character of Railway Boulevard; and
 - the opportunity for the trails system and other public open spaces to benefit from and respond to special features of Rail Corridor redevelopment (i.e. character trolley, special landscaping and improved access).

Response

- Develop a 20 ft. to 30 ft. trail, corner parks and pocket parks in a manner which is responsive to the unique opportunities of each redevelopment option.

5.4 DEVELOPMENT

Issues

- Can the Rail Corridor accommodate private uses in addition to required public uses without compromising the objectives of the latter?
- How does the introduction of private uses impact the fit of Rail Corridor redevelopment with the surrounding community?

Analysis

- The Rail Corridor configuration is adequate to accommodate the required public uses - Railway Boulevard, transit and the trail - along with development of other uses if accommodated along the west side only. This configuration allows for continued access to properties fronting the east side of Railway Boulevard, sufficient parcel depth for development on the west side of the street, and framing of the new Boulevard.
- The Mid-Section of the study area runs through lands primarily developed with single family houses, duplexes and low-rise multi-family uses. Trends toward densification are already evident here as smaller lots and multi-family projects are replacing the last of the area's larger parcels. Creation of a transit corridor within the Rail Corridor will further increase pressures toward densification. Introduction of residential uses within the Rail Corridor will address projected residential demand and respond sensitively to the scale and character of existing residential neighbours. Non-residential uses are not considered appropriate for redevelopment here.
- Upgrading of Railway Avenue to meet arterial and transit requirements could negatively impact the livability of adjacent existing residences and require special mitigating measures be taken. Similarly, the new image desired by the Municipality for Railway Avenue could be impaired by the uncomplimentary nature of existing adjacent development including backyard fences and a mix of housing forms and require redevelopment address this. Introduction of residential uses within the Corridor provides the opportunity

to: respond sensitively to the scale and character of Railway Boulevard; enhance usability of the trail system (i.e. surveillance, users, etc.); provide an effective buffer between existing homes and Railway Boulevard; and, mask unattractive backyard fences.

- The configuration of the Rail Corridor and complexities related to access to existing and proposed development place special constraints on redevelopment. As the preferred location for both residential development and the trail is to the west of Railway Boulevard and interruption of the trail must be minimized, access is further constrained. Proposed residential development must attempt to minimize access points to Railway Boulevard through shared driveways. This can be accommodated by single family development but is better achieved by multi-family development with common parking.

Conclusions

- Residential is an appropriate use to incorporate within the Rail Corridor and is potentially mutually supportive of the public uses proposed and adjacent residential neighbourhoods.
- Residential development should be situated to the west of Railway Boulevard.

Response

- Investigate redevelopment options including both single family and multi-family residential uses.

7.0 CONCLUSIONS

The findings of this study demonstrate Municipal and CP Rail objectives to be mutually supportive and that through a comprehensive planning strategy, both sets of objectives can be met and significant mutual benefits realized.

- Municipal objectives to reserve a corridor for future transportation use and lands for public open space can be successfully accommodated through redevelopment of the Rail Corridor. Planning around these uses demonstrates flexibility and the ability of redevelopment to effectively integrate the Rail Corridor with adjacent neighbourhoods and broader Municipal networks while establishing a distinctive character appropriate to its civic role and residential context.
- CP Rail objectives to dispose of their surplus land assets to the best advantage of their shareholders are well served by the important residential development opportunities identified within and adjacent to the Rail Corridor. In addition, properties owned by CP Rail are demonstrated to be critical to both the achievement of public goals for the Rail Corridor and for effective planning of adjacent neighbourhoods.
- Furthermore, findings demonstrate Municipal and CP Rail objectives to be mutually supportive surrounding issues of open space usability, transit demand, residential densification and cost sharing with regard to public open space. Redevelopment strategies with no opportunity for private development, however, not only perform poorly relative to CP Rail objectives, but less successfully address Municipal objectives than strategies with private development.

REDEVELOPMENT OPPORTUNITIES

Investigation into opportunities for redevelopment of the Rail Corridor reveals that the potential to address public and private objectives varies and defines three distinct sub-areas within the study area.

North Section: *Located between No. 2 Road and Granville Avenue*

Redevelopment of the rail r.o.w. is key to realizing the exceptional residential potential of the Dover Flats Neighbourhood and the Municipal Works Yard. Comprehensive planning for residential and open space uses in this area facilitates development of attractive, livable residential neighbourhoods integrated with the existing residential community and public open space network. Alternatively, development of the rail r.o.w. as a transit corridor seriously impacts residential potential and livability and raises questions as to the validity of a transit route which by-passes the Town Centre. The integration of the rail r.o.w. with the future development is, therefore, critical to successful redevelopment of the North Section.

Mid-Section: *Located between Granville Avenue and Brunswick Avenue*

Planning of this section of the study area is critical to achieving Municipal objectives for both a transportation corridor lining Steveston with the Town Centre and for enhancement of the pedestrian and bicycle trail running parallel to Railway Avenue. Through comprehensive redevelopment, both uses can be successfully accommodated along with upgrading of Railway Avenue, and multi-family residential uses. The planning approach necessary to achieve public and private objectives and both the Municipality and CP Rail are presented with attractive development opportunities and benefits within a mutually supportive strategy.

West Section: *Located between Railway Avenue and No. 1 Road.*

Within this section of the Rail Corridor, various uses compete with transit for redevelopment of the CP Rail line. Opportunities exist to develop commercial uses at No. 1 Road, open space and trail uses where the existing rail line cuts through Steveston Park, and residential uses adjacent to Railway Avenue. Future Municipal objectives for transit with regard to type and routing will, however, determine the extent of these development opportunities and the role of the rail line as a "wall" between adjacent neighbourhoods or a "seam" knitting them together.

RECOMMENDATIONS

The following recommendations are intended to further assist in comprehensive planning of Rail Corridor redevelopment responsive to both Municipal and CP Rail objectives.

- Initiate discussions between the Municipality and CP Rail regarding future comprehensive development of the Rail Corridor.
- Develop the process for obtaining public involvement in the planning of the Rail Corridor redevelopment.
- Identify preferred regional and local transit systems, and determine desired routes and necessary infrastructure.
- Define specific open space requirements for the Rail Corridor including spatial requirements for the trail, spatial requirements and programming for parks, accessibility and usability standards, and development and maintenance strategies including financial opportunities and implications.
- Establish livability criteria appropriate for development in the three sub-areas of the Rail Corridor, determine the range of residential densities and desired character for each, and identify the elements and means critical to establishment of those characters.

Referrals

Councillor Harold Steves

July 2, 2019

1) Transit Exchange at Steveston Community Park:

That staff consider the use of 4320 Moncton Street as part of a full transit exchange at Steveston Community Park and report back to council.

The City owns property at 4320 Moncton St, valued at \$12,677,000, with 4,532 sq. m. deeded and additional access from road allowances on the east and west sides.

2) Rapid Transit Link to Steveston:

That Staff review the report "Rapid Transit Link to Steveston", schedule 2 to the minutes of the General Purposes Committee Meeting held on Tuesday, December 21, 2004 and recommend potential routes for Richmond Rapid Transit Phase 2 connecting the Canada Line to Steveston with LRT and a recommended site for a future LRT transit centre in Steveston.

3) Rapid Transit to Steveston and Ladner/White Rock via an LRT Tunnel at Massey tunnel announced by premier Van Der Zalm, August 1989.

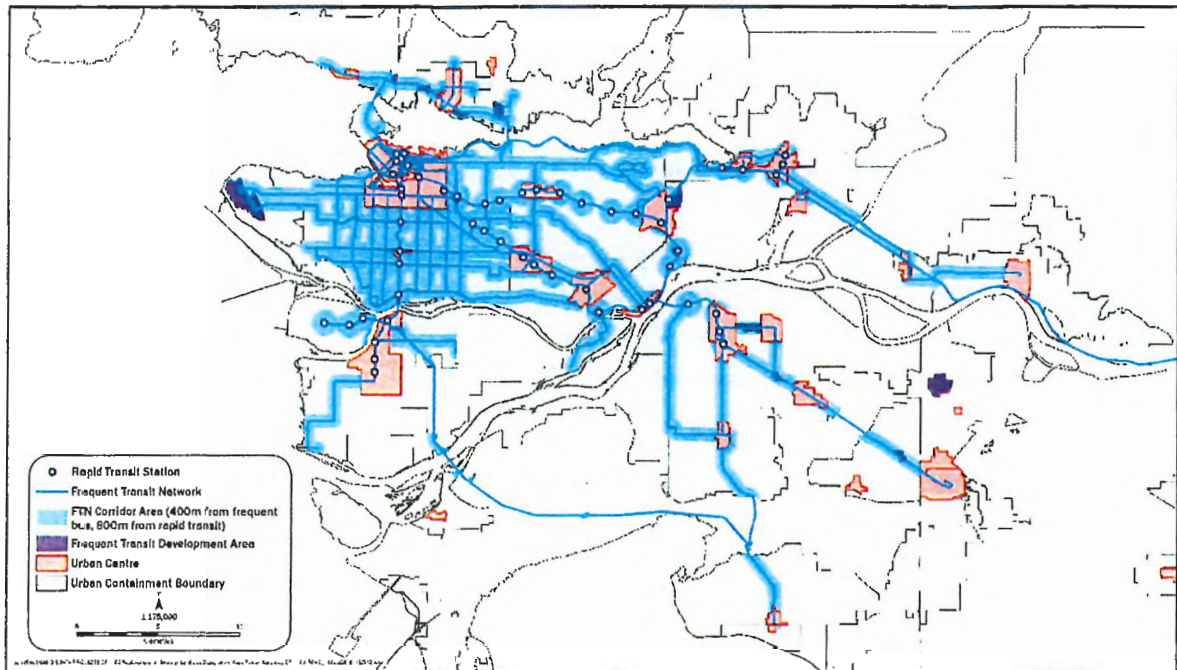
That staff prepare options for LRT across Richmond to an LRT Transit Tunnel at Massey Tunnel utilizing the Shell Road Railway Line from Bridgeport, or a connection to the Canada Line, or a combination of both.

Addition to Referral of July 2, 2019,

Councillor Harold Steves, July 8, 2019

4) Urban Centre & FTDA Policy Review Background Paper, June 24, 2019

That staff consider rejection of a Chatham Street bus exchange and related Frequent Transit Network Corridor that would require densification 400 metres on each side of a route from Railway Avenue along Williams Road, Springmont Drive, Seventh Avenue and Chatham Street west of Third Avenue.



5 Urban Centre and FTDA Policy Review

The *Metro 2040* Urban Centres and FTDA Policy Review is a multi-year initiative to help improve clarity and effectiveness of the Metro Vancouver growth framework by recommending changes to two of its growth structuring tools – i.e. Urban Centres and FTDA's. The review will inform the regional growth strategy update.

6 Urban Centre and FTDA Policy Review - Objectives

Phase 1 of the Policy Review focused on understanding how Urban Centres and FTDA's are performing and evolving on the ground. Based on the results of Phase 1, the objectives of Phase 2 are to **identify opportunities** to improve Metro Vancouver's growth structuring tools by:

1. **Clarifying the types, definitions, and identification criteria** of the Urban Centres and FTDA's;
2. **Defining the relationships** among the Urban Centres and FTDA's and between the Urban Centres and FTDA's and regional services, including (but not limited to the Frequent Transit Network);
3. **Developing the policies** to support the implementation of a new Urban Centres and FTDA framework;
4. **Further integrating the use of corridors** into regional planning and monitoring.

Carol Day : Referral to staff

Review the cost estimates for the Steveston Community Centre and Library.

Rational :

Why is the Steveston Community Centre up to 110 million for 60,350 sq. ft.? Even with inflation there is a significant difference between these two projects.



\$59 million cost estimate on proposed south-end Guelph community centre

NEWS Jun 01, 2014 by [Tony Saxon](#) Guelph Mercury

GUELPH—A new recreation complex in the city's south end has taken a seemingly huge step toward becoming a reality, but it comes with a hefty price tag.

A long-anticipated consultant's report says a new facility would cost \$59 million and should be located off Clair Road behind Bishop Macdonell Catholic High School. The proposed 150,000-square-foot facility would include two ice pads, an aquatics centre, two gymnasiums, seniors' programming space, meeting rooms and a daycare available for those using the facility, the consultant's report recommends.

South Guelph rec centre could open as early as 2021

COMMUNITY Jul 04, 2018 by [Graeme McNaughton](#) Guelph Mercury



Pending budgetary approval by council, city staff say the proposed South End Community Centre could open its doors as early as 2021. - Dolores Black

Residents in south Guelph could have a community centre of their own as soon as 2021.

That is according to Mario Petricevic, the city's general manager of facilities management, who told councillors this info during Tuesday afternoon's session of committee of the whole.

However, that optimistic timeline requires the council in place after October's municipal election to give approval to spending the money required to go ahead with the project.

"The design itself, we could have completed toward the end of this year. That would be tender ready at that point," he told councillors.

"However, I would say in the new year with a new council, that's when we would bring a report to council with the full costing and ask for the funding required to go to tender and proceed with construction."

He added that, should councillors approve the spending for the proposed South End Community Centre, shovels could be in the ground as soon as early summer of 2019, with an expected build time of 18 to 24 months.

Best-case scenario, Petricevic said, would see the doors of the new community centre opening in 2021.

While a new report would update the expected construction costs, the city added \$60 million to its 10-year capital forecast for the project in 2015.

A staff report sent to councillors last month noted that the city may not be on the hook for all of that money, saying this project “has been identified as potentially being eligible for grant funding, and staff are actively pursuing federal and provincial governments and our local utility providers for funds to decrease the cost for design and construction of this facility.”

Following questions from Coun. Mark MacKinnon, Petricevic revealed other details about the proposed community centre, including how its size — 15,000 square metres, or about 160,000 square feet — compares to the city's other community centres.

“Our West End Community Centre, for example, is around 133,000, 135,000 square feet, so it’s a little larger than (that one),” he said.

“Victoria Road, with the expansion we put on, is about 75,000, so it's roughly twice the size.”

One possible issue facing the new community centre is where people will leave their vehicles when they are at the facility.

“We’re looking at somewhere between 500 to 600 spaces on the site. However, I don’t think that meets what the current site plan requirements are for a building of that size,” Petricevic said.

“We’re working with our consultants and our site plan review staff to find out what we can get to as far as an appropriate number.”

He added that options being considered include a parking garage or, should the final number be close enough to what is required by the city’s zoning bylaws, that a minor variance be sought.

Petricevic also said the city is looking at putting a solar panel array on the roof. The size of the array would depend on what funding is made available, and could be as large as two-thirds coverage of the building’s roof, generating as much as 1,700 kilowatts.

“It sounds like, with an agreeable council, this will perhaps be one of the most forward-thinking and advanced buildings the city has,” MacKinnon said.



Parks, Recreation and Cultural Services Committee

Date: Tuesday, September 24, 2019

Place: Anderson Room
Richmond City Hall

Present: Councillor Harold Steves, Chair
Councillor Chak Au
Councillor Bill McNulty

Absent: Councillor Linda McPhail
Councillor Michael Wolfe

Also Present: Councillor Carol Day

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

MINUTES

It was moved and seconded

That the minutes of the meeting of the Parks, Recreation and Cultural Services Committee held on July 17, 2019, be adopted as circulated.

CARRIED

NEXT COMMITTEE MEETING DATE

October 29, 2019, (tentative date) at 4:00 p.m. in the Anderson Room

DELEGATION

1. The Chair noted that the delegation from the Green Teams of Canada will be unavailable to present to the Committee.

COMMUNITY SERVICES DIVISION

**2. RICHMOND SPORTS COUNCIL FACILITY NEEDS ASSESSMENT
2018 UPDATE**

(File Ref. No. 11-7000-10-01) (REDMS No. 6197503 v. 49)

In reply to queries from Committee, staff noted that the City will be working with the Richmond Sports Council on developing a sport facility and infrastructure priority list and that staff estimate that the assessment process will take approximately six months to complete.

Jim Lamond, Chair, Richmond Sports Council, spoke on the on-going assessment and expressed concern with regard to aging City sport facilities. He added that the Sports Council has submitted multiple reports on the matter in the past and encouraged the City to prioritize development of such facilities, including multipurpose spaces.

Discussion ensued with regard to proposals to develop a comprehensive sports complex in the city.

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

It was moved and seconded

That staff work with the Richmond Sports Council to develop the Richmond Sports Council's facility needs assessment in priority form, and be brought forward to Council for consideration.

CARRIED

3. REPLACEMENT OF THE RICHMOND TENNIS CLUB BUBBLE

(File Ref. No. 11-7000-10-01) (REDMS No. 6273960 v 11)

Discussion ensued with regard to the proposed funding structure to replace the Richmond Tennis Club bubble. Staff noted that the Province will be providing funding towards the project and that proposed funding from the City would cover remaining replacement costs. As such, it was suggested that the word "grant" be removed from the staff recommendation.

It was moved and seconded

That Council approve funding of \$241,000 from the Council Community Initiative Account, to the Richmond Tennis Club, and that the expenditure be included in the Consolidated 5 Year Financial Plan (2020-2024), as outlined in the staff report titled, "Replacement of the Richmond Tennis Club Bubble," dated August 29, 2019, from the Director, Recreation and Sport Services.

CARRIED

Parks, Recreation & Cultural Services Committee
Tuesday, September 24, 2019

4. COMMUNITY SERVICES 2019 SUMMER PROGRAMS UPDATE FOR CHILDREN, YOUTH AND FAMILIES

(File Ref. No. 11-7000-01) (REDMS No. 6270615 v. 24)

A video reviewing the 2019 Summer Programs activities was presented (Copy on-file, City Clerk's Office). It was suggested that the video be presented at an upcoming Council meeting.

It was moved and seconded

That the staff report titled "Community Services 2019 Summer Programs Update for Children, Youth and Families," dated August 29, 2019, from the Director, Recreation and Sport Services, be received for information.

CARRIED

5. AGE OF ELIGIBILITY FOR SENIORS PRICING

(File Ref. No. 11-7000-01) (REDMS No. 6245774 v. 26)

Discussion ensued with regard to (i) current seniors pricing policy, (ii) removing recreation fees for seniors 80 years old or older, (iii) encouraging seniors to participate in Community Services programs, and (iv) exploring options to develop youth recreational sponsorship models.

In reply to queries from Committee, staff noted that current seniors pricing would remain unchanged and a proposed pricing policy would consider all age groups. Staff added that staff can further review pricing models for seniors and report back at a future Committee meeting.

It was moved and seconded

- (1) That a pricing policy for Community Services programs, rentals and admissions be developed, and report back to Council with a draft policy for consideration, as described in the staff report titled "Age of Eligibility for Seniors Pricing," dated August 29, 2019, from the Director, Recreation and Sport Services;*
- (2) That \$25,000 from the Recreation Fee Subsidy Program (RFSP) contingency fund of \$50,000, previously approved by Council be allocated to the central fund, as described in the staff report titled "Age of Eligibility for Seniors Pricing," dated August 29, 2019, from the Director, Recreation and Sport Services; and*
- (3) That a one-time additional level request of \$82,000 to support the Recreation Fee Subsidy Program (RFSP) be submitted for consideration in the 2020 budget process, as described in the staff report titled "Age of Eligibility for Seniors Pricing," dated August 29, 2019, from the Director, Recreation and Sport Services.*

The question on the motion was not called, as there was agreement to deal with Parts (1) (2) and (3) separately.

3.

Parks, Recreation & Cultural Services Committee
Tuesday, September 24, 2019

The question on Part (1) was then called and it was **CARRIED** with Cllr. McNulty 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**.

6. FISHING ACTIVITIES, BOATING, SAFETY, AND VEHICLE PARKING AT THE IMPERIAL LANDING DOCK

(File Ref. No. 06-2345-20-ILAN1) (REDMS No. 6151682 v. 12)

Staff presented the proposed fishing activity signage (attached to and forming part of these minutes as Schedule 1), noting that the signage will be painted on the dock surface.

Discussion then ensued with regard to areas where fishing is permitted in Steveston, and staff noted that the Steveston Harbour Authority has advised that fishing is not permitted on their docks.

It was moved and seconded

That the staff report titled "Fishing Activities, Boating, Safety, and Vehicle Parking at the Imperial Landing Dock," dated August 28, 2019, from the Director, Parks Services, be received for information.

CARRIED

7. MANAGER'S REPORT

(i) Hugh Boyd Artificial Field Project

Staff noted that the installation process encountered weather-related challenges and as a result, completion of the project is anticipated to be in the end of October 2019.

(ii) Upcoming Events in Richmond

Staff updated Committee on upcoming events in the city, including (i) the "City at Work" exhibit at the Richmond Museum, (ii) the "We First Need a Boat for the Rising Tide To Lift Us" and "Cave to Dream" exhibits in the Richmond Art Gallery, (iii) Richmond Culture Days, and (iv) a mural unveiling at the Richmond Cultural Centre.

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (4:48 p.m.).

CARRIED

Parks, Recreation & Cultural Services Committee
Tuesday, September 24, 2019

Certified a true and correct copy of the Minutes of the meeting of the Parks, Recreation and Cultural Services Committee of the Council of the City of Richmond held on Tuesday, September 24, 2019.

Councillor Harold Steves
Chair

Evangel Biason
Legislative Services Coordinator





City of Richmond

Report to Committee

To: Parks, Recreation and Cultural Services
Committee

Date: August 13, 2019

From: Elizabeth Ayers
Director, Recreation and Sport Services

File: 11-7000-10-01/2019-
Vol 01

Re: **Richmond Sports Council Facility Needs Assessment 2018 Update**

Staff Recommendation

That a sport facility and infrastructure priority list be developed for consideration with future corporate facility plans according to the process outlined in the staff report titled "Richmond Sports Council Facility Needs Assessment 2018 Update," dated August 13, 2019, from the Director, Recreation and Sport Services and brought to Council for consideration in the first quarter of 2020.

Elizabeth Ayers
Director, Recreation and Sport Services
(604-247-4669)

Att. 2

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

Staff Report

Origin

At the June 18, 2018, General Purposes Committee meeting, Jim Lamond, Chair of Richmond Sports Council, presented Richmond Sports Council's Sports Facilities Needs Assessment 2018 (the "Assessment Report") dated June 6, 2018 (Attachment 1). As a result, staff received the following referral:

That the 2018 Richmond Sports Council Facility Needs Assessment be referred to staff for review and input.

The purpose of this report is to update Council on the work that has been done to date on the Assessment Report, and to seek Council's support for staff to develop a prioritized list of sport infrastructure requests for new buildings, structures and fields for Council's review and consideration, according to the process outlined in this report. This report also provides the corporate context in which these requests be given consideration.

Richmond is known for its parks and open spaces, and recreation and sport facilities. The continued provision of modern and well-maintained facilities that meet the current and future needs of residents is fundamental to supporting sport in Richmond.

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

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

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

This report supports Council's Strategic Plan 2018 – 2022 Strategy #5 Sound Financial Management:

Accountable, transparent, and responsible financial management that supports the needs of the community into the future.

5.1 Maintain a strong and robust financial position.

This report supports the following action from the City of Richmond Wellness Strategy 2018 – 2023:

Foster healthy, active and involved lifestyles for all Richmond residents with an emphasis on physical activity, healthy eating, and mental wellness.

This report supports the following action from the Recreation and Sport Strategy 2019 – 2024:

Active People and Vibrant Places: 4. Provide inclusive, safe and welcoming facilities and spaces for recreation and sports programs and services.

This report supports the following action from the Sport Hosting Strategy 2016 – 2020:

Use Sport Hosting to support a robust and integrated sport development system in Richmond.

Background

Richmond Sports Council has a long history in Richmond of representing and working for the collective interests of sports in the community. It was officially registered as a not-for-profit organization in 1988 and presently has over 35 member organizations.

In 2017, Richmond Sports Council's sports organizations unanimously voted in favour of appointing a Facility Review Committee (the "Committee") to "review their short and long-term facilities needs to accommodate anticipated increase in active members and replacement of existing (aging) facilities".

In January 2018, the Committee polled members to understand the needs of Richmond-based sport organizations that form Richmond Sports Council. The Committee includes 10 members of Richmond Sports Council.

The Assessment Report (Attachment 1) summarizes the feedback received from the 17 organizations that responded to the survey and categorizes their requests into three sections:

1. Facility Needs Priorities – Eight priority items from the list of over 30 identified needs;
2. Projects Already in Progress – Hugh Boyd Field House (conceptual planning) and Lawn Bowling Clubhouse (Council approved); and
3. Future Possibilities – An "arena facility" as part of a multi-sport field house complex.

Although no ranking of the items was provided in the Assessment Report, it states that these items should be "...strongly considered for integration into current Parks and Recreation Capital Budget priorities for the upcoming budget year".

Corporate Context

In December 2016, Council approved the Phase 2 Major Facilities Projects for the period 2016 – 2026 and in 2018, the Hugh Boyd Field House was added to the Phase 2 Projects list. The requests from Richmond Sports Council are new requests not previously identified as City priorities. With competing corporate interests and priorities, cost escalation, and growing demands from residents, staff anticipate increasing difficulty with managing and responding to the community's various requests for facilities, such as those that have been identified in the Richmond Sports Council's Sports Facilities Needs Assessment 2018 Report.

In order to respond to Richmond Sports Council requests and ensure a fulsome evaluation, staff have developed an approach that will ensure stakeholders are consulted, and that current and future needs are considered within the broader corporate context.

Analysis

The Assessment Report has been reviewed by staff and categorized into the following four categories (see Attachment 2):

1. **Buildings and Structures** – includes clubhouse(s), field house(s) and a covered lacrosse box request;
2. **Maintenance** – includes smaller items that are managed through maintenance budgets on a priority basis;
3. **Fields** – encompasses requests for upgrades to existing fields along with new artificial turf fields; and
4. **Other** – a list of various requests that require further review. This includes level of service items that are not presently provided to sport groups.

Attachment 2 outlines the requests, along with the status of each request contained in the Assessment Report. Almost 40 per cent of the items that fall within existing service levels, have been addressed (or are in progress). A large number of the remaining items require further study and discussion with both the user groups and Richmond Sports Council as a whole to understand the need and the priority of the item. Attachment 2 includes over 50 items including:

- Upgrading of the curling club;
- Indoor dryland training facility for lacrosse;
- Multi-purpose space for wrestling;
- Refurbishing and upgrading of field infrastructure for baseball and soccer;
- Addition of lighting to various fields;
- Replacement of grass fields with artificial turf; and
- Upgrades to Minoru Track infrastructure.

Five large capital items contained on the list in either Buildings and Structures, or Fields have been completed (or are in progress) with Council approving over \$8.2 million in funding. This includes resurfacing of the Minoru Track, replacement of the Hugh Boyd artificial turf field, upgrades to the Latrace Field baseball backstop as well as the replacement of the Richmond Lawn Bowling Clubhouse and greens renewal.

Review Process

Significant progress has been made on the requests contained in the Assessment Report since its presentation to Council resulting in a revised list of approximately 50 items. In order to complete the review, further information and work is required to understand the scope of the requests, the identified need in the community and the priority of the requests. It should also be noted that while requests were received from 17 separate sport groups in Richmond, there are over 35

groups represented by Richmond Sports Council and new emerging sports, such as pickleball, that have not have been included.

In order to ensure a fulsome evaluation and that the identified projects meet both the current and future needs of the sport community, staff recommend that the following process be implemented:

1. Review of sport participation and population demographics;
2. Identification of trends and issues;
3. Review of best practices;
4. Review findings with Richmond Sports Council;
5. Identification of gaps or missed opportunities;
6. Confirmation of level of service provided;
7. Review findings with Richmond Sports Council;
8. Develop criteria for ranking;
9. Finalization of items for consideration;
10. Determination of costs;
11. Ranking and prioritization by staff;
12. Review of ranking with Richmond Sports Council; and
13. Recommendation to Council.

The above proposed process will be led by staff. There will be opportunities for input and feedback from Richmond Sports Council at several key points in the process. Any challenges that arise or differences between the findings of staff and Richmond Sports Council will be identified in the final report, to ensure clarity between the recommendations of staff and Richmond Sports Council.

In order to reconcile competing needs and confirm priorities, criteria for ranking projects will be developed. The criteria will include items such as current and projected participation, incorporation of the Canadian Sport for Life Strategy, identified community needs and facility conditions. In addition, high level cost estimates will be developed for each project. Staff will also work to identify efficiencies and opportunities within the existing sport facilities and infrastructure, and ensure current facilities are being used to their full potential. As well, staff will work with the different organizations to identify opportunities for shared funding for some of the preferred projects. Smaller requests may be addressed within the existing budgets, whereas larger items will require capital funding.

The final report will contain a prioritized list of requests with order of magnitude costs, which will then be submitted to Council for review the first quarter of 2020. Subject to Council's approval, the prioritized list will be incorporated with future Major Corporate Facility Plans.

Financial Analysis

Upon completion of the evaluation process, should Council decide to make changes to existing service levels this would result in an increase to property taxes. If Council decides to consider funding specific initiatives, these will be forwarded to the budget and 5-Year Financial Plan process for evaluation in conjunction with other budget requests. Any new requests that are not

currently in the 5-Year Financial Plan may result in other projects being delayed or may require borrowing to fund.

Financial Impact

None.

Conclusion

Richmond Sports Council Sports Facilities Needs Assessment 2018 Report is a list of needs and recommendations. The Assessment Report requires a more in depth review and prioritization to ensure current and future sport needs are met in an efficient and sustainable manner.

Participation in sport allows for physical, creative and social opportunities which contribute to building healthy, connected individuals, and liveable and vibrant communities. This work will contribute to the City's vision of being the most appealing, livable and well-managed community in Canada.



Gregg Wheeler
Manager, Sport and Community Events
(604-244-1274)

- Att. 1: Richmond Sports Council Sports Facilities Needs Assessment 2018
2: Richmond Sports Council: Categorized List of Sport Improvement Requests

TO: MAYOR & EACH
COUNCILLOR
FROM: CITY CLERK'S OFFICE



Richmond
Sports Council

www.richmondsportscouncil.com

ON TABLE ITEM

Date: June 18, 2018
Meeting: General Purposes (Open)
Item: 4



June 12, 2018

City Clerk
City of Richmond
6911 No. 3 Road
Richmond V6Y 2C1

Dear Sir:

Re: Richmond Sports Council Facility Needs Assessment 2018

Would you please arrange for the attached report to be added to the agenda for the next General Purposes Committee Meeting.

As Chair, I would attend the meeting to answer any questions that Council members may have and also to provide information as required.

Your truly,

Jim Lamond,
Chair

604-270-1400

Jlamond1@telus.net

PO Box 162 - 185-9040 Blundell Road, Richmond BC V6Y 1K3



Richmond
Sports Council

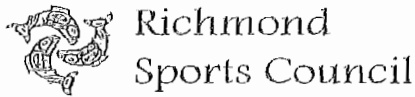
www.richmondsportscouncil.com

Richmond Sports Council is the collective voice of Richmond's community sports

RICHMOND SPORTS COUNCIL

Sports Facilities Needs Assessment June 2018

PO Box 162 - 185-9040 Blundell Road, Richmond BC V6Y 1K3



www.richmondsportscouncil.com

June 6, 2018

At the, July 11 2017, Sports Council Meeting our members asked that a Facilities Review Committee be appointed. The purpose of the Committee is to review with our members their short and long term facilities needs to accommodate anticipated increase in active members and replacement of existing (aging) facilities. The last Facilities Report submitted by Sports Council and City Staff was completed in 2013 and reviewed by City Council.

Recently, we asked our Members to complete an updated Facility Needs Assessment form for future facility requirements (Appendix A). This Facilities Needs Assessment Summary Report covers over 35 Sports Member Groups representing over 20,000 youth and adult members residing in all areas of Richmond. The Task Force has reviewed the contents of the Members detailed needs assessment and has concluded that the following facility requirements are of the highest priority.

The Sports Council Facilities Sub-Committee process used to prioritize requirements in Section A below were guided by the principles covered in the City of Richmond Facilities Strategic Plan (2015) - Community Services Facility Evaluation Framework.

A) Facility Needs Priorities: (Appendix A)

- a. A multi-purpose / multi-sport user group Field House – a year round facility usable by all sports groups including the following services: meeting rooms, indoor playing surfaces, hosting tournaments & community events.
- b. King George Park – an artificial surface "infield" usable by community sports groups.
- c. King George Park – Multi-purpose facility with change rooms / washrooms / meeting rooms
- d. Blundell Field Lighting – new and/or enhanced to support Baseball
- e. Lacrosse – Covered Box
- f. Minoru Park – changes to public parking and safety by:
 - i. improve safe traffic flow in and out of the facility;
 - ii. improve athlete and equipment drop off capabilities
 - iii. create handicap access
 - iv. increase parking stall capacity
- g. Minoru Park – resurfacing and redesign of the Track and other upgrades as per Assessment Report details
- h. General upgrades to current facilities as detailed in the Assessment Report

PO Box 162 - 185-9040 Blundell Road, Richmond BC V6Y 1K3

B) Projects Already in Progress – not included in the priorities above:

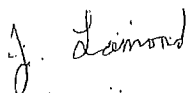
- a. Hugh Boyd – Multi-use facilities including change rooms
- b. Lawn Bowling Club House

C) Future Possibilities:

- a. In future, there is potential to include an Arena Facility as part of the Multi-sport Field House complex.

In summary, Sports Council, on behalf of its Members, is recommending that the facility requirements listed in Section A above be strongly considered for integration into current Parks and Recreation Capital Budget priorities for the upcoming budget year.

Respectfully Submitted



Chairman, Richmond Sports Council

Attachments:

- Appendix A – Facilities Needs Assessment January 2018
- Appendix B – Sports Complex Preliminary Report October 9 1986

PO Box 162 - 185-9040 Blundell Road, Richmond BC V6V 1K3

RICHMOND SPORTS COUNCIL

*Sports Facilities Needs Assessment
June 2018*

APPENDIX "A"

UPDATED FACILITY NEEDS ASSESSMENT – JANUARY 2018 2011- 2023		
Sport Group	Current Facilities 2011	Future Facilities needed 2023
Richmond Cricket Club	Covered area for scoring New deck on club house	Bleachers for spectators Bigger club house Covered area for scoring
Richmond Curling		Upgrading of current facility
Wrestling		room space of approximately 2,000 sqft. Preferably in East Richmond
Dug Out Club		Artificial turf baseball diamond (or infield only) that would accommodate at least 80ft bases
Richmond Rugby Club	Larger change room and shower facilities Lit rugby practice field	-new permanent change room and shower facilities. The portable trailer unit we currently use is at the end of its useful life. Its beyond making significant and lasting repairs, it's also too small, and the economics of another temporary unit don't make sense. -a lit rugby practice field that can withstand winter training so we can protect the one good field we currently use.
Richmond Little League Baseball	Indoor baseball facility completed Current facilities not in line with facilities in Lower Mainland	Youth Baseball Diamond in East Richmond. More Weather dependable field in East Richmond New showcase baseball facility a) DIAMOND ACCESS - Allow access from mid Feb, early March on at least one suitable practice diamond to at the latest April 1st to Oct long weekend for "Game Play". (Includes for Fall Ball) b) POWER - Made available to help perhaps suck up water with vacuums, pitching machines, wash bleachers down, etc c) WATER CONNECTION AT THE EXISTING SPRINKLER BOX OR POSSIBLY NEAR BY The dirt, leaves, spilled coffees, etc would be easier to clean up amongst the bleachers, dugouts, etc if there was a hose bib located closer than the community garden. d) LIGHT ACCESS - Having the ability to turn on the lights (as needed) as we did at Latrace Field in the past. e) ADDITIONAL CONTAINER STORAGE and TURNING EXISTING CONTAINER - To help with

Updated January 14, 2018

		<p>the sorting of Field Equipment vs Baseball Equipment, etc.</p> <p>f) BASE PEGS - Assistance with putting base pegs in at 70' and 80' to facilitate older age groups.</p> <p>g) FENCE FOR 2018 SEASON - Depth TBD depending on registration ages.. (Min 210'.. Max 250')</p> <p>h) MOUND FOR NUMEROUS DISTANCES - Used a portable last year... While usable, not ideal for those wanting to come out and practice on their own.. (As many of the kids and families have being doing over the summer).</p> <p>Keeping a close eye on what solution UBC comes up with as they are now redeveloping their field to accommodate Little League (46' Mound / 60' Bases) to Varsity Baseball (60'6" / 90").</p> <p>i) SCRAPE INFIELD / ADD FEATHERED IN RED CLAY IN "D" AREA - City contended they "couldn't get to" this past season due to weather concerns... Field remained that way the entire year.</p> <p>j) BLEACHERS REPAIRED - Someone had taken a couple rungs away prior to last year.</p> <p>k) SMALL GATES ON FIELD ACCESS OPENING - Little League rules require a gate on the diamond access doorway.</p> <p>l) WASHROOM - PA BOOTH - Could be one and the same... Right in behind home plate...Adult softball currently pays for the one that is put there each year, but most likely wouldn't if we took over the diamond for most part.</p>
Richmond Tennis Club	<ul style="list-style-type: none"> • Court damage from construction repaired • New perimeter fencing • New wind screens • Outdoor public washroom upgraded • 4 court bubble to replace the current 3 court bubble 	<ul style="list-style-type: none"> • New Clubhouse with meeting rooms (for events and community group use), functional kitchen, expanded shower facilities and covered walkway to bubble. (Current clubhouse was built in 2002 as a temporary building) • 4 court bubble (**if it has not been replaced) • Improved seating around the courts and clubhouse

Updated January 14, 2018

	<ul style="list-style-type: none"> • Lease agreement with the city updated • Designated parking (Grandfather current parking permit for Richmond Tennis Club members) 	
Richmond City Baseball	<ul style="list-style-type: none"> ➤ Current Facilities Needed (2011) ➤ Indoor baseball facility (still a need) ➤ Latrace diamond – full size outfield with a/t surface (done) 	<ul style="list-style-type: none"> ➤ Future Facilities Needed (by 2023) ➤ More weather dependable fields (still an ongoing need) ➤ Improvements to existing fields (still an ongoing need) ➤ Latrace Field - Additional netting above existing backstop (already in City plans) Expansion of fence along 3rd base storage outdoor area <p>2017 and beyond (no particular order):</p> <ul style="list-style-type: none"> ➤ City Council approved RCBA Whiteside/South Arm redevelopment ➤ Blundell North field lights ➤ Indoor/covered facility (part of what was from 2011 above) ➤ Palmer/Garden City facility modernization
Richmond FC (RYS)		<p>Minoru Soccer Complex:</p> <ol style="list-style-type: none"> 1. Covered benches for Minoru Oval 2. Complete siding for benches at Minoru 2 and 3 3. Urgent relocation for safety reasons of the power box on the edge of Minoru Oval 4. Continue annual review of the lighting for the Oval and Minoru 2 and 3 fields 5. Drinking water needs to be more available <p>Hugh Boyd Soccer Complex:</p> <ol style="list-style-type: none"> 1. Build of the Hugh Boyd Community and Soccer Club House 2. Replacement of the artificial turf at the Hugh Boyd soccer fields 3. Refurbishment of the Infrastructure at Hugh Boyd 4. Field lighting for the Hugh Boyd Oval field 5. Drinking water needs to be more available <p>King George Soccer Field:</p> <ol style="list-style-type: none"> 1. Build covered benches at this facility 2. Continue annual review of the lighting for the soccer field

Updated January 14, 2018

		<p>3. Consider additional artificial turf field to accommodate East Richmond (Hamilton) needs for population growth</p> <p>4. Drinking water needs to be more available</p> <p>East Richmond:</p> <p>1. Provide artificial turf soccer fields in East Richmond Hamilton area to accommodate the increased growth in Richmond's population</p>
Richmond Girls Softball	Umpire room at London	<p>Addition of softball diamond in the north west corner of London Park.</p> <p>Soccer field could be moved to the south, to edge the existing softball infield. This would allow for a 100 yard soccer field and the new softball diamond. The addition of one light post near the north west corner of the field would complete the lighting requirements.</p> <p>Softball fences could be installed and removed to accommodate the various sports seasons.</p>
Volleyball	<p>Additional access to elementary schools and church facilities</p> <p>Access to secondary schools at weekends for practices</p>	
Richmond Lawn Bowling Club	<p>Bigger clubhouse, currently can only accommodate 75 people</p> <p>Membership in 2010 was 300</p> <p>Additional parking</p>	
Richmond Lacrosse	Indoor space for box lacrosse	<p>Covered box to be used year round for skill development – cover one of the outdoor boxes. Plenty of user groups can use this, soccer, baseball, ball hockey and other.</p> <p>Indoor dryland training facility.</p> <p>With better organization, it could be arranged for the ice to come out of Silver at Minoru in January or better yet have a dry floor all year long. Dry floor is cheaper to operate could be rented out to all kinds of user groups such as volleyball, ball hockey, birthday parties, etc. City is making more money with the ice time but Lacrosse parents are taxpayers as well.</p>
Kajaks	Non interference at Clement Track	<p><u>Urgent:</u></p> <ul style="list-style-type: none"> • Resurface Minoru track • Repainting of track • Repair of curbing and surface of north and south long jump pits • New better quality sand for north and south long jump pits • Portable covers for north and south facing long

Updated January 14, 2018

		<p>jump pits</p> <ul style="list-style-type: none"> • Replacement of long jump and triple jump take off board tray due to damage • Temporary fencing to prevent pebbles from playground • Signage on jump pad fencing to describe rules of use and exclusive use policies • Fencing along exterior of Clement Track and Minoru field complex • Temporary fencing along the interior of the Oval to separate field from track • Fencing along the exterior of the high jump pad to stop interference from public • A fieldhouse replacement to include storage • Adequate lighting for Collier Throw Centre throwing field • Resurfacing of both shot put rings • Resurfacing with thicker rubber surface around and inside throwing cage • Clearing of ring drainage holes • Storage shed for throwing equipment on site at throws centre • Warning signs around fencing of throw centre to stop people climbing the fence during training • Accessibility of current storage including ramps and easier to open doors • Better security of all outdoor storage including improvements over existing padlock system • Clement Track redesign
Kyoskushin Karate	Community space to host international events	
Richmond Field Hockey	Field dedicated to field hockey with built in water system and lined for across field play	
Richmond Gymnastics	New facility with large pit area, larger area to expand recreation programs, showers, better reception and viewing area, office, party room and kitchen area	New or expanded facility double the size of current gym

RICHMOND SPORTS COUNCIL

Sports Facilities Needs Assessment June 2018

*Sports Complex Preliminary Report
October 1986*

APPENDIX "B"

October 9, 1986

The Mayor & Aldermen,
Richmond Municipal Council,
Richmond Municipal Offices.

Members of Council:

RE: SPORTS COMPLEX - PRELIMINARY REPORT

BACKGROUND:

In March of this year Municipal Council established a Task Force to review the concept of a major sports complex for Richmond. Members of this Task Force were:

Municipal Council	Nick Loenen - Chairman Hugh Mawby - Chairman Greg Halsey-Brandt Bob McMath
School Board	Sylvia Gwozd
Sports Council	Rick Henderson Bill McNulty Harvey Moore
Staff	Mike Brow Dave Semple

Council's direction to the Task Force was to make recommendations to the Parks & Recreation Commission relative to the following:

- (a) which facilities/developments considered are most important to a major sports complex and which facilities/developments might be considered at other municipal sites;
- (b) a prioritization of facilities/developments which will answer known deficiencies at this time and identify which facilities/developments might be considered for incremental development (note prioritization flexibility comment in analysis);
- (c) identify and review with other departments the capability and impact of servicing the site considering current infrastructure development plans;
- (d) review and refine earlier cost estimates (both capital and operational) for each component to:
 - (i) seek out and identify funding sources, and
 - (ii) investigate operational options.

The Task Force has met six times through the spring and summer and is prepared at this point to report its preliminary findings.

CONCLUSIONS:

Task (a) "which facilities/developments considered are most important to a major sports complex and which facilities/developments might be considered at other municipal sites;"

The Task Force reviewed the contents of the Sports Council's original report outlining the requirements for such a complex and concluded that the following facilities were in the greatest need:

1. Outdoor Facilities

should include facilities adequate for tournaments or competition, all others should be put in other areas of the community.

2. Ice Arena

is required both in the community and centrally.

3. Sports Hall

should be a municipal-wide facility.

4. Stadium

should be a municipal-wide facility.

5. Curling Rink

should be a municipal-wide facility.

6. Indoor Pool

while there is a need for pools in the community areas, this facility should be considered at a municipal-wide site.

7. Other considerations

parking, specialized facilities, meeting space, etc. also require investigation.

Task (b) "a prioritization of facilities/developments which will answer known deficiencies at this time and identify which facilities/developments might be considered for incremental development (note prioritization flexibility comment in analysis);"

The Task Force prioritized the six major components listed above in Task (a) and while there was not a firm consensus it was decided to proceed with the review based on the following priority list:

1. Curling Rink
2. Sports Hall
3. Stadium
4. Fields
5. Arena
6. Pool

Task (c) "identify and review with other departments the capability and impact of servicing the site considering current infrastructure development plans;"

As conceptual plans for the Sports Complex were extremely vague, it was difficult for the Task Force to effectively evaluate servicing requirements. However, in discussion with staff it would appear that most of the necessary services to this site will be included with the Alderbridge extension. This would need to be reviewed more closely when more specific plans for the complex are determined. There was considerable discussion also about the impact of noise from aircraft on this type of complex. While there was no firm conclusion reached on this issue, it was generally felt that the noise factor should not detract significantly from the activities proposed for this site.

Task (d) "review and refine earlier cost estimates (both capital and operational) for each component to:

- (i) seek out and identify funding sources, and
- (ii) investigate operational options"

Before such a review could be done there was a need to more clearly identify the types of facilities being discussed, how they would be used, and who would operate them. This review led to a first round of conceptualizing how the complex would fit into a seventy acre site and how all of the component parts could be

integrated so as to take advantage of common area requirements (washrooms, changerooms, meeting space, etc.). This conceptualization will be the subject of the presentation made by the Task Force to the Parks & Recreation Commission. In developing the concepts for each of the component parts of the complex, the Task Force felt that it was important the following factors be considered in each:

Expandability
Flexibility - Training/Competition/Recreation Uses
Inter-Relationships - Common space for shared use
Operational Efficiencies
Integration of Club and Community Use
Accessible
Funding/Economic Opportunities

RECOMMENDATION:

That the Parks & Recreation Commission receive this interim report from the Task Force and direct the Task Force to proceed with Task (d) in further detail.

"review and refine earlier cost estimates (both capital and operational) for each component to:

- (i) seek out and identify funding sources, and
- (ii) investigate operational options"

Respectfully submitted,

Alderman N. Loenen,
Task Force Chairman.

A presentation was made on behalf of the Sports Complex Task Force at the Parks & Recreation Commission Meeting held on Wednesday, October 8, 1986, at which time the above report was also reviewed.

It was resolved to recommend that the Task Force be directed to proceed with Task (d) as outlined in the report viz:

Task (d) "review and refine earlier cost estimates (both capital and operational) for each component to:

- (i) seek out and identify funding sources, and
- (ii) investigate operational options"

Respectfully submitted,

Alderman H. Mawby, Chairman,
Parks & Recreation Commission.

THE CORPORATION OF THE TOWNSHIP OF RICHMOND

REPORT TO COMMITTEE

DATE: March 9, 1988
TO: Parks & Recreation Commission
FROM: M. J. Brow
Director - Parks & Leisure Services
RE: SPORTS FACILITY TASK FORCE
FILE:

(024)

STAFF RECOMMENDATION

That Commission reinstate the Sports Facility Task Force to review the requirements for sports facilities in Richmond.

5919P-62

March 9, 1988

- 2 -

STAFF REPORT

ORIGIN

The Parks and Recreation Commission met with the Sports Council on February 10th, 1988 to discuss a number of issues which were of concern to both parties. One of the outcomes of this meeting was a request to have the Sports Facility Task Force, originally set up by Council, reinstated and work begin again on long range planning for sports facilities in Richmond. The attached report, sent to Council in October 1986, outlines the work completed by the original task force during 1986. After 1986, the Task Force was absorbed with the efforts of the Commonwealth Games, which was a potential funding source for Richmond's sports facilities.

ANALYSIS

Richmond's need for more sports facilities has not diminished by the failure to secure the Commonwealth Games Bid. The Curling Club is still being displaced from its present site on Cambie Road. Facilities and fields are still unable to meet the demand placed upon them by local amateur sporting groups. The Municipality is still short of ice time and space to meet the needs of hockey, figure skating and public skating groups.

The RCA Forum, a facility housing 21 groups representing over 2,000 participants, has been put on a month-to-month lease. The Municipality has been informed that within two years the RCA Forum may not be available for community use. A sub-committee of the Richmond Sports Council has been set up with the RCA Forum user groups to look at alternatives to the Forum so a plan is in place in the event of the loss of the building.

The community of Richmond is growing. The demands on sporting facilities are increasing at a rapid rate. With the defeat of the Sports Complex borrowing referendum it is as necessary as ever that the development of sports facilities be carried out in a planned, orderly manner with major input from the community.

CONCLUSION

That more than ever, the Sports Facility Task Force should be reinstated to allow for community involvement in developing both short term and long term needs of sports facility development in Richmond.

D. Semple, Manager
Area Operations & Sports Services

DS/jas

5919P-63

Richmond Sports Council: Sports Facility Needs Assessment 2018					
Sport Group	Building and Structure	Maintenance	Fields	Other	Status
Richmond Sports Council	New multi-sport user Field House				
Richmond Cricket Club				Bleachers for spectators	Complete
	Bigger club house and deck				
				Covered area for scoring	
Richmond Curling	Upgrading of current facility				
Wrestling	Approximately 2,000 sq. ft. of room space (preferably in East Richmond).				
Dug Out Club			Artificial turf baseball diamond or infield only		
Richmond Rugby Club	New larger permanent change room and shower facilities as part of multipurpose facility				
			New lit rugby practice field that can withstand winter training		
Richmond Little League Baseball (King George Park)			Weather dependable showcase baseball facility in East Richmond		
				Allow access from mid- February and early March for practices	Staff to work with team to provide access to either infield at King George or Latrace Field
				POWER - Made available to help remove water with vacuums, pitching machines and wash bleachers	Complete
				Water connection for field	Complete
				Access to Sport Field Lights	Current rental times do not go beyond twilight, request requires clarification
				Additional container storage and rotating existing container	Complete
				BASE PEGS - at 70' and 80' to facilitate older age groups	Base pegs installed at 70'
				Temporary outfield fence for the 2018 season	Complete
				Permanent mound for numerous distances	Complete (portable mound provided in 2018)

Richmond Little League Baseball (King George Park) - <i>Continued</i>				Scrape infield and feathered in red clay in infield area	User responsibility
		Bleachers repaired			Service request submitted
				Small gates on field access opening	Not currently provided, requirement to be reviewed
Richmond Tennis Club	New clubhouse with meeting rooms				
				Lease agreement with the city updated.	In progress, RTC projected for 2nd quarter 2019
		Designated parking for Richmond Tennis Club members.			3 stalls being designated for club staff use
Richmond City Baseball			Continue to provide improvements to existing fields (ongoing need)		
				Latrace Field - Additional netting above existing backstop	Complete
				Expansion of fence along 1st and 3rd base storage outdoor area	Complete
			Whiteside/South Arm redevelopment		
			Blundell North field lights		
	Indoor/covered facility				
Richmond FC - Minoru				Covered benches for Minoru Oval	No space to accommodate due to proximity to track
				Complete siding for benches at Minoru 2 and 3	
				Urgent relocation for safety reasons of the power box on the edge of Minoru Oval	Box covered in yellow high density foam padded vinyl
				Continue annual review of the lighting for the Oval and Minoru 2 and 3 fields	Lights inspected annually and replaced as required
				Drinking water needs to be more available	Drinking water available to Minoru 2 and 3 fields, and at both Minoru Arena and the Minoru Centre for Active Living
Richmond FC - Hugh Boyd Soccer Complex	Hugh Boyd Community and Soccer Club House				Included in 2016-2026 Phase 2 Major Facility Priorities
			Replacement of artificial turf at the Hugh Boyd		Work to begin July 2019
				Refurbishment of the infrastructure at Hugh Boyd	Will be completed with Turf replacement in 2019
				Field lighting for the Hugh Boyd Oval field	

Richmond FC - Hugh Boyd Soccer Complex - Continued				Drinking water needs to be more available	New drinking fountain being installed this summer
Richmond FC - King George Soccer Field				Build covered benches at this facility	Complete
				Continue annual review of the lighting for the soccer field	Lights inspected annually and replaced as required
				Drinking water needs to be more available	Water available in both the adjacent park washrooms and' community centre
East Richmond			Provide more artificial turf soccer fields in East Richmond/ Hamilton area		
Richmond Girls Softball			Addition of softball diamond in the north west corner of London Park to be combined with current soccer field		
	Umpire room at London				
				Softball fences could be installed and removed to accommodate the various sports seasons	
Air Attack Volleyball				Additional access to elementary schools and church facilities	Presently use 880 hours of elementary school gym time per year
				Access to secondary schools on weekends for practices	Limited access to secondary school gyms due to school use
Richmond Lawn Bowling Club	New Clubhouse				Approved by Council in May of 2019
Richmond Lacrosse	Covered lacrosse box to be used year round for skill development				
				Indoor dryland training facility	
				Availability of dry floors in the arenas earlier in the year	
Kajaks				Resurface and repainting of Minoru track	Work to begin July 2019
		Repair of curbing and surface of north and south long jump pits			
		New sand for north and south long jump pits			Complete
				Portable covers for north and south long jump pits	Covers ordered

Kajaks - Continued		Replacement of long jump and triple jump take off board and tray			Repairs to be completed summer of 2019
				Temporary fencing to prevent pebbles from playground	
				Signage on jump pad fencing to describe rules of use and exclusive use policies	
				Fencing along exterior of Clement Track and Minoru field complex	Temporary fencing in place with permanent fencing being installed fall 2019
				Temporary fencing along the interior of the Oval to separate field from track	Complete
				Fencing along the exterior of the high jump pad to stop interference from public	
	A fieldhouse replacement to include storage				
				Adequate lighting for Collier Throw Centre throwing field	
				Resurfacing of both shot put rings	One of two ring resurfaced
				Resurfacing with thicker rubber surface around and inside throwing cage	
		Clearing of ring drainage holes			
				Storage shed for throwing equipment on site at throws centre	Space provide in adjacent storage container
				Warning signs around fencing of throw centre to stop people climbing the fence during training	
		Accessibility of current storage including ramps and easier to open doors			
				Better security of all outdoor storage	
			Clement Track redesign		
Kyoskushin Karate				Community space to host international events	

Richmond Field Hockey			Field dedicated to field hockey with built-in water system and lined for across field play		
Richmond Gymnastics	New or expanded facility double the size of current gym				Complete (in 2016)



City of Richmond

Report to Committee

To: Parks, Recreation and Cultural Services
Committee

Date: August 29, 2019

From: Elizabeth Ayers
Director, Recreation and Sport Services

File: 11-7000-10-01/2019-
Vol 01

Re: Replacement of the Richmond Tennis Club Bubble

Staff Recommendation

That Council approve a grant of \$241,000 funded by the Council Community Initiative Account, to the Richmond Tennis Club, and that the expenditure be included in the Consolidated 5 Year Financial Plan (2020-2024), as outlined in the report titled, "Replacement of the Richmond Tennis Club Bubble," dated August 29, 2019, from the Director, Recreation and Sport Services.

Elizabeth Ayers
Director, Recreation and Sport Services
(604-247-4669)

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

Staff Report

Origin

At the June 10, 2019, Council meeting, the Richmond Tennis Club (the “Club”) presented a proposal to upgrade the Richmond Tennis Club facility on Minoru Park. Staff received the following referral:

That the proposal and supporting documents from the Richmond Tennis Club be referred to staff to be considered with the City Long Term Facility Plan.

The purpose of this report is to address this referral and provide funding options for Council’s consideration to assist in the replacement of the tennis bubble at the Richmond Tennis Club.

This report supports Council’s Strategic Plan 2018-2022 Strategy #4 An Active and Thriving Richmond:

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

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

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

This report supports the following action from the Recreation and Sport Strategy 2019-2024:

Provide inclusive, safe and welcoming facilities and spaces for recreation and sport programs and services.

This report supports the following focus area from the City of Richmond Community Wellness Strategy 2018-2023:

Foster healthy, active and involved lifestyles for all Richmond residents with an emphasis on physical activity, healthy eating and mental wellness.

Background

The Richmond Tennis Club (the “Club”) was formed in the 1960’s and was incorporated as a not-for-profit society in 1975. To fulfill its mandate to promote and foster the sport of tennis in Richmond, the volunteer-driven Club operates a five-court tennis facility in Minoru Park. To facilitate year-round use, three of the five courts are covered by an air-supported bubble from October through March. The existing bubble is past its 20-year recommended life and is showing significant signs of deterioration and could fail at any time. Therefore, the club has initiated work to replace the bubble and is seeking financial support to complete the project.

Currently, the Club has 253 summer members and 257 winter members, with 90 per cent of these members are Richmond residents. The Club presently offers an annual membership which includes bubble-enclosed court usage for \$675 per year, and spring/summer outdoor membership from April to October for \$250 when the bubble is down. The Club also provides court rentals to the general public, which gives Richmond residents the opportunity to play tennis under the bubble during the fall and winter seasons.

The Club offers beginner, intermediate and advanced lessons to both Club members and the public. Along with seasonal lessons, the Club works with the Richmond School District No. 38 to support the various secondary schools' tennis clubs through court scheduling and discounted rates for students' usage of the Club's bubble.

The Club also hosts an Annual Richmond Open Tennis Tournament each spring. This year's tournament was the 57th year that the Club has hosted the annual 10-day tournament on Minoru Park.

In July of 2019, Council approved the renewal of the Club's License to Use Agreement for the clubhouse and five tennis courts on Minoru Park. The agreement outlines the Club's rights, obligations and responsibilities to operate a tennis club and complex and to promote the sport of tennis to residents of Richmond.

At the June 10, 2019, Council meeting, the Richmond Tennis Club presented a three-stage proposal which included:

- A. That the City of Richmond provide a grant to assist in the repair and resurfacing of five courts and the building of a modern three-court bubble with efficient lighting, heating and inflation system and storage sheds meeting Leadership in Energy and Environmental Design (LEED) standards.

Timeline: To be completed by October 2020.

Anticipated cost: \$542,000 (Club to provide \$177,000, BC Provincial Community Gaming Grants Branch \$177,000 and a City of Richmond Grant \$188,000).

- B. That the City of Richmond provide a grant or approve a long-term loan to add a separate two-court bubble to increase public access to indoor courts in Richmond.

Timeline: To be completed by October 2021.

Anticipated cost: \$490,000 (City of Richmond Grant or Loan).

- C. That the City of Richmond assists with the updating of the Clubhouse in keeping with other Minoru Park structures.

Timeline: To be determined.

Anticipated cost: To be determined.

Analysis

In response to the June 2019 referral, staff met with representatives of the Club to review the request. The Club has acquired a BC Provincial Community Gaming Grant of \$177,000 towards the acquisition and installation of a new three-court tennis bubble. This grant includes a stipulation that the project be initiated by October 2019, and completed by October 2021.

Staff and the Club agreed that the first step was to review the project scope and budget for the three-court bubble replacement. In response, the Club initiated the project by hiring a quantity surveyor, who confirmed the total project cost to replace the three-court, air-supported tennis bubble is \$595,000, which is slightly higher than the Club's preliminary estimate of \$542,000. The project cost includes:

- \$370,000 for the manufacture and delivery of a new three-court, air-supported tennis bubble structure; and
- \$225,000 for the execution and completion of the project, including design fees (architectural, mechanical and electrical), applicable permits, disposal of the old structure and systems, repairs and upgrades to the existing mechanical shed, repairs to the grade beam that anchors the bubble system, and labour to install the required mechanical and electrical support systems.

To continue to the next step of the project, ordering the new bubble structure, the Club requires confirmation that all funding sources equivalent to the entire project cost are in place. Otherwise, the Club is at risk of losing the grant funding they have secured.

In order to maintain service levels, keep the grant funding and avoid a loss in service should the bubble fail, Stage A of the Club's three-stage proposal is the first priority. The requests in Stages B and C, as outlined on the previous page, will be reviewed and prioritized with the Richmond Sports Council Facility Needs Assessment Review process.

Financial Analysis

Based on the quote provided, \$595,000 is required to replace the existing three-court tennis bubble. The Club has been saving for the replacement of the bubble for the past five years, and now has \$177,000 towards this project along with securing a matching grant of \$177,000 from the BC Provincial Community Gaming Grants Branch. The Club has requested a \$241,000 contribution from the City which would allow the project to be fully realized.

The Grant presents an opportunity for the Richmond Tennis Club and the City of Richmond to leverage \$177,000 of additional funding to upgrade a long valued and well attended sport amenity for Richmond residents. This new bubble will ensure that Richmond residents have the opportunity to continue playing tennis year-round in Richmond for the next 15 to 20 years.

Funding Options

Option 1 – Grant of \$241,000 provided (Recommended)

Council approve a grant of \$241,000 to the Richmond Tennis Club towards the three-court bubble replacement project, with funding to come from the Council Community Initiatives Fund.

Tennis is a valued sport in Richmond that contributes to the health and wellness of the Community. This option will ensure the ongoing operation of the Club and allows the Club to invest in other projects required to maintain their facility.

Option 2 –Loan of \$241,000 provided to the Club (Not Recommended)

Council could approve a loan to the Club of \$241,000, which would be provided at the City's opportunity cost of investment which is three per cent. This rate would be renegotiated every five years over the duration of the loan. Repayment options for a five-year loan would be \$4,330.45 per month, \$2,327.11 per month for a 10-year term or \$1,664.30 per month for a 15-year term.

This would allow the prioritized Stage A project to proceed; however, it would make it very difficult for the Club to invest in other Club projects prior to the loan being repaid.

Financial Impact

The \$241,000 funding required by the Club to purchase and install the proposed three-court tennis bubble can be provided by the City of Richmond in the form of a grant or low interest loan to the Club. These funds can be drawn from the Council Community Initiative Fund (\$241,000) and the expenditure will be included in the Consolidated 5 Year Financial Plan (2020-2024).

Conclusion

For over 50 years, the Richmond Tennis Club has provided Richmond residents with the opportunity to be active and connected in their community. The continued provision of modern and well-maintained facilities that meet the current and future needs of residents is fundamental to achieving the City's Recreation and Sport Strategy vision: for Richmond to be a leader in the planning and delivery of recreation and sport opportunities, inspiring individuals and communities to be active, connected and healthy for a lifetime.



Gregg Wheeler
Manager, Sport and Community Events
(604-244-1274)



City of Richmond

Report to Committee

To: General Purposes Committee

Date: September 6, 2019

From: Peter Russell, MCIP RPP
Director, Sustainability and District Energy

File: 12-8060-20-009921/Vol 01

Re: City Centre District Energy Utility Bylaw No. 9895, Amendment Bylaw No. 10100

Staff Recommendation

That the City Centre District Energy Utility Bylaw No. 9895, Amendment Bylaw No. 10100 presented in the "City Centre District Energy Utility Bylaw No. 9895, Amendment Bylaw No. 10100" report dated September 6, 2019, from the Director, Sustainability and District Energy be introduced and given first, second, and third readings.

Peter Russell, MCIP RPP
Director, Sustainability and District Energy
(604-276-4130)

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Development Applications Law	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
REVIEWED BY SMT	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

The purpose of this report is to recommend expansion of the City Centre District Energy Utility (CCDEU) service area to include a commercial and office mixed use development located at 4700 No. 3 Rd, associated with rezoning application RZ 14-672055.

This report supports Council's Strategic Plan 2018-2022 Strategy #2 A Sustainable and Environmentally Conscious City:

2.1 Continued leadership in addressing climate change and promoting circular economic principles.

2.2 Policies and practices support Richmond's sustainability goals.

Background

In October 2015, Council endorsed issuing a Request for Expression of Interest (RFEOI) to identify a utility partner to conduct a feasibility analysis to design, build, finance and operate a district energy utility (DEU) in the City Centre North area of Richmond, on the basis that:

1. DEU will provide end users with energy costs that are competitive with conventional energy costs based on the same level of service; and
2. Council will retain the authority of setting customer rates and charges for DEU services.

LIEC staff issued a Request for Proposals (RFP) in September 2016 with an expanded scope for City Centre to the three proponents shortlisted under the RFEOI. LIEC executed a Memorandum of Understanding (MOU) with the lead proponent, Corix Utilities Inc. (Corix) in February 2018, as directed by LIEC Board and as endorsed by Council.

As the City Centre DEU due diligence process has advanced, staff saw the opportunity to secure a customer base for the immediate implementation of GHG emissions reduction through the rezoning and/or OCP amendment application process. To date, eight development applicants have committed to construct and transfer low carbon energy plants to the City or LIEC at no cost to the City or LIEC through either of these processes, so that LIEC can provide immediate service to these customers. Council adopted the CCDEU Bylaw No. 9895 in September 2018 to secure the commitment from developments. See Attachment 1 for a brief summary of the currently committed spaces under the CCDEU Bylaw along with an overview of the other DEU service areas.

Analysis

The development rezoning application for 4700 No. 3 Rd (RZ 14-672055) was granted Second and Third Reading at the Public Hearing held on January 22, 2018. Staff are currently reviewing the Development Permit application (DP 16-754766) associated with the rezoning application.

The ten storey commercial and office mixed use development is estimated to include a total floor area of approximately 78,416 ft² consisting of approximately 14,937 ft² commercial space and 63,479 ft² of office space.

Expanding the City Centre District Energy Utility service area to include a development of this type results in the following direct benefits:

- Immediate reduction of greenhouse gas (GHG) emissions compared to business as usual;
- Expansion of LIEC's customer base under a positive stand-alone business case while the City Centre strategy develops;
- Providing financial and environmental stability to customers, and;
- Increasing community's energy resiliency.

The rezoning considerations for this development include a requirement for a legal agreement that, if the City elects, would require the developer to transfer ownership of the development's centralized low carbon energy plant to the City or LIEC at no cost to the City or LIEC.

LIEC staff conducted a business case analysis for owning and operating this development's energy plant which yielded positive results. Staff used the same rate structure applied for the other developments under the CCDEU Bylaw service area, which is competitive with the conventional energy costs providing the same level of service. The rate structure and actual rate to customers will be refined once the costs have been confirmed through the design and engineering phase for the first developments within the CCDEU Bylaw service area.

The LIEC Board of Directors recommends expanding the City Centre District Energy Utility service area to include the commercial office development located at 4700 No. 3 Rd.

Financial Impact

None.

The centralized energy system will be designed and constructed by developers at their cost. Costs incurred by LIEC for engineering support and operations and maintenance will be funded from LIEC capital and operating budgets. All LIEC costs will be recovered from customers' fees.

Conclusion

Expanding services in the City Centre area will allow for immediate expansion of LIEC's customer base and in turn immediate connectivity opportunity to future low-carbon district energy systems in Richmond's City Centre area. The project will increase the community's energy resiliency by taking advantage of the district energy system's ability to utilize different fuel sources and future fuel switching capability of the technology.



Peter Russell, MCIP RPP
Director, Sustainability and District Energy
(604-276-4130)

PR:cd

Att. 1: District Energy in Richmond

Att. 2: Map of Current and Future District Energy Utility Areas in Richmond

Attachment 1 – District Energy in Richmond

Richmond's 2041 Official Community Plan (OCP) establishes a target to reduce greenhouse gas (GHG) emissions 33 per cent below 2007 levels by 2020 and 80 per cent by 2050. The OCP also aims to reduce energy use 10 per cent below 2007 levels by 2020. The City identified district energy utilities (DEUs) as a leading strategy to achieve City's GHG reduction goals.

The City incorporated Lulu Island Energy Company Ltd. (LIEC) in 2013 for the purposes of carrying out the City's district energy initiatives. LIEC owns and operates the Alexandra District Energy (ADEU) and Oval Village District Energy (OVDEU) Utilities and advances new district energy opportunities. Table 1 below provides a summary of the developments connected under the DEU service areas to-date; Attachment 2 shows current and planned future DEU areas.

Table 1 – District Energy Utility Service Areas

	Buildings To-Date	Residential Units To-Date	Floor Area	
			To-Date	Build-out
Alexandra District Energy Utility	10	1,736	1.9M ft ²	4.4M ft ²
Oval Village District Energy Utility	9	1,990	2.2M ft ²	6.4M ft ²
City Centre District Energy Utility	8 ⁽¹⁾	3,239 ⁽¹⁾	4.5M ft ² ⁽¹⁾	48M ft ²
DEU-Ready Developments ⁽²⁾	17	4,524	5.3M ft ²	N/A
Total Connected Floor Area			4.1M ft² ⁽³⁾	58.8M ft²

(1) Commitments secured from upcoming developments in the City Centre; first connection expected in 2021.

(2) DEU-Ready developments are designed to connect to the City Centre district energy system at a future point.

(3) The "To-Date Connected Floor Area" figure corresponds to constructed developments currently served by a DEU.

Alexandra District Energy Utility (ADEU)

ADEU provides heating and cooling services to seven residential buildings in the ADEU service area, the large commercial development at "Central at Garden City", the Richmond Jamatkhana temple and Fire Hall No. 3, comprising over 1,735 residential units and over 1.9 million square feet of floor area. While some electricity is consumed for pumping and equipment operations, almost 100% of this energy is currently produced locally from the geo-exchange fields in the greenway corridor and West Cambie Park, and highly efficient air source heat pumps.

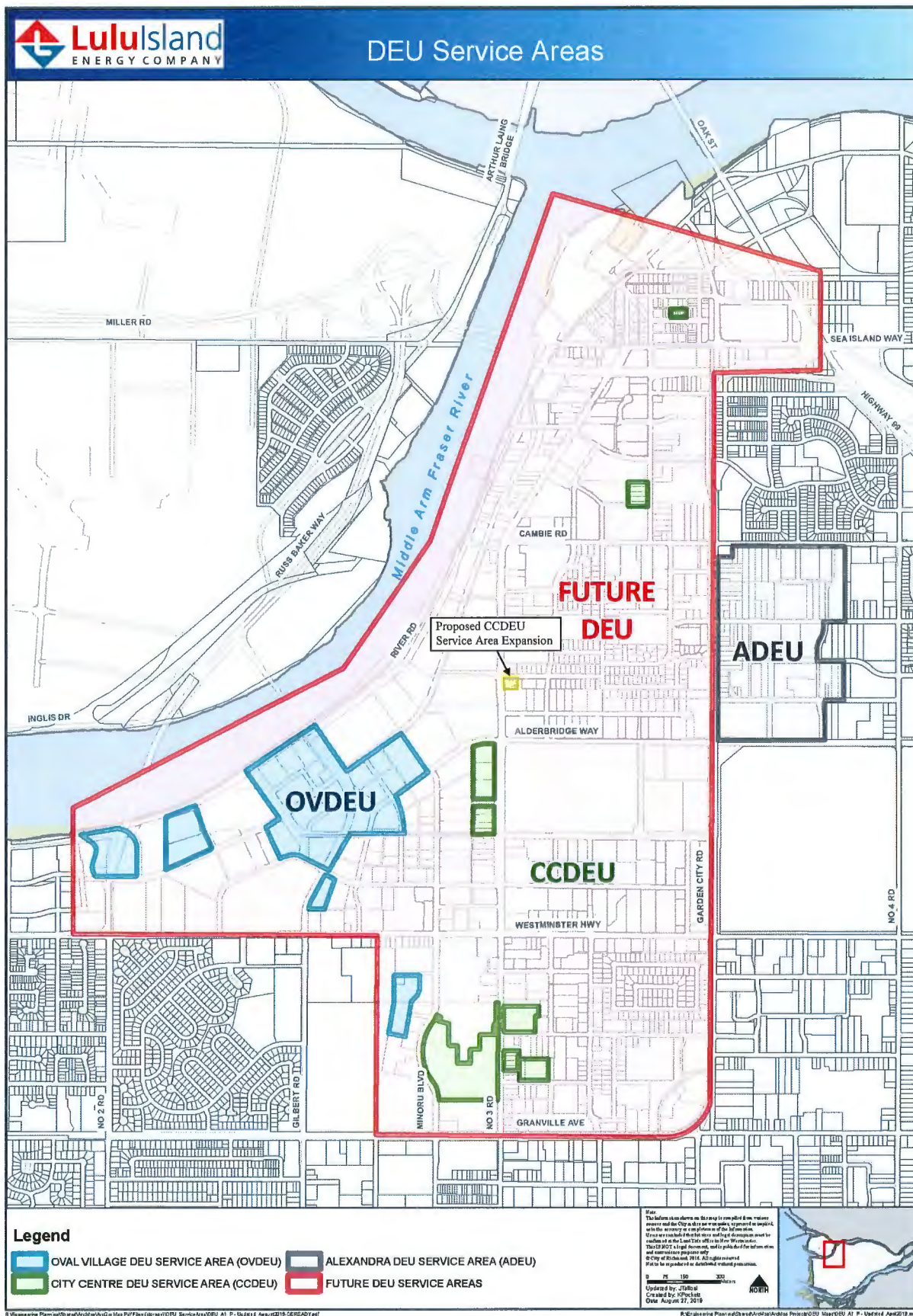
Oval Village District Energy Utility (OVDEU)

OVDEU services eight buildings in the OVDEU service area, containing over 1,700 residential units. Energy is currently supplied from the two interim energy centres with natural gas boilers which combined provide 11 MW of heating capacity. When enough buildings are connected to the system, a permanent energy centre will be built which will produce low-carbon energy. OVDEU is planned to harness energy from the Gilbert Trunk sanitary force main sewer through the implementation of the permanent energy centre in 2025.

City Centre District Energy Utility (CCDEU)

Eight developments, comprising approximately 4.5 million square feet of residential, commercial, and hotel uses, have committed to construct and transfer low carbon energy plants to the City or LIEC at no cost to the City or LIEC. LIEC will operate and maintain these energy plants and provide heating and cooling services to these developments.

Attachment 2 – Map of Current and Future District Energy Utility Areas in Richmond





**City Centre District Energy Utility Bylaw No. 9895
Amendment Bylaw No. 10100**

The Council of the City of Richmond enacts as follows:



1. The **City Centre District Energy Utility Bylaw No. 9895** is further amended:
 - (a) by deleting Schedule A (Boundaries of Service Area) in its entirety and replacing it with a new Schedule A attached as Schedule A to this Amendment Bylaw; and
 - (b) by deleting Schedule E (Energy Generation Plant Designated Properties) in its entirety and replacing it with a new Schedule E attached as Schedule B to this Amendment Bylaw.
2. This Bylaw is cited as “**City Centre District Energy Utility Bylaw No. 9895, Amendment Bylaw No. 10100**”.

FIRST READING

SECOND READING

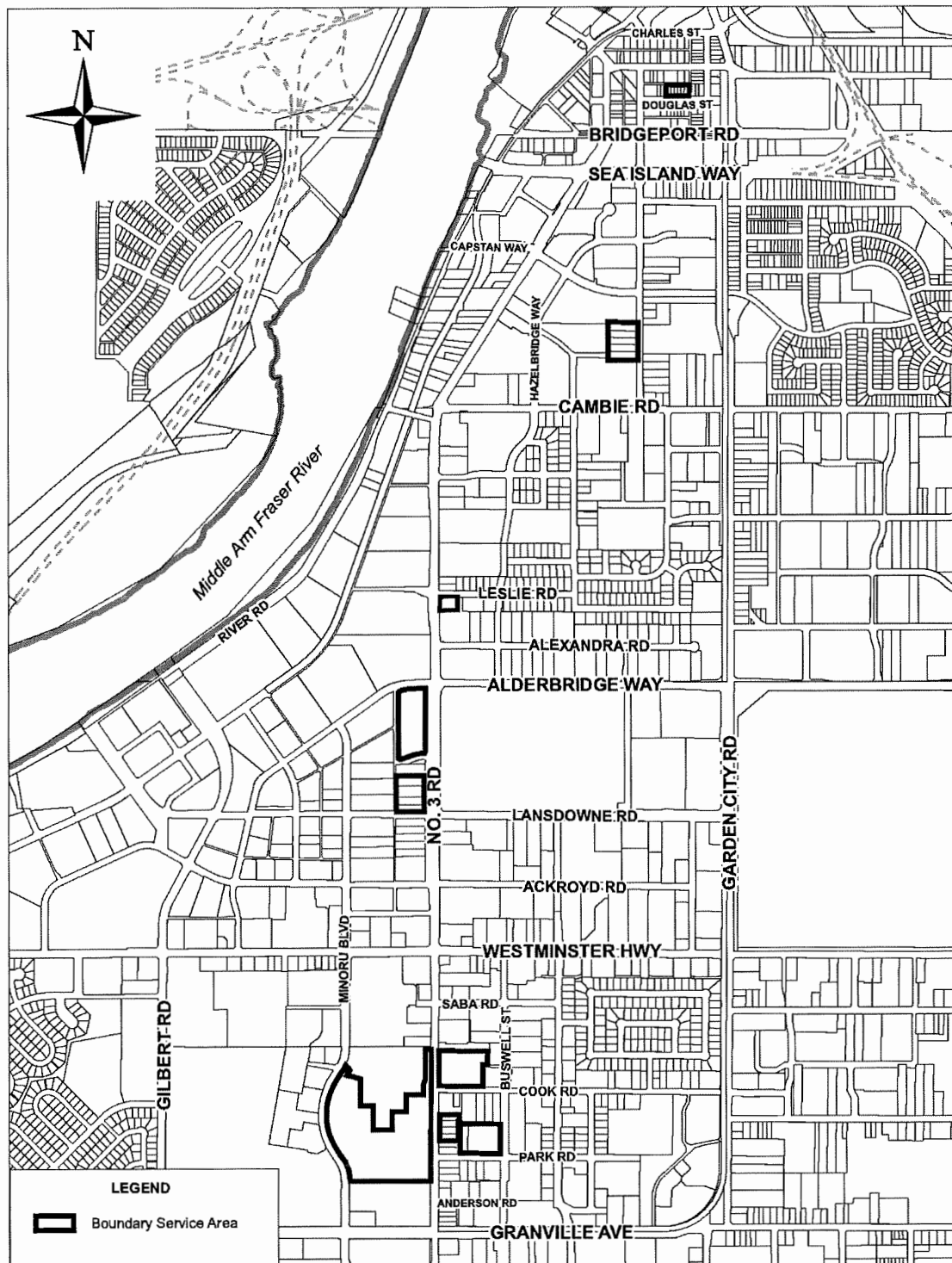
THIRD READING

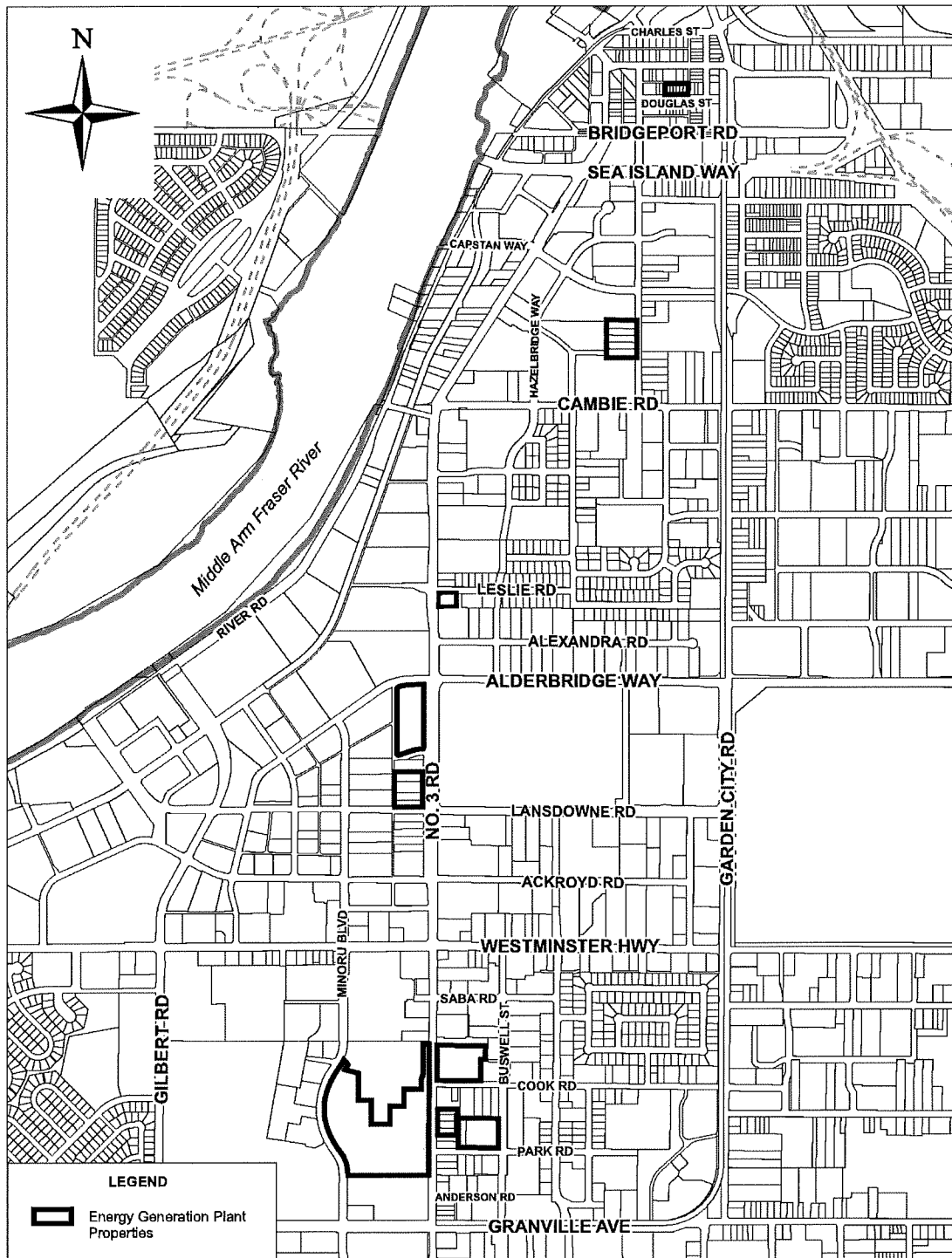
ADOPTED

CITY OF RICHMOND
APPROVED for content by originating dept 
APPROVED for legality by Solicitor 

MAYOR

CORPORATE OFFICER

Schedule A to Amendment Bylaw No. 10100***SCHEDULE A to BYLAW NO. 9895******Boundaries of Service Area***

Schedule B to Amendment Bylaw No. 10100***SCHEDULE E to BYLAW NO. 9895******Energy Generation Plant Designated Properties***



City of Richmond

Report to Committee

To: General Purposes Committee
From: Claudia Jesson
Director, City Clerk's Office
Re: Indemnification Bylaw

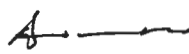

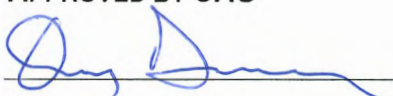
Date: August 27, 2019
File: 12-8060-20-8459/Vol
01

Staff Recommendation

That Indemnification Bylaw No. 9911 be introduced and given first, second and third readings.

Claudia Jesson
Director, City Clerk's Office
(604-276-4006)

Att. 4

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Law	<input checked="" type="checkbox"/>	
Risk Management	<input checked="" type="checkbox"/>	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 	APPROVED BY CAO 

Staff Report

Origin

In 1987, Council passed Bylaw No. 4896, which was a bylaw to indemnify officers, employees and members of council of the Corporation of the Township of Richmond from damage claims that arise out of the performance of their duties (see **Attachment 1**). The current bylaw was adopted pursuant to section 262(3) of the *Municipal Act* (1979) (the “former legislation”), which has since been replaced by section 740 of the *Local Government Act* (see **Attachment 2**). The current legislation expands the scope of indemnification permitted by bylaw, particularly as it permits indemnification of former members of City council, City employees, and City officers (i.e. retired municipal officials), whereas the former legislation only permitted indemnification of current municipal officials.

The indemnification provisions in the current bylaw are outdated, and are narrower than those in place in most municipalities in the Lower Mainland. The proposed Indemnification Bylaw No. 9911 (see **Attachment 3**) reflects the changes in the current legislation and makes the City’s indemnification bylaw consistent with those of other municipalities in the Lower Mainland.

This report supports Council’s Strategic Plan 2018-2022 Strategy #5 Sound Financial Management:

Accountable, transparent, and responsible financial management that supports the needs of the community into the future.

Analysis

In the course of carrying-out their functions and duties, municipal officials are potentially subject to a legal action or prosecution. Provided that the action or prosecution is brought against a municipal official in the exercise or intended exercise or performance of their municipal duties and functions, provincial legislation permits a local government to indemnify municipal officials by bylaw. In very general terms, an indemnification bylaw provides that legal fees, as well as costs, fines and awards of damages incurred or made against a municipal official will be paid by the local government.

Indemnifying members of Council and staff from actions brought against them in the exercise of their municipal duties and functions is best practice, as it helps the City attract and retain municipal officials and provides municipal officials with the assurance that they will not suffer negative personal financial consequences from the well-intentioned exercise of their duties.

The scope of indemnification permitted by bylaw under the former legislation is narrower than that permitted under the current legislation. The former legislation:

- permitted indemnification of only current (and not former) members of council, City employees, and City officers;
- did not permit indemnification to members of other organisations (for example, libraries) that provide municipal services or for other persons who may provide municipal services (for example, volunteers);

- permitted indemnification by bylaw only in respect to claims for damages (i.e. civil proceedings seeking compensation) and legal costs in a court proceeding arising out of such claims. Indemnification for legal and other costs and awards in respect to criminal or regulatory prosecutions or proceedings under the *Public Inquiry Act* required a specific resolution of not less than 2/3 of council members; and
- did not permit indemnification for a fine incurred by an employee, officer or member of council in respect to any criminal offence.

The current legislation expands the scope of indemnification permitted by bylaw and, as a result, the proposed bylaw permits indemnification for:

- both current and former members of Council, City employees and City officers;
- a much broader range of “municipal officials” who provide municipal or quasi-municipal services (such as members of the library board, and City volunteers);
- any amount incurred to defend a criminal prosecution brought against a person in connection with the exercise of their duties, as well as any amount incurred to satisfy a judgement, award or penalty imposed in a prosecution, subject to exceptions described in **Attachment 4**; and
- legal and other costs and awards for regulatory prosecutions (such as a regulatory offence under the *Workers Compensation Act*) or proceedings under the *Public Inquiry Act*.

Consistent with the former legislation and the current bylaw, the current legislation and the proposed bylaw also stipulate that the City may not seek indemnity against a municipal official unless a court makes a finding that the municipal official has been guilty of dishonesty, gross negligence or malicious or wilful misconduct.

Financial Impact

The City’s current liability insurance (through the Municipal Insurance Association of British Columbia (MIABC)) covers both current and former municipal officials, and covers the broad range of municipal officials (including volunteers) included under the proposed bylaw. Therefore, in the very limited and unlikely cases where the City is not also added as a defendant, the financial impact of increasing the scope of people covered by the City’s indemnity bylaw would be borne within the City’s self-insurance deductible, currently at \$250,000 per claim or occurrence.

Similarly, in the very limited and unlikely cases where the City is not also added as a defendant, to the extent the proposed bylaw expands the scope of indemnification to cover the following items (which are not covered under the City’s insurance coverage), the indemnification costs will be borne by the City:

- a) damage caused by an intentional or criminal act;
- b) fines or penalties;
- c) liabilities under the *Workers Compensation Act*; and
- d) such other exclusions as may be approved annually by MIABC’s board.

Conclusion

The purposes of the proposed bylaw are to update the current bylaw to reflect the increased scope of authority to indemnify that is provided in the current legislation and to make the scope of the City's indemnification bylaw consistent with that of other local governments in the Lower Mainland. The current bylaw is out of date and does not provide the protection that elected officials and staff are entitled to receive, under the current legislation, in order to carry out their duties and responsibilities without apprehension.

The proposed bylaw will only bring the City of Richmond to be consistent with the standards for indemnifying by other local governments. Indemnifying members of Council and staff from actions brought against them in the exercise of their municipal duties and functions is best practice, as it helps the City attract and retain municipal officials and provides municipal officials with the assurance that they will not suffer negative personal financial consequences from the well-intentioned exercise of their duties.



Claudia Jesson
Director, City Clerk's Office
(604-276-4006)

- Att. 1: Current Bylaw
- Att. 2: Excerpts from the Local Government Act
- Att. 3: Indemnification Bylaw No. 9911
- Att. 4: Exceptions on Indemnification for Fines

ATTACHMENT 1
CURRENT BYLAW

THE CORPORATION OF THE TOWNSHIP OF RICHMOND

BYLAW NO. 4896

**A BYLAW TO INDEMNIFY OFFICERS, EMPLOYEES AND
MEMBERS OF COUNCIL OF THE CORPORATION OF THE
TOWNSHIP OF RICHMOND FROM DAMAGE CLAIMS**

WHEREAS section 262(2) of the Municipal Act R.S.B.C. 1979, Chapter 280 provides that the Council may by bylaw indemnify its officers, employees and members of Council against any claim for damages against an officer, employee or member of Council arising out of the performance of his duties and, in addition, pay legal costs incurred in a court proceeding arising out of the claim;

AND WHEREAS pursuant to section 262(3) of the Municipal Act, R.S.B.C. Chapter 280, the Council may provide that:

The Council shall not seek indemnity against an officer, employee or member of Council in respect of any action of the officer, employee or member that results in a claim for damages against the municipality, but the council may seek indemnity against an officer, employee or member where the claim arises out of the gross negligence of the officer, employee or member, or where, in relation to the action that gave rise to the claim against an officer or employee, the officer or employee wilfully acted contrary to

- (a) terms of his employment, or
- (b) an order of a superior.

NOW THEREFORE the Council of The Corporation of the Township of Richmond, in open meeting assembled, enacts as follows:

1. The Corporation of the Township of Richmond will indemnify its officers, employees and members of Council against any claim for damages against an officer, employee or member of Council arising out of the performance of his duties and, in addition, pay legal costs incurred in a court proceeding arising out of the claim.
2. The Corporation of the Township of Richmond shall not seek indemnity against an officer, employee or member of Council in respect of any action of the officer, employee or member that results in a claim for damages against the municipality, but the council may seek indemnity against an officer, employee or member where the claim arises out of the gross negligence of the officer, employee or member, or where, in relation to the action that gave rise to the claim against an officer or employee, the officer or employee wilfully acted contrary to

- (a) terms of his employment, or
- (b) an order of a superior.

Bylaw No. 4896

- 2 -

3. Bylaw No. 3153 is hereby repealed.
4. This Bylaw is effective and in force and binding on all persons as from the day following the date of its adoption.

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P

ATTACHMENT 2
EXERPTS FROM THE LOCAL GOVERNMENT ACT

Immunity for individual local public officers

738 (1) In this section, "**local public officer**" means any of the following:

- (a) a member of a council;
- (b) a director of a regional board;
- (c) a trustee of an improvement district;
- (d) a commissioner for a local community commission under Division 9 [*Local Community Commissions*] of Part 6 [*Regional Districts: Governance and Procedures*];
- (e) a member of a commission established under section 263 (1) (g) [*regional district commissions*] of this Act or section 143 [*municipal commissions*] of the *Community Charter*;
- (f) a member of a library board under the *Library Act*;
- (g) a member of any greater board or of any board that provides similar services and is incorporated by letters patent;
- (h) a member of an advisory planning commission under section 461;
- (i) a member of a board of variance under Division 15 [*Board of Variance*] of Part 14 [*Planning and Land Use Management*];
- (j) a member of the Okanagan-Kootenay Sterile Insect Release Board or an officer or employee of that board;
- (k) a member of the Okanagan Basin Water Board;
- (l) a trustee of a body of the Islands Trust under the *Islands Trust Act*;
- (m) an officer or employee of a municipality, regional district, improvement district, library board under the *Library Act*, a greater board referred to in paragraph (g), the trust council under the *Islands Trust Act* or the Okanagan Basin Water Board;
- (n) an election official or a regional voting officer under section 179 [*assent voting conducted by more than one local government*];
- (o) a volunteer firefighter or a special constable;

(p) a volunteer who participates in the delivery of services by a municipality, regional district or a body referred to in paragraphs (c) to (l) under the supervision of an officer or employee of the municipality, regional district or any of those bodies;

(q) a member of a board of trustees established or appointed by a municipality under section 37 [*local government operations*] of the *Cremation, Interment and Funeral Services Act*;

(r) a member of a municipal committee, of a regional district board committee or of an improvement district committee under section 689 [*appointment of select and standing committees*] who is not also a member of the municipal council, regional district board or improvement district board, as applicable.

(2) No action for damages lies or may be instituted against a local public officer or former local public officer

(a) for anything said or done or omitted to be said or done by that person in the performance or intended performance of the person's duty or the exercise of the person's power, or

(b) for any alleged neglect or default in the performance or intended performance of that person's duty or the exercise of that person's power.

(3) Subsection (2) does not provide a defence if

(a) the local public officer has, in relation to the conduct that is the subject matter of the action, been guilty of dishonesty, gross negligence or malicious or wilful misconduct, or

(b) the cause of action is libel or slander.

(4) Subsection (2) does not absolve any of the corporations or bodies referred to in subsection (1) (a) to (l) from vicarious liability arising out of a tort committed by any of the individuals referred to in subsection (1) for which the corporation or body would have been liable had this section not been in force.

Warning as defence for local government financial officer

739 It is a good defence to any action brought against a municipal or regional district financial officer for unlawful expenditure of local government funds if it is proved that the individual gave a written and signed warning to the council or board that, in his or her opinion, the expenditure would be unlawful.

Indemnification against proceedings for local government officials

740 (1) In this section:

"indemnification" means the payment of amounts required or incurred

- (a) to defend an action or prosecution brought against a person in connection with the exercise or intended exercise of the person's powers or the performance or intended performance of the person's duties or functions,
- (b) to satisfy a judgment, award or penalty imposed in an action or prosecution referred to in paragraph (a), or
- (c) in relation to an inquiry under the *Public Inquiry Act*, or to another proceeding, that involves the administration of the municipality or regional district or the conduct of municipal or regional district business;

"municipal official" means

- (a) a current or former council member,
- (b) a current or former municipal officer or employee, or
- (c) a person who is or was a person referred to in section 738 (1) [*immunity for individual municipal local public officers*], but only in relation to the exercise of powers or the performance of duties or functions for or on behalf of a municipality;

"regional district official" means

- (a) a current or former member of a regional district board,
- (b) a current or former officer or employee of a regional district, or
- (c) a person who is or was a person referred to in section 738 (1), but only in relation to the exercise of powers or the performance of duties or functions for or on behalf of the regional district.

(2) Indemnification for municipal officials and regional district officials may be provided as follows:

- (a) a council may do the following:
 - (i) by bylaw, provide for the indemnification of municipal officials in accordance with the bylaw;

(ii) by resolution in a specific case, indemnify a municipal official;

(b) a board may do the following:

(i) by bylaw, provide for the indemnification of regional district officials in accordance with the bylaw;

(ii) by resolution in a specific case, indemnify a regional district official.

(3) As a limit on indemnification under subsection (2), a council or board must not pay a fine that is imposed as a result of a municipal official or regional district official, as applicable, being convicted of an offence that is not a strict or absolute liability offence.

(4) Sections 100 [*disclosure of conflict*] and 101 [*restrictions on participation if in conflict*] of the *Community Charter* do not apply to a council member or board member who could be, or would be, indemnified under a bylaw or resolution under subsection (2) of this section.

(5) Subject to subsection (6), a council may not seek indemnity against a municipal official, and a board may not seek indemnity against a regional district official, in respect of any conduct of the person that results in a claim for damages against the municipality or regional district, as applicable.

(6) The restriction under subsection (5) does not apply if the court makes a finding in the action that the person has been guilty of dishonesty, gross negligence or malicious or wilful misconduct.

Indemnification against proceedings for other local public officers

741 (1) Subject to subsection (2), section 740 applies to the following in relation to any person referred to in section 738 (1) [*immunity for individual local public officers*]:

(a) a greater board;

(b) the Okanagan-Kootenay Sterile Insect Release Board;

(c) the trust council under the *Islands Trust Act*;

(d) a library board under the *Library Act*.

(2) Subsection (1) applies only in relation to the exercise of powers or the performance of duties or functions for or on behalf of the applicable corporation.

ATTACHMENT 3



City of Richmond

Bylaw 9911

Indemnification Bylaw No. 9911

The Council of the City of Richmond enacts as follows:

PART ONE: DEFINITIONS

1.1 In this bylaw:

City	means the City of Richmond;
Community Charter	means the <i>Community Charter</i> [SBC 2003] c. 26, as amended;
Council	means council of the City;
Local Government Act	means the <i>Local Government Act</i> [RSBC 2015] c. 1, as amended;
Municipal Official	means: <ul style="list-style-type: none">(a) a current or former member of Council;(b) a current or former officer of the City;(c) a current or former employee of the City;(d) a member of a City commission established under section 143 of the <i>Community Charter</i>;(e) a member of the City's library board;(f) a member of a City advisory planning commission under section 461 of the <i>Local Government Act</i>;(g) a member of a City board of variance under Division 15 of Part 14 of the <i>Local Government Act</i>;(h) an officer or employee of the City's library board;

5928448

- (i) a volunteer firefighter or a special constable;
- (j) a volunteer who participates in the delivery of services by the City or a body referred to in paragraphs (d) to (g) above under the supervision of an officer or employee of the City or such body; or
- (k) a member of a City standing or select committee who is not also a member of Council; and

Public Inquiry Act

means the *Public Inquiry Act* [SBC 2007] c. 9.

PART TWO: INDEMNIFICATION

- 2.1 Subject to section 2.2, the City will indemnify a **Municipal Official** from and against amounts required or incurred by the **Municipal Official**:
- (a) to defend an action or prosecution brought against the **Municipal Official** in connection with the exercise or intended exercise of the **Municipal Official's** powers or the performance or intended performance of the **Municipal Official's** duties or functions;
 - (b) to satisfy a judgment, award or penalty imposed in an action or prosecution referred to in section (a); or
 - (c) in relation to an inquiry under the **Public Inquiry Act**, or to another proceeding, that involves the administration of the City or the conduct of the City's business.
- 2.2 The City will not indemnify a **Municipal Official** pursuant to this Bylaw in respect to a fine imposed as a result of a **Municipal Official** being convicted an offence that is not a strict or absolute liability offence.
- 2.3 The City will not seek indemnity against a **Municipal Official** in respect of any conduct of the **Municipal Official** that results in a claim for damages against the City, unless a court makes a finding that the **Municipal Official** has been guilty of dishonesty, gross negligence or malicious or wilful misconduct.

PART THREE: SEVERABILITY AND REFERENCE TO OTHER ACTS

- 3.1 If any section, sub-section, clause or sub-clause of this bylaw is, for any reason, held to be invalid by a decision of a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this bylaw.
- 3.2 Any reference to another enactment in this bylaw is a reference to the other enactment as amended or replaced, whether amended or replaced before or after the adoption of this bylaw.

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Bylaw 9911

Page 3

PART FOUR: REPEAL AND CITATION

4.1 Bylaw No. 4896 is hereby repealed.

4.2 This bylaw may be cited as "Indemnification Bylaw No. 9911".

FIRST READING

SECOND READING

THIRD READING

ADOPTED

_____	CITY OF RICHMOND
_____	APPROVED for content by originating dept.
_____	APPROVED for legality by Solicitor

MAYOR

CORPORATE OFFICER

5928448

ATTACHMENT 4
EXCEPTIONS ON INDEMNIFIATION FOR FINES

In accordance with the Current Legislation, the Proposed Bylaw limits indemnification for fines imposed as result of prosecution to those relating to convictions for strict or absolute liability offences (being offences that do not require the accused to have had a deliberate intention or “guilty mind” in order to be convicted, and are not subject to the defence of due diligence or mistake of fact). Given this limitation, and the fact that the offence must be in respect of the performance of a municipal official’s duties and functions, the practical scope of the indemnification for fines in the criminal context is quite narrow and likely limited to *Criminal Code* offenses pertaining to the dangerous operation of a motor vehicle.



Indemnification Bylaw No. 9911

The Council of the City of Richmond enacts as follows:

PART ONE: DEFINITIONS

1.1 In this bylaw:

City	means the City of Richmond;
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- (i) a volunteer firefighter or a special constable;
- (j) a volunteer who participates in the delivery of services by the **City** or a body referred to in paragraphs (d) to (g) above under the supervision of an officer or employee of the **City** or such body; or
- (k) a member of a **City** standing or select committee who is not also a member of **Council**; and

Public Inquiry Act

means the *Public Inquiry Act* [SBC 2007] c. 9.

PART TWO: INDEMNIFICATION

- 2.1 Subject to section 2.2, the **City** will indemnify a **Municipal Official** from and against amounts required or incurred by the **Municipal Official**:
- (a) to defend an action or prosecution brought against the **Municipal Official** in connection with the exercise or intended exercise of the **Municipal Official's** powers or the performance or intended performance of the **Municipal Official's** duties or functions;
 - (b) to satisfy a judgment, award or penalty imposed in an action or prosecution referred to in section (a); or
 - (c) in relation to an inquiry under the **Public Inquiry Act**, or to another proceeding, that involves the administration of the **City** or the conduct of the **City's** business.
- 2.2 The **City** will not indemnify a **Municipal Official** pursuant to this Bylaw in respect to a fine imposed as a result of a **Municipal Official** being convicted an offence that is not a strict or absolute liability offence.
- 2.3 The **City** will not seek indemnity against a **Municipal Official** in respect of any conduct of the **Municipal Official** that results in a claim for damages against the **City**, unless a court makes a finding that the **Municipal Official** has been guilty of dishonesty, gross negligence or malicious or wilful misconduct.

PART THREE: SEVERABILITY AND REFERENCE TO OTHER ACTS

- 3.1 If any section, sub-section, clause or sub-clause of this bylaw is, for any reason, held to be invalid by a decision of a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this bylaw.
- 3.2 Any reference to another enactment in this bylaw is a reference to the other enactment as amended or replaced, whether amended or replaced before or after the adoption of this bylaw.

PART FOUR: REPEAL AND CITATION

4.1 Bylaw No. 4896 is hereby repealed.

4.2 This bylaw may be cited as **“Indemnification Bylaw No. 9911”**.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

_____	CITY OF RICHMOND

_____	APPROVED for content by originating dept.
_____	APPROVED for legality by Solicitor

MAYOR

CORPORATE OFFICER



City of Richmond

Report to Committee

To: Finance Committee

Date: September 23, 2019

From: Jerry Chong
Director, Finance

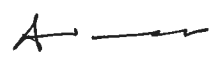


File: 12-8060-20-
010056/Vol 01

Re: Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10056

Staff Recommendation

That Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10056 be introduced and given first, second and third readings.

Jerry Chong
Director, Finance
(604-276-4064)

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Arts, Culture & Heritage	<input checked="" type="checkbox"/>	
Building Approvals	<input checked="" type="checkbox"/>	
Business Licences	<input checked="" type="checkbox"/>	
City Clerk	<input checked="" type="checkbox"/>	
Community Bylaws	<input checked="" type="checkbox"/>	
Corporate Business Service Solutions	<input checked="" type="checkbox"/>	
Corporate Programs Management Group	<input checked="" type="checkbox"/>	
Development Applications	<input checked="" type="checkbox"/>	
Engineering & Public Works	<input checked="" type="checkbox"/>	
Finance Department	<input checked="" type="checkbox"/>	
Fire Rescue	<input checked="" type="checkbox"/>	
Parks Services	<input checked="" type="checkbox"/>	
Planning & Development	<input checked="" type="checkbox"/>	
Policy Planning	<input checked="" type="checkbox"/>	
RCMP	<input checked="" type="checkbox"/>	
Sustainability & District Energy	<input checked="" type="checkbox"/>	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 	APPROVED BY CAO 

Staff Report

Origin

As part of the City's Long Term Financial Management Strategy Policy 3707, fees and charges are adjusted annually based on projected Vancouver Consumer Price Index increases.

This report supports Council's Strategic Plan 2018-2022 Strategy #5, Sound Financial Management:

- 5.1 Maintain a strong and robust financial position;*
- 5.2 Clear accountability through transparent budgeting practices and effective public communication;*
- 5.3 Decision-making focuses on sustainability and considers circular economic principle; and*
- 5.4 Work cooperatively and respectfully with all levels of government and stakeholders while advocating for the best interests of Richmond.*

Analysis

The Vancouver Consumer Price Index (CPI) increase for 2020 is projected to be 2%. In the original bylaw, all adjusted fees greater than \$100 are rounded up to the nearest \$1, adjusted fees less than \$100 are rounded up to the nearest \$0.25 and adjusted fees less than \$1 are rounded up to the nearest \$0.05. This minimizes the number of transactions requiring small coinage.

All fees in the attached Amendment Bylaw No. 10056 are effective January 1, 2020, are subject to applicable taxes and have been adjusted for the proposed 2% increase, with the following exceptions to the schedules at the request of the respective stakeholders:

1. Schedule – Archives & Records

It is proposed that:

- Photocopying and printing fees remain unchanged at \$0.35 per page for black and white copies and \$0.50 per page for colour copies. This ensures that charges do not become unaffordable for the general public.
- It is proposed that the microfilm printing fee of \$0.50 per page be removed as it will be incorporated and charged as the photocopying and printing fees.

2. Schedule – Business Licence

It is proposed that the fee for replacing a vehicle for hire licence plate or decal increase from \$15.00 to \$20.75 as this is the current cost to the City.

3. Schedule – Filming Application and Fees

It is proposed that the filming business licence fee be increased from \$136.00 to \$146.00 in order to recover staff costs due to recent increases to film crew maintenance requests.

4. Schedule – Garden City Lands Soils Deposit Fees

To bring fees in line with current soil market rates due to declining development activity in Metro Vancouver and to provide customers incentive to fill larger volumes, it is proposed that:

- The tandem dump truck (7m³ per load) deposit fee is reduced from \$150.00 to \$100.00.
- The tri-tandem dump truck (9m³ per load) deposit fee is reduced from \$175.00 to \$125.00.
- The truck and transfer dump truck (12m³ per load) deposit fee is reduced from \$200.00 to 160.00.

5. Schedule – Parking (Off-Street) Regulations

It is proposed that the following pay parking (off-street) fees remain unchanged at this time as parking fees are currently being reviewed to consider the balance of needs of residents, commuters and visitors:

- 6131 Bowling Green Road pay parking fees remain at \$2.75 per hour
- 6500 Gilbert Road pay parking fees remain at \$2.75 per hour and \$5.50 for a maximum stay
- 7840 Granville Avenue pay parking fees remain at \$2.25 per hour
- All other off-street City property locations remain at \$2.75 per hour

6. Schedule – Pollution Prevention and Clean-up

It is proposed that an environmental documentation fee of \$85.00 is added for each comfort letter request per civic address or unit. The fee will maintain the administration cost in providing information for a property's application planning with regards to historical land use, past spills and environmental non-compliance reports.

7. Schedule – Property Tax Billing Information

It is proposed that:

- The tax apportionment fee remains unchanged at \$35.00 per subdivided folio. Keeping the rate at \$35.00 will bring the fee in line with other municipalities.
- A digital roll data report fee of \$920.00 is added for each annual file request made by the Real Estate Board of Greater Vancouver for property tax information.

8. Schedule – Publication Fees

It is proposed that:

- Publication fees no longer be made available in CD or DVD format and instead be provided through digital downloads as this technological medium supports required data capacity and is cost efficient.
- The drafting standards fee of \$113.00 be removed as the publication is no longer requested or available in CD format. Drafting standard digital downloads will be made available to the public on the City's website at no cost.
- The Single-Family Lot Size Policy, March 1999 fee of \$24.75 be removed as the document is electronically available to the public on the City's website at no cost and conveniently referenced digitally upon customer inquiries.

9. Schedule – RCMP Documentation Fees

It is proposed that:

- The volunteer criminal record checks fee for volunteering outside of the City remains unchanged at \$25.00. Keeping the rate at \$25.00 will bring the fee in line with other municipalities.
- Hourly video production fees are increased from \$50.75 to \$67.50 in order to recover staffing and overhead costs.
- Hourly audio reproduction fees are increased from \$48.25 to \$67.50 in order to recover staffing and overhead costs.
- An additional half-hour fee of \$33.75 is added to recover staff time and overhead for video and audio reproduction services.

- A USB fee of \$9.00 is added to provide customers digital information transfers and storage.

10. Schedule - Use of City Streets

All fees in this schedule remain unchanged as the fees were instituted in late 2019.

11. Schedule – Watercourse Protection and Crossing

It is proposed that an initial inspection fee of \$123.00 be added to recover costs for each culvert inspection/visit and to be in line with other watercourse protection and crossing inspections fees.

Financial Impact

Fee increases assist in offsetting the increased costs associated with each respective service. It is estimated that an increase of 2% will generate approximately \$220,000 in additional revenue.

Conclusion

That Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10056 be introduced and given first, second and third readings.



Cindy Szutu, CPA, CGA
Manager, Utility & Tax Projects
(604-204-8680)

CS:gjn



Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10056

The Council of the City of Richmond enacts as follows:

1. The Consolidated Fees Bylaw No. 8636, as amended, is further amended:
 - a) by deleting section 2.2 and replacing it with the following:

“Where applicable taxes will be added to the fees in the schedules attached to and forming part of this Bylaw”; and
 - b) by deleting, in their entirety, the schedules attached to Bylaw No. 8636, as amended, and substituting the schedules attached to and forming part of this Bylaw.
2. This Bylaw comes into force and effect on January 1, 2020.
3. This Bylaw is cited as “**Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10056**”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

MAYOR

CORPORATE OFFICER



SCHEDULE – ANIMAL CONTROL REGULATION**Animal Control Regulation Bylaw No. 7932****Cat Breeding Permit Fee**

Section 2.2

Description	Fee
Cat breeding permit for three years	\$43.50

Animal Control Regulation Bylaw No. 7932**Impoundment Fees**

Section 8

Description	Fee
1st time in any calendar year	
Neutered male or spayed female dog	\$50.00
Non-neutered male or unspayed female dog	\$150.00
Dangerous Dog*	\$615.00
2nd time in any calendar year	
Neutered male or spayed female dog	\$98.50
Non-neutered male or unspayed female dog	\$311.00
Dangerous Dog*	\$1,223.00
3rd time and subsequent times in any calendar year	
Neutered male or spayed female dog	\$311.00
Non-neutered male or unspayed female dog	\$615.00
Dangerous Dog*	\$1,223.00
Bird	\$7.50
Domestic farm animal	\$74.50
<i>Impoundment fee also subject to transportation costs</i>	
Other animal	\$37.50
<i>Impoundment fee also subject to transportation costs</i>	

*Subject always to the power set out in Section 8.3.12 of Animal Control Regulation Bylaw No. 7932 to apply for an order that a dog be destroyed.

Note: In addition to the fees payable above (if applicable), a licence fee will be charged where a dog is not currently licenced.

Animal Control Regulation Bylaw No. 7932
Maintenance Fees
Section 8

Description	Fee
Dog	\$16.00
Cat	\$16.00
Bird	\$4.50
Domestic farm animal	\$37.50
Other animal	\$12.75

Note: For all of the Animal Control Regulation Maintenance Fees, a charge is issued for each day or portion of the day per animal.

SCHEDULE – ARCHIVES AND RECORDS

Archives and Records
Image Reproduction Fees

Description	Fee	Units
<u>Copying Records</u>		
<i>Note: careful consideration will be given to requests for copying of fragile archival records. The City will not copy records if there is the possibility that an original record could be damaged during the copying process.</i>		
Photocopying and printing (First 4 pages free)	\$0.35 \$0.50	per b+w page per colour page
Scanned electronic copy of a paper record	\$0.50	per b+w or colour page
Digitization of audio recording	\$10.50	per audio file
<u>Photograph Reproductions</u>		
Scanned image (each)	\$19.75	

Archives and Records
Preliminary Site Investigation

Description	Fee
Active Records Check Survey (per civic address searched)	\$248.00

**Archives
Mail Orders**

Description	Fee
Mail orders	\$7.50

**Archives
Research Service Fee**

Description	Fee	Unit
Commercial Research Service Fee	\$49.25	per hour

Note: Rush orders available at additional cost; discounts on reproduction fees available to students, seniors, and members of the Friends of the Richmond Archives.

**Archives
Tax Searches Fees**

Description	Fee
<u>Tax Searches and Printing of Tax Records</u>	
Searches ranging from 1 to 5 years	\$32.00
Each year greater than 5 years	\$7.50

SCHEDULE – BILLING AND RECEIVABLES

**Billing and Receivables
Receivables Fees**

Description	Fee
Administrative charges for cost recovery billings undertaken for arm's length third parties	(20% of actual cost)
Non-Sufficient Fund (NSF) charges	\$37.00

SCHEDULE – BOARD OF VARIANCE**Board of Variance Bylaw No. 9259****Application Fees**

Section 3.1.2(c), 3.2.3

Description	Fee
Application for order under section 901 of <i>Local Government Act</i> [Variance or exemption to relieve hardship]	\$707.00
Application for order under section 901.1 of <i>Local Government Act</i> [Exemption to relieve hardship from early termination of land use contract]	\$707.00
Application for order under section 902 of <i>Local Government Act</i> [Extent of damage preventing reconstruction as non-conforming use]	\$707.00
Fee for notice of new hearing due to adjournment by applicant	\$166.00

SCHEDULE – BOULEVARD AND ROADWAY PROTECTION AND REGULATION**Boulevard and Roadway Protection and Regulation Bylaw No. 6366****Inspection Charges**

Section 12 (b), 14

Description	Fee
Additions & Accessory Buildings Single or Two Family Dwellings over 10 m ² in size; In-ground Swimming Pools & Demolitions	\$187.00
Move-Offs; Single or Two Family Dwelling Construction	\$187.00
Combined Demolition & Single or Two Family Dwelling Construction	\$187.00
Commercial; Industrial; Multi-Family; Institutional; Government Construction	\$248.00
Combined Demolition & Commercial; Industrial; Multi-family; Institutional or Government Construction	\$248.00
Each Additional Inspection as Required	\$93.00

SCHEDULE – BUILDING REGULATION**Building Regulation Bylaw No. 7230****Plan Processing Fees****Section 5.4**

Description	Fee
For a new one family dwelling	\$677.00
For other than a new one family dwelling (a) <i>or (b) 50% to the nearest dollar of the estimated building permit fee specified in the applicable Building Permit Fees in Subsection 5.13.6 and other Building Types to a maximum of \$10,000.00</i> <i>-whichever is greater of (a) or (b)</i>	\$77.75
For a sewage holding tank	\$159.00

Building Regulation Bylaw No. 7230**Building Permit Fees for those buildings referred to in Subsection 5.13.6****Sections 5.2, 5.5, 5.6, 7.2**

Description	Fee
Nil to \$1,000.00 (minimum fee)	\$77.75
Exceeding \$1,000.00 up to \$100,000.00	\$77.75
<i>*per \$1,000.00 of construction value or fraction</i>	\$12.25
*Plus <i>of construction exceeding \$1,000.00</i>	\$1,290.50
Exceeding \$100,000.00 to \$300,000.00	\$11.50
<i>**per \$1,000.00 of construction value or fraction</i>	
**Plus <i>of construction exceeding \$100,000.00</i>	\$3,590.50
Exceeding \$300,000.00	\$9.50
<i>***per \$1,000.00 of construction value or fraction</i>	
***Plus <i>of construction exceeding \$300,000.00</i>	

Note: The building permit fee is doubled where construction commenced before the building inspector issued a building permit.

Building Regulation Bylaw No. 7230
Building Permit Fees for all Other Building Types
 Sections 5.5, 5.9, 5.11, 5.14, 7.2, 11.1, 12.7, 12.9, 12.10

Description	Fee
Nil to \$1,000.00 (minimum fee)	\$77.75
Exceeding \$1,000.00 up to \$100,000.00	\$77.75
<i>*per \$1,000.00 of construction value or fraction of construction exceeding \$1,000.00</i>	*Plus \$12.50
Exceeding \$100,000.00 up to \$300,000.00	\$1,315.25
<i>**per \$1,000.00 of construction value or fraction of construction exceeding \$100,000.00</i>	**Plus \$11.75
Exceeding \$300,000.00	\$3,665.25
<i>***per \$1,000.00 of construction value or fraction of construction exceeding \$300,000.00</i>	***Plus \$9.75

Note: The building permit fee is doubled where construction commenced before the building inspector issued a building permit.

Despite any other provision of the Building Regulation Bylaw No. 7230, the “construction value” of a:

- (a) one-family dwelling or two-family dwelling
- (b) garage, deck, porch, interior finishing or addition to a one-family dwelling or two-family dwelling is assessed by total floor area and deemed to be the following:

Description	Construction Value	Units
(i) new construction of first storey	\$1,295.00	per m ²
(ii) new construction of second storey	\$1,194.00	per m ²
(iii) garage	\$663.00	per m ²
(iv) decks or porches	\$547.00	per m ²
(v) interior finishing on existing buildings	\$612.00	per m ²
(vi) additions	\$1,295.00	per m ²

Building Regulation Bylaw No. 7230**Building Permit Fees for all Other Building Types (cont.)**

Sections 5.5, 5.9, 5.11, 5.14, 7.2, 11.1, 12.7, 12.9, 12.10

Description	Fee
<u>Building Design Modification Fee</u>	
Plan Review (per hour or portion thereof)	\$139.00
Building Permit Fee for Temporary Building for Occupancy	\$615.00
<u>Re-inspection Fees</u>	
(a) for the third inspection	\$93.00
(b) for the fourth inspection	\$128.00
(c) for the fifth inspection	\$248.00
<i>Note: The fee for each subsequent inspection after the fifth inspection will be double the cost of each immediately previous inspection</i>	
<u>Special Inspection Fees:</u>	
(a) during the City's normal business hours	\$139.00
(b) outside the City's normal business hours	\$541.00
<i>*for each hour or part thereof after the first four hours</i>	<i>*Plus</i> \$139.00
Building Permit Transfer or Assignment Fee (a) or (b) a fee of 10% to the nearest dollar of the original building permit fee - whichever is greater of (a) or (b)	\$77.75
Building Permit Extension Fee (a) or (b) a fee of 10% to the nearest dollar of the original building permit fee - whichever is greater of (a) or (b)	\$77.75
<u>Building Move Inspection Fee:</u>	
(a) within the City boundaries	\$139.00
(b) outside the City boundaries when travel is by City vehicle	\$139.00
<i>** per km travelled</i>	<i>**Plus</i> \$3.50

Note: Where the building inspector is required to use overnight accommodation, aircraft or ferry transportation in order to make a building move inspection, the actual costs of accommodation, meals and transportation are payable in addition to other applicable fees including salary cost greater than 1 hour.

Building Regulation Bylaw No. 7230**Building Permit Fees for all Other Building Types (cont.)**

Sections 5.5, 5.9, 5.11, 5.14, 7.2, 11.1, 12.7, 12.9, 12.10

Description	Fee
Provisional Occupancy Inspection Fee (per building permit inspection visit)	\$311.00
Provisional Occupancy Notice Extension Fee	\$492.00
Building Demolition Inspection Fee for each building over 50 m ² in floor area	\$485.00
Sewage Holding Tank Permit Fee	\$311.00
<u>Use of Equivalents Fees:</u>	
(a) each report containing a maximum of two separate equivalents	\$675.00
(b) for each equivalent greater than two contained in the same report	\$278.00
(c) for an amendment to an original report after the acceptance or rejection of the report	\$139.00
(d) for Air Space Parcels (treating buildings as one building)	\$2,404.00

Building Regulation Bylaw No. 7230**Gas Permit Fees**

Sections 5.2, 5.5, 5.6, 5.9, 5.11, 12.9, 12.10

Description	Fee	Units
Domestic Installation – one family dwelling (a)	\$77.75	per appliance
- <i>whichever is greater (a) or (b)</i> (b)	\$29.25	
Domestic/Commercial/Industrial Installations – two family dwellings , multiple unit residential buildings, including townhouse units)		
(a) appliance input up to 29 kW	\$77.75	
(b) appliance input exceeding 29 kW	\$128.00	
<u>Special Inspection Fees:</u>		
(a) during the City's normal business hours	\$139.00	
(b) outside the City's normal business hours	\$541.00	
<i>*for each hour or part thereof after the first four hours</i> *Plus	\$139.00	

Building Regulation Bylaw No. 7230**Gas Permit Fees (cont.)**

Sections 5.2, 5.5, 5.6, 5.9, 5.11, 12.9, 12.10

Description	Fee
<u>Re-Inspection Fee:</u>	
(a) for the third inspection	\$93.00
(b) for the fourth inspection	\$128.00
(c) for the fifth inspection	\$248.00
<i>Note: The fee for each subsequent inspection after the fifth inspection will be double the cost of each immediately previous inspection</i>	
For a vent and/or gas valve or furnace plenum (no appliance)	\$77.75
<u>Piping alteration – for existing appliances</u>	
First 30 metres of piping	\$77.75
Each additional 30 metres or part thereof	\$29.25
Gas permit transfer or assignment fee (a)	\$77.75
<i>or (b) a fee of 10% to the nearest dollar of the original gas permit fee</i>	
<i>- whichever is greater of (a) or (b)</i>	
Gas permit extension fee (a)	\$77.75
<i>or (b) a fee of 10% to the nearest dollar of the original gas permit fee</i>	
<i>- whichever is greater of (a) or (b)</i>	

Building Regulation Bylaw No. 7230**Plumbing Permit Fees**

Sections 5.2, 5.5, 5.6, 5.9, 5.11, 12.5, 12.7, 12.9, 12.10

Description	Fee	Units
<u>Plumbing</u>		
(a) installation of each plumbing fixture	\$29.25	
(b) minimum plumbing fee	\$77.75	
(c) connection of City water supply to any hydraulic equipment	\$77.75	
<u>Sprinkler & Standpipes</u>		
(a) installation of any sprinkler system	\$77.75	
<i>*per additional head</i>	*Plus \$4.00	
(b) installation of each hydrant, standpipe, hose station,	(c) \$77.75	
hose valve, or hose cabinet used for fire fighting	(d) \$29.25	
<i>-whichever is greater of (c) or (d)</i>		per item

Building Regulation Bylaw No. 7230**Plumbing Permit Fees (cont.)**

Sections 5.2, 5.5, 5.6, 5.9, 5.11, 12.5, 12.7, 12.9, 12.10

Description	Fee	Units
<u>Water Service</u>		
(a) for the first 30 metres of water supply service pipe to a building or structure	\$77.75	
(b) for each additional 30 metres of water supply service pipe to a building and structure	\$29.25	
<u>Sanitary & Storm Sewers: Building Drains & Water Distribution</u>		
(a) for the first 30 metres of a sanitary sewer, and/or storm sewer, and/or building drain, or part thereof	\$77.75	
(b) for each additional 30 metres of a sanitary sewer, and/or storm sewer, and/or building drain, or part thereof	\$29.25	
(c) for the first 30 metres of a rough-in installation for a water distribution system in a multiple unit non-residential building for future occupancy, or part thereof	\$77.75	
(d) for each additional 30 metres of a rough-in installation for a water distribution system in a multiple unit non-residential building for future occupancy, or part thereof	\$29.25	
(e) for the installation of any neutralizing tank, catch basin, sump, or manhole (f)	\$77.75	
(g) - whichever is greater of (f) or (g)	\$29.25	per item
<u>Special Inspections</u>		
(a) during the City's normal business hours	\$139.00	
(b) outside the City's normal business hours or each hour	\$541.00	
<i>*for part thereof exceeding the first four hours</i> *Plus	\$139.00	
<u>Design Modification Fees</u>		
Plan review	\$139.00	per hour
<i>Applicable to Plumbing, Sprinkler & Standpipes, Water Service, and Sanitary & Storm Sewers; Building Drains & Water Distributions</i>		

Building Regulation Bylaw No. 7230**Plumbing Permit Fees (cont.)**

Sections 5.2, 5.5, 5.6, 5.9, 5.11, 12.5, 12.7, 12.9, 12.10

Description	Fee
<u>Plumbing Re-Inspection Fee</u> (a) for the third inspection (b) for the fourth inspection (c) for the fifth inspection <i>Note: The fee for each subsequent inspection after the fifth inspection will be double the cost of each immediately previous inspection</i>	\$93.00 \$128.00 \$248.00
Plumbing Permit Transfer or Assignment Fee (a) <i>or (b) a fee of 10% to the nearest dollar of the original plumbing permit fee</i> <i>- whichever is greater of (a) or (b)</i>	\$77.75
Plumbing Permit Extension Fee (a) <i>or (b) a fee of 10% to the nearest dollar of the original plumbing permit fee</i> <i>- whichever is greater of (a) or (b)</i>	\$77.75
Provisional Plumbing Compliance Inspection Fee (per permit visit) Provisional Plumbing Compliance Notice Extension Fee Potable Water Backflow Preventer Test Report Decal	\$159.00 \$248.00 \$25.25

SCHEDULE – BUSINESS LICENCE**Business Licence Bylaw No. 7360****Assembly Use Group 1**

Group 1 – Business Licence Fee Assessed by Total Floor Area <i>Except Food Caterers which are assessed a fee in accordance with Group 3</i>		
Square Metres (m²)	(Square Feet) (ft²)	Fee
0.0 to 93.0	(0 to 1,000)	\$180.00
93.1 to 232.5	(1,001 to 2,500)	\$273.00
232.6 to 465.0	(2,501 to 5,000)	\$470.00
465.1 to 930.0	(5,001 to 10,000)	\$746.00
930.1 to 1,860.1	(10,001 to 20,000)	\$1,321.00
1,860.2 to 2,790.1	(20,001 to 30,000)	\$1,891.00
2,790.2 to 3,720.2	(30,001 to 40,000)	\$2,466.00
3,720.3 to 4,650.2	(40,001 to 50,000)	\$3,032.00
4,650.3 to 5,580.3	(50,001 to 60,000)	\$3,607.00
5,580.4 and over	(60,001 and over)	\$4,088.00
Food Primary Liquor Licence Fee		\$374.00
Mobile Vendors (Food) Fee (per vehicle)		\$87.00

Business Licence Bylaw No. 7360**Assembly Use Group 2**

Group 2 – Business Licence Fee Assessed by Number of Seats	
Seats	Fee
0 to 30	\$565.00
31 to 60	\$1,121.00
61 to 90	\$1,681.00
91 to 120	\$2,242.00
121 to 150	\$2,795.00
151 to 180	\$3,354.00
181 to 210	\$3,910.00
211 and over	\$4,088.00

Business Licence Bylaw No. 7360
Assembly Use Group 3

Group 3 – Business Licence Fee Assessed by Number of Employees (including owners)*	
Employees	Fee
0 to 5	\$146.00
6 to 10	\$243.00
11 to 15	\$348.00
16 to 25	\$517.00
26 to 50	\$746.00
51 to 100	\$1,078.00
101 to 200	\$1,519.00
201 to 500	\$2,191.00
501 to 1,000	\$3,308.00
1,001 and over	\$4,088.00

**For the purpose of assessing a licence fee, two part-time employees are counted as one full-time employee.*

Business Licence Bylaw No. 7360
Residential Use

Residential Use – Business Licence Fee Assessed by Number of Rental Units	
Units	Fee
0 to 5	\$174.00
6 to 10	\$268.00
11 to 25	\$453.00
26 to 50	\$736.00
51 to 100	\$1,294.00
101 to 200	\$1,851.00
201 to 300	\$2,409.00
301 to 400	\$2,963.00
401 to 500	\$3,514.00
501 and over	\$4,088.00

Business Licence Bylaw No. 7360
Bed & Breakfast Use

Description	Fee
Bed & Breakfast Business License	\$174.00

Business Licence Bylaw No. 7360
Service Use

Service Use – Business Licence Fee Assessed by Number of Employees (including owners)*	
Employees	Fee
0 to 5	\$146.00
6 to 10	\$249.00
11 to 15	\$364.00
16 to 25	\$534.00
26 to 50	\$763.00
51 to 100	\$1,107.00
101 to 200	\$1,552.00
201 to 500	\$2,248.00
501 to 1,000	\$3,382.00
1,001 and over	\$4,088.00

**For the purpose of assessing a licence fee, two part-time employees are counted as one full-time employee.*

Business Licence Bylaw No. 7360
Mercantile Use

Mercantile Use – Business Licence Fee Assessed by Total Floor Area		
Square Metres (m²)	(Square Feet) (ft²)	Fee
0.0 to 93.0	(0 to 1,000)	\$146.00
93.1 to 232.5	(1,001 to 2,500)	\$230.00
232.6 to 465.0	(2,501 to 5,000)	\$421.00
465.1 to 930.0	(5,001 to 10,000)	\$705.00
930.1 to 1,860.1	(10,001 to 20,000)	\$1,275.00
1,860.2 to 2,790.1	(20,001 to 30,000)	\$1,852.00
2,790.2 to 3,720.2	(30,001 to 40,000)	\$2,417.00
3,720.3 to 4,650.2	(40,001 to 50,000)	\$2,985.00
4,650.3 to 5,580.3	(50,001 to 60,000)	\$3,558.00
5,580.4 and over	(60,001 and over)	\$4,088.00

Business Licence Bylaw No. 7360
Industrial/Manufacturing Use

Industrial/Manufacturing Use – Business Licence Fee assessed by Number of Employees (including owners)*	
Employees	Fee
0 to 5	\$174.00
6 to 10	\$286.00
11 to 15	\$398.00
16 to 25	\$565.00
26 to 50	\$792.00
51 to 100	\$1,121.00
101 to 200	\$1,569.00
201 to 500	\$2,235.00
501 to 1,000	\$3,348.00
1,001 and over	\$4,088.00

**For the purpose of assessing a licence fee, two part-time employees are counted as one full-time employee.*

Business Licence Bylaw No. 7360
Vehicle for Hire Businesses

Description	Fee
<u>Vehicle for Hire Business Fee</u>	
Each vehicle for hire applicant must pay (1) and (2)*:	
(1) Vehicle for hire office fee	\$146.00
(2) Per vehicle licence fee*	
<i>based on the number of vehicles</i>	
CLASS "A" Taxicab	\$135.00
CLASS "B" Limousine	\$87.00
CLASS "C" Sightseeing Taxicab	\$135.00
CLASS "D" Airport Taxicab	\$135.00
CLASS "E" Private Bus	\$135.00
CLASS "I" Charter Minibus	\$135.00
CLASS "J" Rental Vehicle	
Group 1	\$17.50
Group 2	\$87.00
CLASS "K" Driver Training Vehicle	\$65.25
CLASS "M" Tow-Truck	\$135.00
CLASS "N" Taxicab for Persons with Disabilities	\$135.00
CLASS "P" Pedicab	\$135.00

Business Licence Bylaw No. 7360
Vehicle for Hire Businesses (cont.)

Description	Fee
<i>*Notwithstanding the per-vehicle licence fees stipulated in Section 2, the maximum licence fee for any Vehicle for Hire business</i>	\$4,088.00
Transferring a vehicle for hire licence within any calendar year	\$50.25
Replacing a vehicle for hire licence plate or decal	\$20.75

Business Licence Bylaw No. 7360
Vending Machine Uses

Description	Fee
<u>Vending Machine Business Licence Fee</u>	
Group 1 (per machine)	\$32.75
Group 2 (per machine)	\$45.50
Group 3 (per machine)	\$10.25
Banking machine licence fee (per machine)	\$140.00
Amusement machine licence fee (per machine)	\$32.75

Business Licence Bylaw No. 7360
Adult Orientated Uses

Description	Fee
Adult entertainment establishment licence	\$4,088.00
Casino	\$6,466.00
<u>Body-Painting Studio</u>	
Studio licence	\$4,088.00
Each body-painting employee	\$146.00
<u>Body-Rub Studio</u>	
Studio licence	\$4,088.00
Each body-rub employee	\$146.00
<u>Escort Service</u>	
Escort service licence	\$4,088.00
Each escort employee	\$146.00

Business Licence Bylaw No. 7360
Farmer's Market

Description	Fee
Farmer's market licence	\$146.00

Business Licence Bylaw No. 7360
Licence Transfers, Changes and Reprints

Description	Fee
Requests for comfort letters (per address/business)	\$65.00
Transferring a licence from one person to another, or for issuing a new licence because of a change in information on the face of such licence, except a change between licence categories or subcategories	\$50.25
Changing the category or subcategory of a licence <i>(a)</i> <i>or (b) the difference between the existing licence fee</i> <i>and the fee for the proposed category or subcategory</i> <i>- whichever is greater of (a) or (b)</i>	\$50.25
Licence reprint	\$12.50

Business Licence Bylaw No. 7360
Off-Leash Permits

Description	Fee
Annual permit	\$125.00

SCHEDULE – COMMUNITY BYLAWS DOCUMENTATION FEES

Community Bylaws Documentation Fees

Description	Fee
Requests for Comfort Letters (per civic address & per unit)	\$61.25

SCHEDULE – DEMOLITION WASTE AND RECYCLABLE MATERIALS

Demolition Waste and Recyclable Materials Bylaw No. 9516
Section 4.1

Description	Fee
Application Fee	\$274.00 per waste disposal and recycling services plan submission
Waste Disposal and Recycling Service Fee	\$2.75 per square feet of structure to be demolished

SCHEDULE – DEVELOPMENT APPLICATION FEES**Zoning Amendments No. 8951**

Section	Application Type	Base Fee	Incremental Fee
Section 1.2.1 (a)	Zoning Bylaw Text Amendment	\$1,895.00	Not Applicable
Section 1.2.1 (b)	Zoning Bylaw Designation Amendment for Single Detached (RS)	\$2,408.00	Not Applicable
	No lot size policy applicable Requiring a new or amended lot size policy *plus all associated public notification costs	\$3,008.00	Not Applicable
Section 1.2.1	Zoning Bylaw Designation Amendment for 'site specific zones'	\$3,608.00	For residential portion of development: - \$46.00 per dwelling unit for first 20 dwelling units and \$23.50 per dwelling unit for each subsequent dwelling unit
			For non-residential building area: - \$29.75 per 100 m ² of building area for the first 1,000 m ² and \$18.50 per 100 m ² thereafter
	Zoning Bylaw Designation Amendment for all other zoning districts	\$2,408.00	For residential portion of development: - \$23.50 per dwelling unit for first 20 dwelling units and \$12.25 per dwelling unit for each subsequent dwelling unit For non-residential building area: - \$18.50 per 100 m ² of building area for the first 1,000 m ² and \$7.25 per 100 m ² thereafter
Section 1.2.3	Additional Public Hearing for Zoning Bylaws Text or Designation Amendments	\$908.00	\$908.00 for each subsequent Public Hearing required
Section 1.2.5	Expedited Timetable for Zoning Designation Amendment (Fast Track Rezoning)	\$1,208.00	Not Applicable

Official Community Plan Amendments No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.3.1	Official Community Plan Amendment without an associated Zoning Bylaw Amendment	\$3,608.00	Not Applicable
Section 1.3.2	Additional Public Hearing for Official Community Plan Amendment <i>for second public hearing</i>	\$908.00	\$908.00 for each subsequent Public Hearing required

Development Permits No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.4.1	Development Permit for other than a Development Permit referred to in Sections 1.4.2 and 1.4.3 of the Development Application Fees No. 8951	\$1,808.00	\$601.00 for the first 464.5 m ² of gross floor area plus: - \$125.00 for each additional 92.9 m ² or portion of 92.9 m ² of gross floor area up to 9,290 m ² , plus - \$24.50 for each additional 92.9 m ² or portion of 92.9 m ² of gross floor area over 9,290 m ²
Section 1.4.2	Development Permit for Coach House or Granny Flat	\$1,156.00	Not Applicable
Section 1.4.3	Development Permit, which includes property: (a) designated as an Environmentally Sensitive Area (ESA); or (b) located within, or adjacent to the Agricultural Land Reserve (ALR)	\$1,808.00	Not Applicable
Section 1.4.4	General Compliance Ruling for an issued Development Permit	\$608.00	Not Applicable
Section 1.4.5	Expedited Timetable for a Development Permit (Fast Track Development Permit)	\$1,208.00	Not Applicable

Development Variance Permits No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.5.1	Development Variance Permit	\$1,808.00	Not Applicable

Temporary Use Permits No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.6.1	Temporary Use Permit	\$2,408.00	Not Applicable
	Temporary Use Permit Renewal	\$1,208.00	Not Applicable

Land Use Contract Amendments No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.7.1	Land Use Contract Amendment	\$1,156.00	Not Applicable

Liquor-Related Permits No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.8.2 (a)	Licence to serve liquor under the Liquor Control and Licensing Act and Regulations; or change to existing license to serve liquor	\$608.00	Not Applicable
Section 1.8.5 (b)	Temporary changes to existing liquor licence	\$322.00	Not Applicable

Subdivision and Consolidation of Property No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.9.1	Subdivision of property that does not include an air space subdivision or the consolidation of property	\$908.00	\$125.00 for the second and each additional parcel
Section 1.9.2	Extension or amendment to a preliminary approval of subdivision letter	\$310.00	\$310.00 for each additional extension or amendment
Section 1.9.3	Road closure or road exchange	\$908.00	(In addition to the application fee for the subdivision)
Section 1.9.4	Air space subdivision	\$7,067.00	\$175.00 for each air space parcel created
Section 1.9.5	Consolidation of property without a subdivision application	\$125.00	Not Applicable

Strata Title Conversion of Existing Building No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.10.1 (a)	Strata Title Conversion of existing two-family dwelling	\$2,408.00	Not Applicable
Section 1.10.1 (b)	Strata Title Conversion of existing multi-family dwelling, commercial buildings and industrial buildings	\$3,608.00	Not Applicable

Phased Strata Title Subdivisions No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.11.1	Phased Strata Title	\$608.00 for first phase	\$608.00 for each additional phase

Servicing Agreements and Latecomer Fees No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.12.1	Servicing Agreement	Processing fee of \$1,208.00	Subject to Section 1.12.2 of Development Application Fees Bylaw No.8951, an inspection fee of 4% of the approved off-site works and services
Section 1.12.3	Latecomer Agreement	\$5,769.00	Not Applicable

Civic Address Changes No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.13.1	Civic Address change associated with the subdivision or consolidation of property	\$310.00	Not Applicable
	Civic Address change associated with a new building constructed on a corner lot	\$310.00	Not Applicable
	Civic Address change due to personal preference	\$1,208.00	Not Applicable

Telecommunication Antenna Consultation and Siting Protocol No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.14.1	Telecommunication Antenna Consultation and Siting	\$2,408.00	Not Applicable

Heritage Applications No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.15.1 (a)	<u>Heritage Alteration Permit</u> No Development Permit or Rezoning Application With Development Permit or Rezoning Application	\$265.00 (20% of the total applicable development permit or rezoning fee, whichever is greater)	Not Applicable Not Applicable
Section 1.15.1 (b)	<u>Heritage Revitalization Agreement</u> No Development Permit or Rezoning Application With Development Permit or Rezoning Application	\$265.00 (20% of the total applicable development permit or rezoning fee, whichever is greater)	Not Applicable Not Applicable

Administrative Fees No. 8951**Section 1.16**

Section	Description	Base Fee	Incremental Fee
Section 1.16.1	Change in property ownership or authorized agent	\$310.00	Not Applicable
Section 1.16.2	Change in mailing address of owner, applicant or authorized agent	\$58.25	Not Applicable
Section 1.16.3	Submission of new information that results in any of the following changes: (a) increase in proposed density; or (b) addition or deletion of any property associated with the application	\$310.00	Not Applicable
Section 1.16.4	Approving Officer legal plan signing or re-signing fee	\$64.75 per legal plan	Not Applicable
Section 1.16.5	Site profile submission	\$64.75 per site profile	Not Applicable
Section 1.16.6	Amendment to or discharge of legal agreement that does not require City Council approval	\$310.00 per legal agreement	Not Applicable
Section 1.16.7	Amendment to or discharge of legal agreement that requires City Council approval	\$1,208.00 per legal agreement	Not Applicable
Section 1.16.8	Additional landscape inspection because of failure to comply with City requirements	\$131.00 for second inspection	\$131.00 for each additional inspection required
Section 1.16.9	Preparation of information letter (comfort letter) for general land use	\$75.50 per property	Not Applicable
Section 1.16.10	Preparation of information letter (comfort letter) for building issues	\$75.50 per property	Not Applicable

SCHEDULE – DOG LICENCING**Dog Licencing Bylaw No. 7138**

Sections 2.1, 2.3

Description	Fee
<u>Dog – Not neutered or spayed</u>	
Normal Fee	\$85.00
Prior to March 1 st of the year for which the application is made	\$61.00
<u>Dog – Neutered or spayed</u>	
Normal Fee	\$37.00
Prior to March 1 st of the year for which the application is made	\$24.75
For seniors who are 65 years of age or older that have paid prior to March 1 st of the year for which the application is made	\$12.50
<u>Dangerous Dog – Not neutered or spayed</u>	
Normal Fee	\$303.00
Prior to March 1 st of the year for which the application is made	\$244.00
<u>Dangerous Dog – Neutered or spayed</u>	
Normal Fee	\$244.00
Prior to March 1 st of the year for which the application is made	\$184.00
For seniors who are 65 years of age or older that have paid prior to March 1 st of the year for which the application is made	\$91.75
Replacement tag*	
<i>*Fee for a replacement tag for each dog tag lost or stolen; or for each dog licence to replace a valid dog licence from another jurisdiction</i>	\$7.25

SCHEDULE – DONATION BIN REGULATION**Donation Bin Regulation Bylaw No. 9502**

Section 2.1.3

Description	Fee
Annual Permit Fee	\$112.00 per donation bin
Damage Deposit Fee	\$1,065.00 per donation bin location to a maximum of \$3,000 per permittee

Donation Bin Regulation Bylaw No. 9502**Section 2.2.7**

Description	Fee
Clean-up Fee	Actual Cost

Donation Bin Regulation Bylaw No. 9502**Section 2.4**

Description	Fee
Bin Removal Fee	\$112.00 per donation bin
Bin Retrieval Fee	\$220.00 per donation bin
Storage Fee	\$17.00 per day per donation bin
Disposal Fee	\$87.25 per donation bin disposal

SCHEDULE – EMPLOYMENT AND PAYROLL RECORDS

Description	Fee
Fee per request	\$112.00
Photocopying fees additional	\$1.25 per page \$1.50 per page (double sided)

Note: Employment and/or payroll record requests from Solicitors where such disclosure is authorized.

SCHEDULE – FILMING APPLICATION AND FEES**Filming Application and Fees Bylaw No. 8708****Administration Fees****Section 2.1.1 and 2.1.2**

Description	Fee
Application for Filming Agreement	\$210.00
Film Production Business Licence	\$146.00
Street Use Fee (100 feet/day)	\$58.25

Filming Application and Fees Bylaw No. 8708**City Parks & Heritage Sites****Section 2.1.1 and 2.1.2**

Description	Fee	Units
Major Park		
<i>Per day</i>	\$869.00	
<i>Per ½ day</i>	\$581.00	
Neighbourhood Park		
<i>Per day</i>	\$581.00	
<i>Per ½ day</i>	\$348.00	
<u>Britannia Shipyard</u>		
Filming	\$2,309.00	per day
Preparation & Wrap	\$1,156.00	per day
Per Holding Day	\$581.00	per day
City Employee		
<i>Per regular working hour</i>	\$41.50	
<i>Per hour after 8 hours</i>	\$61.25	
<u>Minoru Chapel</u>		
Filming		
<i>October through June</i>	\$2,885.00	per day
<i>July through September</i>	\$3,463.00	per day
Preparation & Wrap	\$1,156.00	per day
Per Holding Day	\$581.00	per day
City Employee		
<i>Per regular working hour</i>	\$41.50	
<i>Per hour after 8 hours</i>	\$61.25	

Filming Application and Fees Bylaw No. 8708
City Parks & Heritage Sites (cont.)
 Section 2.1.1 and 2.1.2

Description	Fee	Units
<u>Nature Park</u>		
Filming	\$1,156.00	per day
Preparation & Wrap	\$581.00	per day
City Employee		
<i>Per regular working hour</i>	\$23.50	
<i>Per hour after 8 hours</i>	\$35.25	
<u>Gateway Theatre</u>		
Filming	\$2,885.00	per day
Preparation & Wrap	\$1,156.00	per day
City Employee		
<i>Per regular working hour</i>	\$39.25	
<i>Per hour after 8 hours</i>	\$58.25	
<u>City Hall</u>		
Filming on regular business days	\$2,309.00	per day
Filming on weekends or statutory holidays	\$1,156.00	per day
Preparation & Wrap	\$1,156.00	per day
City Employee		
<i>Per regular working hour</i>	\$23.50	
<i>Per hour after 8 hours</i>	\$35.25	

Filming Application and Fees Bylaw No. 8708
Other Fees
 Section 2.1.1 and 2.1.2

Description	Fee	Units
<u>RCMP (4-hour minimum)</u>		
Per person	\$121.00	per hour
<u>Fire Rescue (4-hour minimum)</u>		
Fire Engine	\$150.00	per hour
Fire Captain	\$104.00	per hour
Firefighter (minimum 3 firefighters)	\$84.75	per hour, per person

SCHEDULE – FIRE PROTECTION AND LIFE SAFETY**Fire Protection and Life Safety Bylaw No. 8306****Fees & Cost Recovery**

Description	Section	Fee	Units
Permit	4.3	\$25.25	
Permit Inspection, first hour	4.3	\$98.75	
Permit Inspection, subsequent hours or part thereof	4.3	\$62.00	
Attendance – open air burning without permit <i>first hour</i>	4.5.1	\$515.00	per vehicle
Attendance – open air burning without permit <i>subsequent half-hour or part thereof</i>	4.5.1	\$261.00	per vehicle
Attendance – open air burning in contravention of permit conditions <i>first hour or part thereof</i>	4.5.3	\$515.00	per vehicle
Attendance – open air burning in contravention of permit conditions <i>subsequent half-hour or part thereof</i>	4.5.3	\$261.00	per vehicle
Attendance – false alarm – by Fire-Rescue - standby fee – contact person not arriving within 30 minutes after alarm <i>per hour or portion of hour Fire Dept standing by</i>	6.1.4 (b)	\$515.00	per vehicle
Vacant premises – securing premises	9.7.4	Actual cost	
Vacant premises – Richmond Fire-Rescue response	9.7.5 (a)	\$515.00	per vehicle
Vacant premises – additional personnel, consumables and damage to equipment	9.7.5 (b)	Actual cost	
Vacant premises – demolition, clean-up, etc.	9.7.5 (c)	Actual cost	
Damaged building – securing premises	9.8.1	Actual cost	
Display permit application fee, fireworks	9.14.6	\$128.00	
Work done to effect compliance with order in default of owner	14.1.6	Actual cost	
Fire Extinguisher Training	15.1.1 (h)	\$28.75	per person for profit groups
Fire Records (Research, Copying or Letter)	15.1.1 (i)	\$74.25	per address

Fire Protection and Life Safety Bylaw No. 8306
Fees & Cost Recovery (cont.)

Description	Section	Fee
Review – Fire Safety Plan any building	15.1.1 (b)	
Any building < 600 m ² area		\$128.00
Any building > 600 m ² area		\$187.00
High building, institutional		\$248.00
Revisions (per occurrence)		\$62.00
Inspection	15.2.1 (a)	
4 stories or less and less than 914 m ² per floor		\$248.00
4 stories or less and between 914 and 1,524 m ² per floor		\$372.00
5 stories or more and between 914 and 1,524 m ² per floor		\$615.00
5 stories or more and over 1,524 m ² per floor		\$857.00
Inspection or follow-up to an order <i>first hour</i>	15.2.1 (b)	\$98.50
Re-inspection or follow-up to an order <i>subsequent hours or part of hour</i>	15.2.1 (b)	\$62.00
Nuisance investigation, response & abatement	15.4.1	Actual cost
Mitigation, clean-up, transport, disposal of dangerous goods	15.4.2	Actual cost
<u>Attendance – False alarm</u>		
No false alarm reduction program in place	15.5.5	\$372.00
False alarm reduction program in place and participation	15.5.5	No charge
Attendance – false alarm – by bylaw, police or health officers where the intentional or unintentional activation of a security alarm system causes the unnecessary response of an inspector	15.5.10	\$125.00
Caused by security alarm system	15.6.1	\$248.00
Monitoring agency not notified	15.7.1	\$248.00
Alternate solution report or application review	General	\$187.00

SCHEDULE – GARDEN CITY LANDS SOILS DEPOSIT FEES**Garden City Lands Soils Deposits Fees Bylaw No. 9900****Sections 2.1**

Dump Truck Type	Approximate Volume per Load	Fee
Tandem	7m ³	\$100
Tri-Tandem	9m ³	\$125
Truck + Transfer	12m ³	\$160

SCHEDULE – NEWSPAPER DISTRIBUTION REGULATION**Newspaper Distribution Regulation Bylaw No. 7954**

Section	Application Type	Fee
Section 2.1.3	Each compartment within a multiple publication news rack (MPN) for paid or free newspaper	\$176.00, plus applicable taxes, per year
Section 2.1.3	Each newspaper distribution box for paid newspapers	\$87.00, plus applicable taxes, per year
Section 2.1.3	Each newspaper distribution box for free newspapers	\$119.00, plus applicable taxes, per year
Section 2.1.3	Each newspaper distribution agent for paid or free newspaper	\$291.00, plus applicable taxes, per year
Section 2.4.3	Storage fee for each newspaper distribution box	\$119.00, plus applicable taxes, per year

SCHEDULE – PARKING (OFF-STREET) REGULATION**PARKING (OFF-STREET) REGULATION Bylaw No. 7403**

Section 5.1.3, 6.1.2

Description	Fee
<i>Pay Parking Fees:</i> All Off-Street City Property Locations, other than those set out below 6131 Bowling Green Road 6500 Gilbert Road 7840 Granville Avenue	All rates include applicable taxes. \$2.75 per hour – 7:00 am to 9:00pm \$2.75 per hour – 7:00 am to 9:00 pm \$2.75 per hour – 7:00 am to 9:00 pm Gateway Theater Productions - \$5.50 for maximum stay \$2.25 per hour – 7:00 am to 4:00 pm
<i>Parking Permit / Decal Fees:</i> All Off-Street City Property Locations, other than those set out below. Gateway Theater Staff Parking (6500 Gilbert Road) Richmond Lawn Bowling Club Members Parking (6131 Bowling Green Road) Richmond Seniors' Centre Members Parking (Minoru Park) Richmond Tennis Club Members Parking (Minoru Park)	\$42.00 per calendar month plus applicable taxes, subject to discounts of: 10% for groups of 11 to 25 permit decals 15% for groups of 26 to 50 permit decals 25% for groups of 51 or more permit decals \$5.50 per calendar year, plus applicable taxes \$5.50 per calendar year, plus applicable taxes \$8.50 per calendar year, plus applicable taxes \$5.50 per calendar year, plus applicable taxes

SCHEDULE – PLAYING FIELD USER FEES**Playing Field User Fees
Natural Turf Field Fees**

Description	Fee	Units
<u>Sand Turf (With Lights)</u>		
Commercial (all ages)		
<i>Full size</i>	\$41.00	per hour
<i>Mini field</i>	\$20.75	per hour
Private or Non-resident (all ages)		
<i>Full size</i>	\$33.00	per hour
<i>Mini field</i>	\$17.50	per hour
Richmond Youth Groups*		
<i>Full size</i>	\$11.50	per hour
<i>Mini field</i>	\$6.50	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$24.50	per hour
<i>Mini field</i>	\$12.50	per hour
<u>Sand Turf (No Lights)</u>		
Commercial (all ages)		
<i>Full size</i>	\$29.75	per hour
Private or Non-resident (all ages)		
<i>Full size</i>	\$23.50	per hour
Richmond Youth Groups*		
<i>Full size</i>	\$8.75	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$18.50	per hour
<u>Soil Turf (No Lights)</u>		
Commercial (all ages)		
<i>Full size</i>	\$10.25	per hour
<i>Mini field</i>	\$5.75	per hour
Private or Non-resident (all ages)		
<i>Full size</i>	\$8.50	per hour
<i>Mini field</i>	\$5.00	per hour
Richmond Youth Groups*		
<i>Full size</i>	\$4.00	per hour
<i>Mini field</i>	\$2.75	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$6.50	per hour
<i>Mini field</i>	\$4.00	per hour

*As per City of Richmond Policy 8701 groups must have a minimum of 70% Richmond residents to receive this rate. Groups may be asked to provide proof of residency.

Playing Field User Fees (cont.)
Artificial Turf Fees

Description	Fee	Units
Richmond Youth Groups*		
<i>Full size</i>	\$24.75	per hour
<i>Mini field</i>	\$12.50	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$41.75	per hour
<i>Mini field</i>	\$21.25	per hour
Commercial/Non-residents (all ages)		
<i>Full size</i>	\$60.75	per hour
<i>Mini field</i>	\$31.00	per hour

**As per City of Richmond Policy 8701 groups must have a minimum of 70% Richmond residents to receive this rate. Groups may be asked to provide proof of residency.*

Playing Field User Fees
Ball Diamonds

Description	Fee	Units
<u>Sand Turf (With Lights)</u>		
Commercial (all ages)		
<i>Full size</i>	\$26.50	per hour
Private or Non-resident (all ages)		
<i>Full size</i>	\$21.00	per hour
Richmond Youth Groups*		
<i>Full size</i>	\$7.75	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$16.50	per hour
<u>Sand Turf (No Lights)</u>		
Commercial (all ages)		
<i>Full size</i>	\$23.50	per hour
Private or Non-resident (all ages)		
<i>Full size</i>	\$19.50	per hour
Richmond Youth Groups*		
<i>Full size</i>	\$7.25	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$15.25	per hour

Playing Field User Fees
Ball Diamonds (cont.)

<u>Soil Turf (No Lights)</u>		
Commercial (all ages) Full size	\$7.50	per hour
Private or Non-resident (all ages) Full size	\$6.25	per hour
Richmond Youth Groups* Full size	\$3.25	per hour
Richmond Adult Groups* Full size	\$5.25	per hour
<u>Artificial Turf (With Lights)</u>		
Commercial (all ages) Full size	\$65.00	per hour
Private or Non-resident (all ages) Full size	\$65.00	per hour
Richmond Youth Groups* Full size	\$26.50	per hour
Richmond Adult Groups* Full size	\$44.25	per hour

**As per City of Richmond Policy 8701 groups must have a minimum of 70% Richmond residents to receive this rate. Groups may be asked to provide proof of residency.*

Playing Field User Fees
Track and Field Fees and Charges (Facilities at Minoru Park)

Description	Fee	Units
Training Fee – all ages Track and Field Club	\$842.00	per year
Richmond Youth Meets*	\$159.00	per meet
Richmond Adult Meets*	\$246.00	per meet
Private Group Track Meets or Special Events	\$614.00	per day
Private Group Track Meets or Special Events	\$52.25	per hour

**As per City of Richmond Policy 8701 groups must have a minimum of 70% Richmond residents to receive this rate. Groups may be asked to provide proof of residency.*

SCHEDULE – POLLUTION PREVENTION AND CLEAN-UP**Permit Application Fees****Section 6.1.2**

Description	Fee
Application Fee	\$3,060.00
Request for comfort letters per civic address and per unit	\$85.00

SCHEDULE – PROPERTY TAX CERTIFICATES FEES**Property Tax Certificate Fees**

Description	Fee
Requested in person at City Hall	\$44.00
Requested through APIC	\$38.00

SCHEDULE – PROPERTY TAX BILLING INFORMATION

Description	Fee
Additional tax and/or utility bill reprints – per folio/account	\$6.50
Digital roll data report	\$920.00
Tax apportionment – per child folio	\$35.00
Mortgage company tax information request – per folio	\$11.00

SCHEDULE – PUBLICATION FEES**Publication Fees**

Description	Fee
<u>As-Builts Drawings</u>	
A-1 Size, 24" x 36"	\$7.00
B Size, 18" x 24"	\$5.25
<u>Computer Sections Maps, 24" x 24"</u>	
Individual	\$7.00
Digital Download	\$90.50
<u>Custom Services</u>	
Custom Mapping (per hour)	\$72.75
<u>Engineering Manuals</u>	
Design Specifications (contents only)	\$116.00
Supplemental Specifications and Detail Drawings (contents only)	\$116.00
<u>GIS Data Requests</u>	
Non-refundable Data Request Fee	\$128.00
First Layer*	\$180.00
Each Additional Layer*	\$62.00
Digital download of GIS layers of Municipal Works of City of Richmond	\$7,312.00
<u>Street Maps</u>	
Large, 36" x 57"	\$9.75
Small, 22" x 34"	\$7.00
<u>Utility Section Maps, 15" x 24"</u>	
Individual	\$5.25
Digital Download	\$90.50

**Fees are multiplied by the number of sections requested.*

SCHEDULE – RCMP DOCUMENTATION FEES**RCMP Documentation Fees**

Description	Fee
Criminal Record Checks	\$67.50
Volunteer Criminal Record Checks – Volunteering outside the City of Richmond	\$25.00
Volunteer Criminal Record Checks – Volunteering within the City of Richmond	No Charge
Police Certificate (including prints)	\$67.50
Fingerprints	\$67.50
Record of Suspension / Local Records Checks	\$67.50
Name Change Applications	\$67.50
Collision Analyst Report	\$629.00
Field Drawing Reproduction	\$45.50
Scale Drawing	\$131.00
Mechanical Inspection Report	\$270.00
Police Report and Passport Letter	\$67.50
Insurance Claim Letter	\$67.50
Court Ordered File Disclosure	\$67.50
* per page	*Plus \$2.75
**Shipping cost	**Plus \$9.25
Photos 4" x 6" (per photo)	\$4.25
***Shipping cost	***Plus \$9.25
Photos (each laser)	\$3.25
Digital Photo Reproduction	\$21.50
Video Reproduction (first hour)	\$67.50
- per additional half-hour of staff time	\$33.75
Audio Tape Reproduction	\$67.50
- per additional half-hour of staff time	\$33.75
Information transfer/storage to USB	\$9.00

SCHEDULE – RESIDENTIAL LOT (VEHICULAR) ACCESS REGULATION**Residential Lot (Vehicular) Access Regulation Bylaw No. 7222****Administration Fees****Section 2.3**

Description	Fee
<u>Driveway Crossing Application</u>	
Administration/Inspection Fee	\$93.00

SCHEDULE – SIGN REGULATION**Sign Regulation Bylaw No. 9700**

Sections 1.12, 1.14

Description	Fee
Base application fee (non-refundable)	\$83.75 (creditable towards appropriate permit fee)
Fee for home-based sign	\$83.75
Fee based on sign area (awning, banner, canopy, changeable copy, fascia, mansard roof, marquee, projected-image, projecting, under awning/canopy, window signs >25%)	$<15.0\text{m}^2$: \$106.00 $15.01-45.0\text{m}^2$: \$210.00 $>45.01\text{m}^2$: \$366.00
Fee for new freestanding signs	$< 3.0\text{m}^2$: \$210.00 $3.01-9.0\text{m}^2$: \$418.00 $9.01-15.0\text{m}^2$: \$627.00
Fee for temporary construction freestanding/fencing signs	Single/two family: \$106.00 \$52.50 for each additional 6 months. 3+ family construction: \$210.00 \$106.00 for each additional 6 months
Freestanding sign relocation fee (on same site)	\$210.00 (same as base f/s fee)
Permit processing fee for a sign without a permit	2x actual permit fee

SCHEDULE – TREE PROTECTION**Tree Protection Bylaw No. 8057****Permit Fees**

Sections 4.2, 4.6

Description	Fee
Permit application fee	
To remove a hazard tree	No Fee
One (1) tree per parcel during a 12 month period	No Fee
Two (2) or more trees	\$62.00
Renewal, extension or modification of a permit	\$62.00

SCHEDULE – USE OF CITY STREETS**Traffic Bylaw No. 5870**

Obstruction of Traffic – Traffic Management Plan Review and Lane Closure Permit

Section 6.3

Description	Fee
Application Review Fee	\$100.00

Traffic Bylaw No. 5870

Containers – Temporary Placement Permit

Section 9A

Description	Fee
Permit Fee	\$30.00 per day

Traffic Bylaw No. 5870

Shared Vehicle Parking Space – Permit

Section 12C

Description	Fee
Permit Fee	\$300.00 per year

Traffic Bylaw No. 5870Oversize Vehicles and Building Moves – Permit
Section 25.1

Description	Fee
Individual Vehicle Trip	\$25.00
One Vehicle for More than One Trip	\$100.00
One Building Move	\$50.00
Re-issuance of Building Move Permit as a Result of Changes Requested to Original Permit	\$25.00

Traffic Bylaw No. 5870Construction Zones – Permit
Section 42.1

Description	Fee
Permit Fee	\$300.00
* per day *Plus	\$30.00
** per metre of roadway to which permit applies, per day **Plus	\$0.25

SCHEDULE – UNDERPINNING WORKS AND CONSTRUCTION FENCE ENCROACHMENT

Underpinning Works and Construction Fence Encroachment Bylaw No. 9833
Sections 2.1, 2.2 and 3.4

Description	Fee
Underpinning Works	
Application Fee	\$522.00 per Underpinning Works Permit application
Encroachment Fee	\$54.75 per square meter of excavation face that will be supported by the Underpinning Works
Inspection Fee	\$248.00
Additional Inspection Fees	\$93.00 per additional inspection if additional inspection(s) are required as a result of initial inspection showing deficiencies
Security Deposit	\$5,213.00 plus such additional amounts set forth in section 2.2 of Bylaw No. 9833
Construction Fence	Fee
Application Fee	\$106.00 per Construction Fence Permit application
Encroachment Fee	\$10.50 per year per square meter of encroachment
Inspection Fee	\$248.00
Additional Inspection Fees	\$93.00 per additional inspection if additional inspection(s) are required as a result of initial inspection showing deficiencies
Security Deposit	\$5,213.00

SCHEDULE – VEHICLE FOR HIRE REGULATION

Vehicle for Hire Regulation Bylaw No. 6900
Permit & Inspection Fees
Sections 3.7, 6.3

Description	Fee	Units
Transporting of trunks	\$7.50	per trunk
Towing permit	\$62.00	
Inspection fee for each inspection after the second inspection	\$32.00	

SCHEDULE – VISITING DELEGATION, STUDY TOUR AND CITY HALL TOUR**Visiting Delegation, Study Tour and City Hall Tour Bylaw No. 9068****Section 2.1**

Description		Fee
City Hall Tour		\$274.00 plus room rental fee
Visiting Delegation or Study Tour	Up to 2 hours	\$274.00 plus room rental fee
	2 to 4 hours	\$545.00 plus room rental fee
	More than 4 hours	\$1,088.00 plus room rental fee

SCHEDULE – WATER USE RESTRICTION**Water Use Restriction Bylaw No. 7784****Permit Fees****Section 3.1**

Description	Fee
Permit application fee for new lawns or landscaping (s.3.1.1(a))	\$37.50
Permit application fee for nematode applications for European Chafer Beetle control, where property does not have water meter service (s.3.1.1(b))	\$37.50
Permit application fee for nematode applications for European Chafer Beetle control, where property has water meter service (s.3.1.1(b))	NIL

SCHEDULE – WATERCOURSE PROTECTION AND CROSSING**Watercourse Protection and Crossing Bylaw No. 8441
Application, Design Drawing and Inspection Fees**

Description	Fee
<u>Culvert</u>	
Application Fee	\$366.00
City Design Option	\$1,204.00
Inspection Fee	\$123.00 plus \$24.75 per additional linear metre of culvert over 5 metres wide
<u>Bridge</u>	
Application Fee	\$125.00
Inspection Fee	\$244.00

Note: There is no City Design Option for bridges.

**Watercourse Protection and Crossing Bylaw No. 8441
Riparian Management Area Building Permit – Application Review Fees
Section 8.2**

Description	Fee
<u>Application Review Fees</u>	
(a) Single or two family dwelling construction	\$765.00
(b) Single or two family dwelling demolition	\$357.00
(c) Addition to and/or accessory building over 10 m ² (for single or two family dwellings) construction	\$357.00
(d) Addition to and/or accessory building over 10 m ² (for single or two family dwellings) demolition	\$357.00
(e) Retaining wall over 1.2 m in height, for single or two family dwelling	\$357.00
(f) Site services for single or two family dwelling	\$357.00
(g) Combination of three (3) or more of the following: single or two family dwelling construction and/or demolition, addition to and/or accessory building over 10m ² for single or two family dwellings construction and/or demolition, retaining wall over 1.2 m in height, for single or two family dwelling, and/or site services for single or two family dwelling.	\$1,530.00

Note: Other than as set out above there are no Building Permit application review fees for activities in or adjacent to riparian management areas

Watercourse Protection and Crossing Bylaw No. 8441
Development in Riparian Management Area Inspection Fees
Section 8.5

Description	Fee
<u>Initial Inspection Fee</u>	\$76.50
<u>Re-inspection Fees</u>	
(a) first additional inspection	\$76.50
(b) second additional inspection	\$153.00
(c) third additional inspection	\$306.00
<i>Note: the fee for each additional inspection after the third additional inspection, required as a result of prior inspection showing deficiencies, will be at double the cost of each immediately previous inspection</i>	



City of Richmond

Report to Committee

To: Finance Committee

Date: September 23, 2019

From: Jerry Chong
Director, Finance

File: 03-0925-02-01/2019-
Vol 01



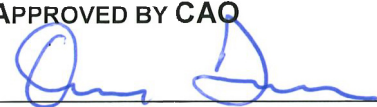
Re: **Permissive Exemption (2020) Bylaw No. 10027**

Staff Recommendation

That Permissive Exemption (2020) Bylaw No. 10027 be introduced and given first, second and third readings.

Jerry Chong
Director, Finance
(604-276-4064)

Att. 1

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 
APPROVED BY CAO 	

Staff Report

Origin

Permissive exemptions of property tax are provided to various properties in accordance with Sections 220 and 224 of the Community Charter and Council Policy 3561, which has been consistently applied since 1977. The exemption bylaw must be adopted by October 31 of each year to be effective for the following year.

This report supports Council's Strategic Plan 2018-2022 Strategy #5 Sound Financial Management:

Accountable, transparent, and responsible financial management that supports the needs of the community into the future.

5.1 Maintain a strong and robust financial position.

5.3 Decision-making focuses on sustainability and considers circular economic principles.

Analysis

Owners of exempted properties in 2019 were contacted and verified of their eligibility for exemptions in the coming year. Changes to the 2020 bylaw are listed in Attachment 1.

New application for Council consideration:

Atira Women's Resource Society – 10311 River Drive

In late 2018, Council appointed Atira Women's Resource Society as the operator of a childcare facility at the new City owned strata unit at 10311 River Drive. Construction at 10311 River Drive is nearly complete and the unit will be transferred to the City sometime in October 2019. It is expected that the childcare facility will be in operation in 2020 and therefore will need to be included in the 2020 Permissive Exemption bylaw. The tenant/operator, Atira Women's Resource Society qualifies for permissive exemption under Council Policy 3561 as a City-owned property leased to a non-profit organization.

Amendments to Permissive Tax Exemption Bylaw No. 10027:

1. St. Paul's Roman Catholic Parish – 8251 St. Albans Road

In 2019, St Paul's Roman Catholic Parish completed construction of a new church building on their property at 8251 St. Albans Road. The old church building was demolished and repaved for church parking purposes. An amendment was made to Permissive Exemption Bylaw No. 10027 to reflect the new exempted area that is used for religious purposes.

2. Vancouver International Buddhist Progress Society– 6680 – 8181 Cambie Road

The Vancouver International Buddhist Progress Society has converted two rooms that were previously used for housing visiting monks into dedicated first aid rooms for the worshippers' use. The area is cordoned off from the other dorm rooms with public access through a separate door.

Permissive Exemption Bylaw No. 10027 is amended to reflect the change in use for the two rooms from taxable to exempt status.

Permissive Exemption Bylaw Deletions

The City property at 14140 Triangle Road will be statutorily exempted by the Province for 2020 and therefore is removed from Permissive Exemption Bylaw No 10027.

No. 5 Road Backlands

As part of the review, staff ensured that the No. 5 Road backlands met farming requirements. There were no significant changes to the farming activity on these properties since the prior year.

Financial Impact

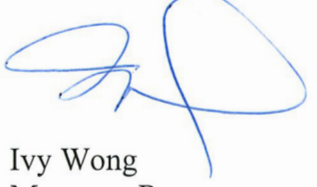
Property tax exemptions impact the City's finances by reducing the total assessed value of properties subject to taxation. This results in the City recovering the shortfall through tax increases to general taxpayers.

Church properties represent the largest number of permissively exempted properties and account for approximately \$575,000 in direct municipal taxes waived in 2019. Exempted non-City owned properties account for approximately \$120,000 in waived municipal taxes and City owned or leased properties account for approximately \$2.32 million.

Permissive exemptions impact both municipal and other agencies' taxes. If any City owned or leased properties are not provided with a permissive exemption, the City would need to increase annual municipal taxes in order to pay property taxes to the other taxing agencies.

Conclusion

Permissive exemptions are granted by Council annually to qualifying organizations that provide social benefit to the Community. Bylaw 10027 will provide tax exemptions in accordance with Provincial legislation and Council Policy.



Ivy Wong
Manager, Revenue
(604-276-4046)

IW:gjn

Att. 1: Updates to the 2020 Permissive Exemption Bylaw

Additions to Permissive Exemption Bylaw 10027

ROLL NO	ORGANIZATION NAME	CIVIC ADDRESS	ADDITION
079-774-028	Atira Women's Resource Society	10311 River Drive	Schedule G

Amendments to Permissive Exemption Bylaw 10027

ROLL NO	ORGANIZATION NAME	CIVIC ADDRESS	AMENDMENT
067-043-063	St. Paul's Roman Catholic Parish	8251 St. Alban's Road	Schedule B
082-265-059	Vancouver International Buddhist Progress Society	6680 – 8181 Cambie Road	Schedule B

Deletions to Permissive Exemption Bylaw 10027

ROLL NO	ORGANIZATION NAME	CIVIC ADDRESS	DELETION
031-968-086	City of Richmond	14140 Triangle Road	Schedule I



Permissive Exemption (2020) Bylaw No. 10027

The Council of the City of Richmond enacts as follows:

PART ONE: RELIGIOUS PROPERTIES PERMISSIVE EXEMPTION

- 1.1 Pursuant to Section 224(2)(f) of the *Community Charter*, the religious halls and the whole of the parcels of land surrounding the religious halls shown on Schedule A are considered necessary to an exempt building set apart for public worship, and are hereby exempt from taxation for the 2020 year.
- 1.2 Pursuant to Section 224(2)(f) of the *Community Charter*, the portions of the parcels of land and improvements surrounding the religious halls shown on Schedule B are considered necessary to an exempt building set apart for public worship, and are hereby exempt from taxation for the 2020 year.
- 1.3 Notwithstanding Sections 1.1 and 1.2 of this bylaw, no additional exemption from taxation pursuant to Section 224(2)(f) will be granted to any parcel of land for which an associated building is not exempted by the British Columbia Assessment Authority pursuant to Section 220(1)(h) of the *Community Charter*.
- 1.4 Notwithstanding Sections 1.1 and 1.2 of this bylaw, if at any point from the period commencing on the date of Council approval of this bylaw and December 31, 2020, parcels of land or portions thereof that are listed in Schedule A or Schedule B no longer qualify for the statutory tax exemption set out in section 220(1)(h) of the *Community Charter*, such parcels of land or portions thereof will be reassessed and subject to taxation for the period commencing on the date on which qualification for the statutory tax exemption ceased and December 31, 2020.

PART TWO: TENANTED RELIGIOUS PROPERTIES PERMISSIVE EXEMPTION

- 2.1 Pursuant to Section 224(2)(g) of the *Community Charter*, the portions of land and improvements shown on Schedule C are hereby exempt from taxation for the 2020 year.

PART THREE: CHARITABLE AND RECREATIONAL PROPERTIES PERMISSIVE EXEMPTION

- 3.1** Pursuant to Section 224(2)(a) of the *Community Charter*, the whole of the parcels of land shown on Schedule D are hereby exempt from taxation for the 2020 year.
- 3.2** Notwithstanding Section 3.1 of this bylaw, no additional exemption from taxation pursuant to Section 3.1 of this bylaw will be granted to any parcel of land for which an associated building is not exempted by the British Columbia Assessment Authority pursuant to Section 220(1)(i) of the *Community Charter*.
- 3.3** Pursuant to Section 224(2)(a) and Section 224(2)(j) of the *Community Charter*, the whole of the parcels of land and improvements shown on Schedule E are hereby exempt from taxation for the 2020 year.
- 3.4** Pursuant to Section 224(2)(a) and Section 224(2)(k) of the *Community Charter*, the whole of the parcels of land and improvements shown on Schedule F are hereby exempt from taxation for the 2020 year.
- 3.5** Pursuant to Section 224(2)(a) of the *Community Charter*, the whole or portions of the parcels of land and improvements shown on Schedule G are hereby exempt from taxation for the 2020 year.
- 3.6** Pursuant to Section 224(2)(i) of the *Community Charter*, the whole or portions of land and improvements shown on Schedule H are hereby exempt from taxation for the 2020 year.
- 3.7** Pursuant to Section 224(2)(d) of the *Community Charter*, the whole or portions of land and improvements shown on Schedule I are hereby exempt from taxation for the 2020 year.

PART FOUR: MISCELLANEOUS PROVISIONS

- 4.1** Schedules A through I inclusive, which are attached hereto, form a part of this bylaw.
- 4.2** Permissive Exemption Bylaw 9893 is hereby repealed in its entirety.
- 4.3** This Bylaw is cited as “**Permissive Exemption (2020) Bylaw No. 10027**”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

MAYOR

CORPORATE OFFICER

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

SCHEDULE A to BYLAW 10027

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	MAILING ADDRESS
Bakerview Gospel Chapel (067-375-002) 8991 Francis Road	PID 009-294-902 Lot 135 Except: Parcel B (Bylaw Plan 87226) Section 21 Block 4 North Range 6 West New Westminster District Plan 23737	Bakerview Gospel Chapel 10260 Algonquin Drive Richmond, B.C. V7A 3A4
Beth Tikvah Congregation and Centre Association (099-358-999) 9711 Geal Road	PID 003-644-391 Lot 1 Except: Firstly: Part Subdivided by Plan 44537 Secondly: Part Subdivided by Plan LMP47252 Section 26 Block 4 North Range 7 West New Westminster District Plan 17824	Beth Tikvah Congregation and Centre Association 9711 Geal Road Richmond, B.C. V7E 1R4
Brighouse United Church Hall (604-046-009) 8151 Bennett Road	PID 006 199 631 Lot 362 of Section 16 Block 4 North Range 6 West New Westminster District Plan 47516	Congregation of the United Church of BC 8151 Bennett Road Richmond, B.C. V6Y 1N4
Canadian Martyrs Parish (604-145-000) 5771 Granville Avenue	PID 003-894-266 Lot 610 Section 12 Block 4 North Range 7 West New Westminster District Plan 58494	Roman Catholic Archbishop of Vancouver 5771 Granville Avenue Richmond, B.C. V7C 1E8
Christian and Missionary Alliance (082-148-009) 3360 Sexsmith Road	PID 003-469-247 Lot 23 Except: Firstly: the East 414.3 Feet Secondly: the South 66 Feet, and Thirdly: Part Subdivided by Plan 33481 Sections 27 and 28 Block 5 North Range 6 West New Westminster District Plan 3404	North Richmond Alliance Church 3360 Sexsmith Road Richmond, B. C. V6X 2H8
Christian Reformed Church of Richmond (072-496-000) 9280 No. 2 Road	PID 018-262-767 Lot 2 of Section 30 Block 4 North Range 6 West New Westminster District Plan LMP9785	Christian Reformed Church of Richmond 9280 No. 2 Road Richmond, B.C. V7E 2C8

SCHEDULE A to BYLAW 10027

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	MAILING ADDRESS
Church in Richmond (083-953-080) 4460 Brown Road	PID 028-628-110 Lot 7 Section 33 Block 5 North Range 6 West New Westminster District Plan 3318 Part S 1/2, Except Plan 24362, Exp 24381	Church in Richmond 4460 Brown Road Richmond BC V6X 2E8
Conference of The United Mennonite Churches of B.C. (080-792-000) 11571 Daniels Road	PID 004 152 832 Lot 323 of Section 25 Block 5 North Range 6 West New Westminster District Plan 57915	Conference of Mennonites in B.C. c/o Peace Mennonite Church 11571 Daniels Road Richmond, B.C. V6X 1M7
Convention of Baptist Churches of B.C. (071-191-006) 8140 Saunders Road	PID 007-397-216 Lot 123 Section 28 Block 4 North Range 6 West New Westminster District Plan 44397	Convention of Baptist Churches of B.C. 8140 Saunders Road Richmond, B.C. V7A 2A5
Emmanuel Christian Community Society (002-050-053) 10351 No. 1 Road	PID 011-908-106 Lot 13 Block A Section 34 Block 4 North Range 7 West Except Plan 53407 New Westminster District Plan 710	Emmanuel Christian Community Society 10351 No. 1 Road Richmond, B.C. V7E 1S1
Fujian Evangelical Church (025-172-004) 12200 Blundell Road	PID 025-000-047 Lot 1 Section 19 Block A North Range 5 West New Westminster District Plan LMP49532	Fujian Evangelical Church 12200 Blundell Road Richmond, B.C. V6W 1B3
Gilmore Park United Church (097-837-001) 8060 No. 1 Road	PID 024-570-541 Strata Lot 1 Section 23 Block 4 North Range 7 West New Westminster District Strata Plan LMS3968	Congregation of the Gilmore Park United Church 8060 No. 1 Road Richmond, B.C. V7C 1T9
I Kuan Tao (Fayi Chungder) Association (084-144-013) 8866 Odlin Crescent	PID 025-418-645 Lot 30 Section 33 Block 5 North Range 6 West new Westminster District Plan LMP54149	I Kuan Tao (Fayi Chungder) Association #2100, 1075 West Georgia Street Vancouver, B.C. V6E 3G2

SCHEDULE A to BYLAW 10027

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	MAILING ADDRESS
Immanuel Christian Reformed Church (062-719-724) 7600 No. 4 Road	PID 003-486-486 Parcel One Section 14 Block 4 North Range 6 West New Westminster District Reference Plan 71292	Immanuel Christian Reformed Church 7600 No. 4 Road Richmond, B.C. V6Y 2T5
Johrei Fellowship (084-786-000) 10380 Odlin Road	PID 003-485 757 East Half of Lot 4 Except: Part Subdivided by Plan 79974; Section 35 Block 5 North Range 6 West, New Westminster District Plan 5164	Johrei Fellowship Inc. 10380 Odlin Road Richmond, B.C. V6X 1E2
Lansdowne Congregation Jehovah's Witnesses (601-569-073) 10014 Westminster Highway	PID 003-578-356 Lot 107 Section 12 Block 4 North Range 6 West New Westminster District Plan 52886	Trustees of the Lansdowne Congregation Jehovah's Witnesses c/o Jurgan Halbheer 10960 Ryan Road Richmond, B.C. V6A 2G4
Lutheran Church Hall (601-166-000) 6340 No. 4 Road	PID 010-899-294 Parcel 1 of Section 11 Block 4 North Range 6 West New Westminster District Plan 77676	Our Saviour Lutheran Church of Richmond BC 6340 No. 4 Road Richmond, B.C. V6Y 2S9
Meeting Room (025-166-010) 8020 No. 5 Road Property owner registered as Gabe Csanyi, Jonathan Csanyi, Wayne Coleman, Bruce Anstey	PID 016-718-739 Lot A Section 19 Block 4 North Range 5 West New Westminster District Plan 86178	Meeting Room Attn: Jonathan Csanyi 9034 187 Street Surrey, BC V4N 3N4
North Richmond Alliance Church (063-418-009) 9140 Granville Avenue	PID 017-691-842 Lot 1 (BF53537) Section 15 Block 4 North Range 6 West New Westminster Plan 7631	North Richmond Alliance Church 9140 Granville Avenue Richmond, B.C. V6Y 1P8

SCHEDULE A to BYLAW 10027

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	MAILING ADDRESS
Our Saviour Lutheran Church of Richmond (061-166-000) 6340 No. 4 Road	PID 010-899-294 Parcel 1 of Section 11 Block 4 North Range 6 West New Westminster District Plan 77676	Our Saviour Lutheran Church of Richmond 6340 No. 4 Road Richmond, B.C. V6Y 2S9
The Public School of Vancouver Archdiocese (067-043-063) 8251 St. Albans Road	PID 010 900 691 Lot 15 Except: Firstly: Part Dedicated as Road on Plan 20753, Secondly: Part Subdivided by Plan 58438; Section 21 Block 4 North Range 6 West New Westminster District Plan 3238	Catholic Independent Schools of Vancouver Archdiocese St. Paul's Roman Catholic Parish 8251 St. Alban's Road Richmond, B.C. V6Y 2L2
Richmond (Bethel) Mennonite Church (000-869-001) 10160 No. 5 Road	PID 017 945 054 Lot A (BF302986) Section 31 Block 4 North Range 5 West New Westminster District Plan 35312	B.C. Conference of the Mennonite Brethren Churches 10200 No. 5 Road Richmond, B.C. V7A 4E5
Richmond Chinese Evangelical Free Church (025-162-005) 8040 No 5 Road	PID 004-332-695 South 100 feet West Half Lot 1 Block "A" Section 19 Block 4 North Range 5 West New Westminster District Plan 4090	Richmond Chinese Evangelical Free Church Inc. 8040 No. 5 Road Richmond, B.C. V6Y 2V4
Richmond Chinese Alliance Church (102-369-073) 10100 No. 1 Road	PID 003-898-474 Lot 68 Section 35 Block 4 North Range 7 West New Westminster District Plan 31799	Christian and Missionary Alliance (Canadian Pacific District) 107 – 7585 132 nd Street Surrey, B.C. V2W 1K5
Richmond Faith Fellowship (085-780-002) 11960 Montego Street	PID 010-267-930 Lot A Except: Parcel E (Bylaw Plan LMP22889), Section 36 Block 5 North Range 6 West New Westminster District Plan 17398	Northwest Canada Conference Evangelical Church 11960 Montego Street Richmond, B.C. V6X 1H4

SCHEDULE A to BYLAW 10027

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	MAILING ADDRESS
Richmond Gospel Hall (098-373-006) 5651 Francis Road	PID 008-825-025 Lot 45 Except: Parcel A (Statutory Right of Way Plan LMP11165) Section 24 Block 4 North Range 7 West New Westminster District Plan 25900	Congregation of the Richmond Gospel Hall 5651 Francis Road Richmond, B.C. V7C 1K2
Richmond Pentecostal Church (060-300-000) 9300 Westminster Highway	PID 024-957-828 Parcel C Section 10 Block 4 North Range 6 West New Westminster District Plan 48990	Pentecostal Assemblies of Canada 9300 Westminster Highway Richmond, B.C. V6X 1B1
Richmond Presbyterian Church (044-627-007) 7111 No. 2 Road	PID 009-213-244 Lot 110 of Section 13 Block 4 North Range 7 West New Westminster District Plan 24870	Trustees of Richmond Congregation of Presbyterian Church 7111 No. 2 Road Richmond, B.C. V7C 3L7
Richmond Sea Island United Church (082-454-062) 8711 Cambie Road	PID 011-031-182 Lot 3 Sections 27 and 28 Block 5 North Range 6 West New Westminster District Plan 4037	Congregation of the Richmond United Church of Canada 8711 Cambie Road Richmond, B.C. V6X 1K2
The Salvation Army Richmond (066-497-000) 8280 Gilbert Road	PID 001-234-684 Lot "L" (Y24736) of Section 20 Block 4 North Range 6 West New Westminster District Plan 10008	Governing Council of the Salvation Army Canada West 8280 Gilbert Road Richmond, B.C. V7C 3W7
South Arm United Church Hall (plus Annex - Pioneer Church) (047-431-056) 11051 No. 3 Road	PID 015-438-562 Parcel E (Explanatory Plan 21821) of Lots 1 and 2 of Parcel A Section 5 Block 3 North Range 6 West New Westminster District, Plan 4120 Except: Firstly; Part Subdivided by Plan 29159 AND Secondly: Parcel "D" (Bylaw Plan 79687)	Congregation of the South Arm United Church of Canada 11051 No. 3 Road Richmond, B.C. V6X 1X3

SCHEDULE A to BYLAW 10027

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	MAILING ADDRESS
Steveston Congregation of Jehovah's Witnesses (102-520-003) 4260 Williams Road	PID 006-274-382 Parcel "A" (Reference Plan 17189) Lot 1 of Section 35 Block 4 North Range 7 West New Westminster District Plan 10994	Steveston Congregation of Jehovah's Witnesses Attn: Jonathan Mearns #87 – 6800 Lynas Lane Richmond, B.C. V7C 5E2
Steveston United Church (087-640-000) 3720 Broadway Street	PID 010-910-336 Parcel A Section 3 Block 3 North Range 7 West New Westminster District Reference Plan 77684	Trustees of Steveston Congregation of United Church of Canada 3720 Broadway Street Richmond, B.C. V7E 4Y8
Subramaniya Swamy Temple (025-161-000) 8840 No. 5 Road	PID 000-594-261 Parcel B (Explanatory Plan 10524) Lot 3 Section 19 Block 4 North Range 5 West New Westminster District Plan 5239	Subramaniya Swamy Temple of B.C. 8840 No. 5 Road Richmond, B.C. V6Y 2V4
Trinity Pacific Church (076-082-008) 10011 No. 5 Road	PID 007-178-204 Lot 297 Except Parcel B (Bylaw Plan 79916) Section 36 Block 4 North Range 6 West New Westminster District Plan 35779	Trinity Pacific Church 10011 No. 5 Road Richmond, B.C. V7A 4E4
United Church Hall (082-454-062) 8711 Cambie Road	PID 011-031-182 Lot 3 of Sections 27 and 28 Block 5 North Range 6 West New Westminster District Plan 4037	Congregation of the Richmond United Church of Canada 8711 Cambie Road Richmond, B.C. V6X 1K2
Vancouver International Buddhist Progress Society (082-265-053) 6670 – 8181 Cambie Road	PID 018-553-532 Lot 53 Section 28 Block 5 North Range 6 West New Westminster District Plan LMS 1162 together with an interest in the common property in proportion to the unit entitlement of the strata lot.	Vancouver International Buddhist Progress Society 6680 – 8181 Cambie Road Richmond, B.C. V6X 3X9

PLACE OF PUBLIC WORSHIP PROPER & HALL

SCHEDULE A to BYLAW 10027

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	MAILING ADDRESS
Walford Road Gospel Church (081-608-000) 9291 Walford Street	PID 012-734-756 Lot 21 of Blocks 25 and 26 Section 27 Block 5 North Range 6 West New Westminster District Plan 2534	Holy Spirit Association For The Unification Of World Christianity 9291 Walford Street Richmond, B.C. V6X 1P3

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**PORTIONS OF LAND & IMPROVEMENTS
FOR PLACE OF PUBLIC WORSHIP**

SCHEDULE B to BYLAW 10027

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PARCEL	MAILING ADDRESS	PROPORTION OF LAND EXEMPTED FROM TAXATION	PROPORTION OF LAND TAXABLE	PROPORTION OF IMPROVEMENTS EXEMPTED FROM TAXATION	PROPORTION OF IMPROVEMENT TAXABLE
Aga Khan Foundation Canada (The Ismaili Jamatkhana and Centre) (084-310-003) 4000 May Drive	PID 029-176-263 Lot A Section 34 Block 5 North Range 6 West New Westminster District Plan EPP32741	Aga Khan Foundation Canada (The Ismaili Jamatkhana and Centre) 4000 May Drive Richmond, B.C.	100% of footprint of building 60,000 sq. ft. for parking	Remainder of land not exempted	100%	0%
Assumption of the Blessed Virgin Mary Ukrainian Catholic Church (088-394-005) 8700 Railway Avenue Manse	PID 011-070-749 Parcel "One" (Explanatory Plan 24522) of Lots "A "and "B" Plan 4347 and Lot 26 of Plan 21100 Section 24 Block 4 North Range 7 West New Westminster District	Ukrainian Catholic Episcopal Corp. of MB 8700 Railway Avenue Richmond, B.C. V7C 3K3	97.65% 2,031.18 m ²	2.35% 48.82 m ²	75.6% of Manse Building 302.59 m ² 100% of Religious Hall	24.4% of Manse Building 97.64 m ²
Bethany Baptist Church (000-821-001) 22680 Westminster Highway (Site Area 5.295 acres)	PID 018-604-897 Lot 1 Except: Part Dedicated Road on Plan LMP18317; Section 2 Block 4 North Range 4 West New Westminster District Plan LMP9648	Bethany Baptist Church 22680 Westminster Highway Richmond, B.C. V6V 1B7	42% 8,999.7 m ² 2.224 acres	58% 12,427.9 m ² 3.071 acres	100%	0%

**PORTIONS OF LAND & IMPROVEMENTS
FOR PLACE OF PUBLIC WORSHIP**

SCHEDULE B to BYLAW 10027

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PARCEL	MAILING ADDRESS	PROPORTION OF LAND EXEMPTED FROM TAXATION	PROPORTION OF LAND TAXABLE	PROPORTION OF IMPROVEMENTS EXEMPTED FROM TAXATION	PROPORTION OF IMPROVEMENT TAXABLE
BC Muslim Association (025-243-080) 12300 Blundell Road (Site Area 4.78 Acres)	PID 011-053-569 Lot 5 Except: Part Subdivided by Plan 33568; Block "A" Section 19 Block 4 North Range 5 West New Westminster District Plan 4090	BC Muslim Association 12300 Blundell Road Richmond, B.C. V6W 1B3	43.6% 8,440 m ² 2.086 acres	56.4% 10,903.97 m ² 2.694 acres	100%	0%
Canadian Martyrs Parish (024-145-000) 5771 Granville Avenue 496	PID 003-894-266 Lot 610 Section 12 Block 4 North Range 7 West New Westminster District Plan 58494	Roman Catholic Archbishop of Vancouver 5771 Granville Avenue Richmond, B.C. V7C 1E8	93% 9,034.3 m ² 2.23 acres	7% 680 m ² 0.17 acres	100%	0%
Church of Latter Day Saints (074-575-000) 8440 Williams Road (Site Area 2.202 acres)	PID 009-210-890 Lot 2 Section 33 Block 4 North Range 6 West New Westminster District Plan 24922	Corp. of the President of the Lethbridge Stake of the Church of Jesus Christ of Latter-Day Saints c/o LDS Church Tax Division #502 - 7136 50 E. North Temple Street Salt Lake City, Utah, 84150- 2201	90.8% 8,093.7 m ² 2.00 acres	9.2% 817.5 m ² 0.202 acres	100%	0%

SCHEDULE B to BYLAW 10027

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PARCEL	MAILING ADDRESS	PROPORTION OF LAND EXEMPTED FROM TAXATION	PROPORTION OF LAND TAXABLE	PROPORTION OF IMPROVEMENTS EXEMPTED FROM TAXATION	PROPORTION OF IMPROVEMENT TAXABLE
Cornerstone Evangelical Baptist Church (024-279-000) 12011 Blundell Road Church Parking	PID 002-555-310 South Half of South West Quarter Section 18 Block 4 North Range 5 West New Westminster District Except: Firstly: Part Dedicated Road on Plan 87640 Secondly: Parcel E (Bylaw Plan LMP4874) Thirdly: Parcel F (Bylaw Plan LMP12615) Fourthly: Part on SRW Plan 21735	Cornerstone Evangelical Baptist Church of Vancouver 7890 No. 5 Road Richmond, B.C. V6Y 2V2	10% 5,158.4 m ²	90% 46,426.6 m ²	100%	0%
Dharma Drum Mountain Buddhist Association (025-222-030) 8240 No. 5 Road Manse	PID 003-740-315 Lot 23 Section 19 Block 4 North Range 5 West New Westminster District Plan 55080	Dharma Drum Mountain Buddhist Association 8240 No. 5 Road Richmond, B.C. V6Y 2V4	34.8% 3,384 m ² 0.836 acres	65.2% 6,333 m ² 1.565 acres	71.8% 729.75 m ²	28.2% 286.33 m ²
Fraserview Mennonite Brethren (080-623-027) 11295 Mellis Drive (Site Area 2.79 Acres)	PID 000-471-780 That portion of Lot 176 Section 25 Block 5 North Range 6 West New Westminster District Plan 53633	BC Conference of the Mennonite Brethren Churches 11295 Mellis Drive Richmond, B.C. V5X 4K2	71.7% 8,077 m ² 1.996 acres	28.3% 3,180.3 m ² 0.794 acres	100%	0%

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SCHEDULE B to BYLAW 10027

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PARCEL	MAILING ADDRESS	PROPORTION OF LAND EXEMPTED FROM TAXATION	PROPORTION OF LAND TAXABLE	PROPORTION OF IMPROVEMENTS EXEMPTED FROM TAXATION	PROPORTION OF IMPROVEMENT TAXABLE
India Cultural Centre of Canada (024-908-040) 8600 No 5 Road Manse & Parking	PID 004-328-850 Lot 19 Section 19 Block 4 North Range 5 West New Westminster District Plan 39242	India Cultural Centre of Canada 8600 No 5 Road Richmond, B.C. V6Y 2V4	43.9% 21,778.93 m ²	56.1% 27,828.07 m ²	Remaining portion of Building	100% of Manse 103.87 m ²
International Buddhist Society (026-195-007) 9160 Steveston Highway Manse The land under the taxable improvements situated on this property shall also be assessed as taxable.	PID 026-438-160 Section 3 Block 3 North Range 6 West New Westminster District Plan BCP19994 Parcel 1	International Buddhist Society 9160 Steveston Highway Richmond, B.C. V7A 1M5	36.5% 16,458.69 m ²	63.5% 28,622.31 m ²	83.2% of remaining hall 3,132.4 m ² 0% of farm buildings	16.8% of hall used for Manse and dining 632.0 m ² 100% of farm buildings
Ling Yen Mountain Temple (030-901-000) 10060 No. 5 Road (Site Area 4.916 Acres) Manse	PID 025-566-806 Lot 42 Except: Part Dedicated Road on Plan LMP22689, Section 31 Block 4 North Range 5 West New Westminster District Plan 25987	Ling Yen Mountain Temple 10060 No. 5 Road Richmond, B.C. V7A 4C5	27.7% 5,502.6 m ² 1.36 acres	72.3% 14,391.7 m ² 3.556 acres	50.6% 1,199.3 m ²	49.4% 1,171.8 m ²

**PORTIONS OF LAND & IMPROVEMENTS
FOR PLACE OF PUBLIC WORSHIP**

SCHEDULE B to BYLAW 10027

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PARCEL	MAILING ADDRESS	PROPORTION OF LAND EXEMPTED FROM TAXATION	PROPORTION OF LAND TAXABLE	PROPORTION OF IMPROVEMENTS EXEMPTED FROM TAXATION	PROPORTION OF IMPROVEMENT TAXABLE
Nanaksar- Gurdwara- Gursikh Temple (002-822-001) 18691 Westminster Highway (Site Area 14.88 Acres) Manse	PID 023-751-878 Lot 1 Section 6 Block 4 North Range 4 West New Westminster District Plan 33029	Nanaksar-Gurdwara- Gursikh Temple 18691 Westminster Highway Richmond, B.C. V6V 1B1	16% 9,619.5 m ² 2.377 acres	84% 50,597.7 m ² 12.503 acres	86.9% of Manse 2,925.05 m ² 100% of Religious Hall	13.1% of Manse 441.29 m ²
Parish of St. Alban's (Richmond) (064-132-000) 7260 St. Alban's Road Manse	PID 013-077-911 Parcel One Section 16 Block 4 North Range 6 West New Westminster District Reference Plan 80504	Parish of St. Alban's (Richmond) 7260 St. Alban's Road Richmond, B.C. V6Y 2K3	91.6% 4,464.1 m ²	8.4% 406.9 m ²	0% of Manse 100% of Religious Hall	100% of Manse 83.6 m ²
Parish of St. Anne's - Steveston, B.C. (097-615-002) 4071 Francis Road Religious Hall Commercial Use	PID 002-456-320 Lot 2 of Section 23 Block 4 North Range 7 West New Westminster District Plan 70472	Parish of St. Anne's 4071 Francis Road Richmond, B.C. V7C 1J8	99.2% 3,067.86 m ²	0.8% 24.14 m ²	97.8% 1,090.66 m ²	2.2% 24.14 m ²
Peace Evangelical Church (025-231-041) 8280 No. 5 Road Manse	PID 004-099-303 Lot 24 Section 19 Block 4 North Range 5 West New Westminster District Plan	Peace Evangelical Church 8280 No. 5 Road Richmond, B.C. V6Y 2V4	34.4% 3,614.3 m ² 0.893 acres	65.6% 6,892.7 m ² 1.703 acres	100% of Religious Hall 0% of Manse	100% Manse

**PORTIONS OF LAND & IMPROVEMENTS
FOR PLACE OF PUBLIC WORSHIP**

SCHEDULE B to BYLAW 10027

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PARCEL	MAILING ADDRESS	PROPORTION OF LAND EXEMPTED FROM TAXATION	PROPORTION OF LAND TAXABLE	PROPORTION OF IMPROVEMENTS EXEMPTED FROM TAXATION	PROPORTION OF IMPROVEMENT TAXABLE
Richmond Alliance Church (047-535-044) 11371 No. 3 Road (Site Area 2.5 acres)	PID 004-113-331 South Half of 14 Section 5 Block 3 North Range 6 West New Westminster District Plan 4120	Christian and Missionary Alliance (Canadian Pacific District) 11371 No. 3 Road Richmond, B.C. V7A 1X3	80% 8,077.5 m ² 1.996 acres	20% 2,030.5 m ² 0.504 acres	100%	0%
Richmond Baptist Church (065-972-089) 6640 Blundell Road Manse and Parking	PID 006-457-118 Lot 43 Section 19 Block 4 North Range 6 West New Westminster District Plan 30356	Richmond Baptist Church 6640 Blundell Road Richmond, B.C. V7C 1H8	57% 1,151.4 m ²	43% 868.6 m ²	0% of Manse	100% of Manse 106.84 m ²
Richmond Baptist Church (066-062-000) 6560 Blundell Road Manse and Parking	PID 033-732-193 Section 19 Block 4 North Range 6 West New Westminster District Plan 71422 Parcel A	Richmond Baptist Church 6640 Blundell Road Richmond, B.C. V7C 1H8	Portion of land not under church	Land under manse	0% of Manse 100% of Religious Hall	100% of Manse
Richmond Pentecostal Church (060-287-008) 9260 Westminster Highway Manse and Parking	PID 004-140-125 Lot A Section 10 Block 4 North Range 6 West New Westminster District Plan 13172	Pentecostal Assemblies of Canada 9260 Westminster Highway. Richmond, B.C. V6X 1B1	30% Paved parking area behind building ² 652.2 m ²	70% Non- parking area 1,521.8 m ²	0%	100%

SCHEDULE B to BYLAW 10027

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PARCEL	MAILING ADDRESS	PROPORTION OF LAND EXEMPTED FROM TAXATION	PROPORTION OF LAND TAXABLE	PROPORTION OF IMPROVEMENTS EXEMPTED FROM TAXATION	PROPORTION OF IMPROVEMENT TAXABLE
Richmond Pentecostal Church (060-300-000) 9300 Westminster Highway	PID 024-957-828 Lot 107 Section 10 Block 4 North Range 6 West New Westminster District Plan 64615	Pentecostal Assemblies of Canada 9300 Westminster Highway Richmond, B.C. V6X 1B1	58.7% 8,093.7 m ² 2 acres	51.3% 5,690.3 m ² 1.4 acres	100%	0%

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**PORTIONS OF LAND & IMPROVEMENTS
FOR PLACE OF PUBLIC WORSHIP**

SCHEDULE B to BYLAW 10027

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PARCEL	MAILING ADDRESS	PROPORTION OF LAND EXEMPTED FROM TAXATION	PROPORTION OF LAND TAXABLE	PROPORTION OF IMPROVEMENTS EXEMPTED FROM TAXATION	PROPORTION OF IMPROVEMENT TAXABLE
The Science of Spirituality Eco Centre (045-488-098) Civic address: 11011 Shell Road Farm Land	PID 015-725-871 Parcel F (Reference Plan 2869) Section 2 Block 3 North Range 6 West New Westminster District Except: Part Dedicated Road on Plan LMP4152 PID 013-082-566 North Easterly 5 and 1/5 th Square Chains Section 2 Block 3 North Range 6 West New Westminster District Except: Part Dedicated Road by Plan LMP54152 PID 015-342-433 Parcel D (Explanatory Plan 1980) Section 2 Block 3 North Range 6 West New Westminster District PID 015-725-880 Parcel "G" (Reference Plan 2870) Section 2 Block 3 North Range 6 West New Westminster District	Science of Spirituality SKRM Inc. 9100 Van Horne Way Richmond, B.C. V6X 1W3	50% 385 m ²	50% 385 m ²	100%	0%

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**PORTIONS OF LAND & IMPROVEMENTS
FOR PLACE OF PUBLIC WORSHIP**

SCHEDULE B to BYLAW 10027

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PARCEL	MAILING ADDRESS	PROPORTION OF LAND EXEMPTED FROM TAXATION	PROPORTION OF LAND TAXABLE	PROPORTION OF IMPROVEMENTS EXEMPTED FROM TAXATION	PROPORTION OF IMPROVEMENT TAXABLE
The Shia Muslim Community of British Columbia (024-941-069) 8580 No. 5 Road (Site Area 9.8 acres)	PID 004-884-850 Lot 20 Section 19 Block 4 North Range 5 West New Westminster District Plan 39242	The Shia Muslim Community of British Columbia 8580 No. 5 Road Richmond, B.C. V6Y 2V4	38.1% 15,117.2 m ² 3.736 acres	61.9% 24,512.8 m ² 6.064 acres	100%	0%
South Arm United Church (047-431-056) 11051 No. 3 Road (Site Area 6.42 acres)	PID 015-438-562 Parcel "E" (Explanatory Plan 21821) of Lots 1 and 2 of Parcel "A" Section 5 Block 3 North Range 6 West New Westminster District Plan 4120 EXCEPT: FIRSTLY: Part Subdivided by Plan 29159 AND SECONDLY: Parcel "D" (Bylaw Plan 79687)	Congregation of the South Arm United Church of Canada 11051 No. 3 Road Richmond, B.C. V7A 1X3	31.6% 8,093.7 m ² 2 acres	68.4% 17,496.3 m ² 4.42 acres	100%	0%
St. Gregory Armenian Apostolic Church of BC (018-330-000) 13780 Westminster Highway	PID 002-946-068 Lot "A" (RD 190757) Section 8 Block 4 North Range 5 West New Westminster District Plan 12960	Armenian Apostolic Church of British Columbia 13780 Westminster Highway Richmond, B.C. V6V 1A2	95% 2,505.15 m ²	5% 131.85 m ²	100%	0%

SCHEDULE B to BYLAW 10027

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PARCEL	MAILING ADDRESS	PROPORTION OF LAND EXEMPTED FROM TAXATION	PROPORTION OF LAND TAXABLE	PROPORTION OF IMPROVEMENTS EXEMPTED FROM TAXATION	PROPORTION OF IMPROVEMENT TAXABLE
St. Joseph The Worker Parish (099-300-034) 4451 Williams Road (Site Area 8.268 acres) 3.26 and 5.00 acres	PID 010-887-725 Parcel "C" (Explanatory Plan 8670) of Lots 3 and 4 Except: Part Subdivided by Plan 30525; Section 26 Block 4 North Range 7 West New Westminster District Plan 3139	Roman Catholic Archbishop of Vancouver St. Joseph the Worker Parish 4451 Williams Road Richmond, B.C. V7E 1J7	38.8% (School portion exempted under Schedule C) 9,397.07 m ² 2.32 acres	61.2% 14,838.13 m ² 3.67 acres	60% 635.4 m ²	40% 423.6 m ²
St. Monica's Parish (140-800-004) 12011 Woodhead Road (Site Area 1.60 acres) Manse and Hall	PID 024-840-319 Lot A Section 31 Block 5 North Range 5 West New Westminster District Plan LMP47203	Roman Catholic Archbishop of Vancouver St. Monica's Parish 12011 Woodhead Road Richmond, B.C. V6V 1G2	Note: The land under the manse is exempt; the manse itself is not exempt. 73.35% 4,744.33 m ² 1.17 acres	Note: The land under the manse is exempt; the manse itself is not exempt. 26.65% 1,723.67 m ² 0.43 acres	0% of Manse 100% of Religious Hall	100% of Manse 196.8 m ²

**PORTIONS OF LAND & IMPROVEMENTS
FOR PLACE OF PUBLIC WORSHIP**

SCHEDULE B to BYLAW 10027

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PARCEL	MAILING ADDRESS	PROPORTION OF LAND EXEMPTED FROM TAXATION	PROPORTION OF LAND TAXABLE	PROPORTION OF IMPROVEMENTS EXEMPTED FROM TAXATION	PROPORTION OF IMPROVEMENT TAXABLE
St. Paul's Roman Catholic Parish (067-043-063) 8251 St. Alban's Road (Site Area 4.77 acres)	PID 010-900- 691 Lot 15 Except: Firstly: Part Dedicated as Road on Plan 20753, Secondly; Part Subdivided by Plan 58438; Section 21 Block 4 North Range 6 West New Westminster District Plan 3238	Catholic Independent Schools of Vancouver Archdiocese St. Paul's Roman Catholic Parish 8251 St. Alban's Road Richmond, B.C. V6Y 2L2	40% 7,698.4 m ² 1.90 acres	60% 11,547.6 m ² 2.86 acres	100%	0%
Steveston Buddhist Temple (087-401-000) 4360 Garry Street (Site Area 4.53 acres)	PID 001-235-265 Lot 132 Except: Firstly: Part Road on Plan LMP20538, Secondly: Part Subdivided by Plan LMP25471, Section 2 Block 3 North Range 7 West New Westminster District Plan 40449	Steveston Buddhist Temple 4360 Garry Street Richmond, B.C. V7E 2V2	44.15% 8,093.7 m ² 2 acres	55.85% 10,238.56 m ² 2.53 acres	100%	0%
Thrangu Monastery Association (025-193-000) 8140 No. 5 Road Manse	PID 027-242-838 Lot A Section 19 Block 4N Range 5W New Westminster District Plan BCP32842	Thrangu Monastery Association 8140 No. 5 Road Richmond, B.C. V6Y 2V4	0% of land beneath the dormitory 59.55% 11,421.8 m ² 2.82 acres	100% of land beneath the dormitory 40.45% 7,759.2 m ² 1.92 acres	76.3% 2,060.1 m ²	23.7% 639 m ²

SCHEDULE B to BYLAW 10027

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PARCEL	MAILING ADDRESS	PROPORTION OF LAND EXEMPTED FROM TAXATION	PROPORTION OF LAND TAXABLE	PROPORTION OF IMPROVEMENTS EXEMPTED FROM TAXATION	PROPORTION OF IMPROVEMENT TAXABLE
Thrangu Monastery Association (025-193-000) & (025-202-011) - Combined 8140/8160 No. 5 Road	PID 027-242-838 Lot A Section 19 Block 4N Range 5W New Westminster District Plan BCP32842	Thrangu Monastery Association 8140 No. 5 Road Richmond, B.C. V6Y 2V4	59.55% 11,421.8 m ² 2.82 acres	40.45% 7,759.2 m ² 1.92 acres	100% of the shed used to store religious artefacts	0%
Towers Baptist Church (060-101-000) 10311 Albion Road (Site Area 2.148 acres) Manse	PID 000-565-318 Parcel "A" Except Part on Plan 32239 Section 26 Block 4 North Range 6 West New Westminster District Plan 22468	New Wineskins Society 10311 Albion Road Richmond, B.C. V7A 3E5	78.9% 7,002.4 m ² 1.73 acres	21.1% 1,872.6 m ² 0.418 acres	0% of Manse 100% of Religious Hall	100% Manse 162.6 m ²
Trinity Lutheran Church Hall (064-438-000) 7100 Granville Avenue Manse and Hall	PID 025-555-669 Section 17 Block 4 North Range 6 West Plan BCP3056 Parcel A	Trinity Lutheran Church – Richmond 7100 Granville Avenue Richmond, B.C. V6Y 1N8	87.09% 6,012.32	12.91% Manse 891.68 m ²	0% of Manse 100% of Religious Hall	100% of Manse 142.5 m ² 0% of Religious Hall

SCHEDULE B to BYLAW 10027

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PARCEL	MAILING ADDRESS	PROPORTION OF LAND EXEMPTED FROM TAXATION	PROPORTION OF LAND TAXABLE	PROPORTION OF IMPROVEMENTS EXEMPTED FROM TAXATION	PROPORTION OF IMPROVEMENT TAXABLE
Vancouver International Buddhist Progress Society (082-304-006) 8271 Cambie Road (Site Area 0.757 acres)	PID 00-316-002 9 Section 28 Block 5 North Range 6 West Plan 7532	Vancouver International Buddhist Progress Society 6680 – 8181 Cambie Road Richmond, B.C. V6X 3X9	76% 2,322.58 m ²	24% 740.42 m ²	N/A	N/A
Vancouver International Buddhist Progress Society (082-265-059) 6680 – 8181 Cambie Road Manse	PID 018-553-591 Strata Lot 59 Section 28 Block 5 North Range 6 West New Westminster District Plan Strata Plan LMS1162	Vancouver International Buddhist Progress Society 6680 – 8181 Cambie Road Richmond, B.C. V6X 3X9	91.72% 1,212.05 m ²	8.28% 109.40 m ²	0% of Manse Remaining Religious Hall	100% Manse 109.4 m ²
Vancouver International Buddhist Progress Society (082-265-060) 6690 – 8181 Cambie Road	PID 018-553-605 Strata Lot 60 Section 28 Block 5 North Range 6 West New Westminster District Plan Strata Plan LMS1162	Vancouver International Buddhist Progress Society 6680 – 8181 Cambie Road Richmond, B.C. V6X 3X9	Included in Above Calculation	Included in Above Calculation	Included in Above Calculation	Included in Above Calculation

SCHEDULE B to BYLAW 10027

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PARCEL	MAILING ADDRESS	PROPORTION OF LAND EXEMPTED FROM TAXATION	PROPORTION OF LAND TAXABLE	PROPORTION OF IMPROVEMENTS EXEMPTED FROM TAXATION	PROPORTION OF IMPROVEMENT TAXABLE
Vedic Cultural Society of BC (025-212-021) 8200 No 5 Road	PID 011-053-551 South Half Lot 3 Block A Section 19 Block 4 North Range 5 West New Westminster District Plan 4090	Vedic Cultural Society of BC 8200 No 5 Road Richmond, B.C. V6Y 2V4	88% 8,883.6 m ²	12% 1,211.4 m ²	99.1% 2,144.6 m ²	0.9% 18.9 m ²

SCHEDULE C to BYLAW 10027

ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	PORTION OF LAND AND IMPROVEMENT EXEMPTED FROM TAXATION	TENANTS MAILING ADDRESS
(057-614-000) 200 – 7451 Elmbridge Way	PID 007-501-129 Lot 87 Section 5 Block 4 North Range 6 West New District Plan 36964	That portion of the property occupied by the Richmond Emmanuel Church	Richmond Emmanuel Church 200 – 7451 Elmbridge Way Richmond, B.C. V6X 1B8
(136-467-527) 3211 Grant McConachie Way	PID 009-025-103 Lot 58 Sections 14, 15, 16, 17, 20, 21, 23 and 29 Block 5 North Range 7 West New Westminster District Plan 29409	That portion of the property occupied by Vancouver Airport Chaplaincy	Vancouver Airport Chaplaincy Box 32362 Domestic Terminal RPO Richmond, B.C. V7B 1W2

CNCL - 209

**CHARITABLE, PHILANTHROPIC & OTHER
NOT-FOR-PROFIT – ELDERLY CITIZENS HOUSING
(PROVINCIAL ASSISTANCE)**

SCHEDULE D to BYLAW 10027

ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	OWNER/HOLDER'S MAILING ADDRESS
(086-938-001) 11820 No. 1 Road	PID 001-431-030 Lot 2 Section 2 Block 3 North Range 7 West NWD Plan 69234	Anavets Senior Citizens Housing Society #200 - 951 East 8th Avenue Vancouver, B.C. V5T 4L2

CNCL - 210

**CHARITABLE, PHILANTHROPIC & OTHER
NOT-FOR-PROFIT – COMMUNITY CARE OR
ASSISTED LIVING**

SCHEDULE E to BYLAW 10027

ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	OWNER/HOLDER'S MAILING ADDRESS
(058-885-000) 6531 Azure Road	PID 003-680-100 Lot 525 Section 7 Block 4 North Range 6 West NWD Plan 25611	Development Disabilities Association 100 – 3851 Shell Road Richmond, B.C. V6X 2W2
(067-321-001) 8400 Robinson Road	PID 009-826-386 Lot 80 Except: Part Subdivided by Plan 81951, Section 21 Block 4 North Range 6 West NWD Plan 12819	Development Disabilities Association 100 – 3851 Shell Road Richmond, B.C. V6X 2W2
(099-371-000) 4911 Williams Road	PID 004-864-077 Lot 4 Section 26 Block 4 North Range 7 West NWD Plan 17824	Greater Vancouver Community Service Society 500 – 1212 W. Broadway Vancouver, B.C. V6H 3V1
(080-622-000) 11331 Mellis Drive	PID 004-107-292 Lot 175 Section 25 Block 5 North Range 6 West NWD Plan 53633	Pinegrove Place Mennonite Care Home Society of Richmond 11331 Mellis Drive Richmond, B.C. V6X 1L8
(082-199-000) 9020 Bridgeport	PID 002-672-855 Block 5 North Range 6 West New Westminster District Plan 60997 Parcel B, Section 27/28, REF 60997	0952590 BC Ltd. Richmond Lion's Manor 400 – 13450 102 nd Avenue Surrey BC V3T 0H1
(099-561-000) 9580 Pendleton Road	PID 003-751-678 Lot 450 Section 26 Block 4 North Range 7 West NWD Plan 66281	Richmond Society for Community Living 170 – 7000 Minoru Boulevard Richmond, B.C. V6Y 3Z5
(064-762-037) 303 – 7560 Moffatt Road	PID 014-890-305 Strata Lot 37 Section 17 Block 4 North Range 6 West New Westminster District Strata Plan NW3081	Richmond Society for Community Living 170 – 7000 Minoru Boulevard Richmond, B.C. V6Y 3Z5

SCHEDULE E to BYLAW 10027

ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	OWNER/HOLDER'S MAILING ADDRESS
(087-058-109) 9 – 11020 No. 1 Road	PID 013-396-901 Strata Lot 9 Section 2 Block 3 North Range 7 West New Westminster District Strata Plan NW2952	Richmond Society for Community Living 170 – 7000 Minoru Boulevard Richmond, B.C. V6Y 3Z5
(097-575-028) 4433 Francis Road	PID 003-887-022 Lot 890 Section 23 Block 4 North Range 7 West New Westminster District Plan 66590	Richmond Society for Community Living 170 – 7000 Minoru Boulevard Richmond, B.C. V6Y 3Z5
(099-126-002) 528 Woodward Road	PID 027-789-471 Lot A Section 25 Block 4 North Range 7 West New Westminster District Plan BCP39662	Richmond Society for Community Living 170 – 7000 Minoru Boulevard Richmond, B.C. V6Y 3Z5
(090-515-105) 5862 Dover Crescent	PID 023-648-058 Strata Lot 105 Section 1 Block 4 North Range 7 West New Westminster District Strata Plan LMS2643	Riverside Children's Centre Developmental Disability Association 100 – 3851 Shell Road Richmond, B.C. V6X 2W2
(065-571-000) 6260 Blundell Road	PID 005-146-135 Lot "A" (RD135044) Section 19 Block 4 North Range 6 West New Westminster District Plan 48878	Rosewood Manor Richmond Intermediate Care Society 6260 Blundell Road Richmond, B.C. V7C 5C4
(089-830-129) 5500 Andrews Road, Unit 100	PID 023-684-801 Strata Lot 129 Section 12 Block 3 North Range 7 West New Westminster District Strata Plan LMS2701	Treehouse Learning Centre Richmond Society for Community Living 170 – 7000 Minoru Boulevard Richmond, B.C. V6Y 3Z5

**CHARITABLE, PHILANTHROPIC & OTHER
NOT-FOR-PROFIT – COMMUNITY CARE OR
ASSISTED LIVING**

SCHEDULE E to BYLAW 10027

ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	OWNER/HOLDER'S MAILING ADDRESS
084-988-041 10411 Odlin Road	PID 017-418-780 Lot 141 Section 35 Block 5 North Range 6 West New Westminster District Plan LMP942	Turning Point Recovery Society Suite 260 – 7000 Minoru Blvd. Richmond, BC V6Y 3Z5

CNCL - 213

SCHEDULE F to BYLAW 10027

ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	OWNER/HOLDER'S MAILING ADDRESS
(094-282-297) 7251 Langton Road	PID 003-460-525 Lot 319 Section 13 Block 4 North Range 7 West NWD Plan 49467	Richmond Legion Senior Citizen Society #800 – 7251 Langton Road. Richmond, B.C. V7C 4R6

SCHEDULE G to BYLAW 10027

ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	PORTION OF LAND AND IMPROVEMENT EXEMPTED FROM TAXATION	OWNER/HOLDER (MAILING ADDRESS)
(056-610-001) 8911 Westminster Highway	PID 017-240-107 Lot 1 Sections 3 and 4 Block 4 North Range 6 West NWD Plan LMP 00069	100%	Canadian Mental Health Association 7351 Elmbridge Way Richmond, B.C. V6X 1B8
(059-905-125) 8300 Cook Road	PID 023-800-496 Strata Lot 125 Section 9 Block 4 North Range 6 West New Westminster District Strata Plan LMS2845 together with an interest in the common property in proportion to the unit entitlement of the strata lot as shown on form 1	100% that is occupied by Society of Richmond Children's Centres	Cook Road Children's Centre Society of Richmond Children's Centres 110 – 6100 Bowling Green Road Richmond, B.C. V6Y 4G2
(011-892-000) 23591 Westminster Highway	PID 028-376-650 Lot B Section 36 Block 5 North Range 4 West New Westminster District Plan BCP46528	That portion of the property occupied by Richmond Children's Centres	Cranberry Children's Centre Society of Richmond Children's Centres 23591 Westminster Highway Richmond, B.C.
(094-391-000) 7611 Langton Road	PID 004-700-368 Lot 11 Section 13 Block 4 North Range 7 West NWD Plan 19107	100%	Development Disabilities Association 100 – 3851 Shell Road Richmond, B.C. V6X 2W2
(030-700-000) 10640 No. 5 Road	PID 028-631-595 Lot F Section 31 Block 4 North Range 5 West New Westminster District Plan EPP12978	That portion of property occupied by Richmond Children's Centres	Gardens Children's Centre Society of Richmond Children's Centres 4033 Stolberg Street Richmond, B.C. V6X 3N7

CNCL - 215

SCHEDULE G to BYLAW 10027

ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	PORTION OF LAND AND IMPROVEMENT EXEMPTED FROM TAXATION	OWNER/HOLDER (MAILING ADDRESS)
(064-810-001) 7000 Minoru Boulevard	PID 018-489-613 Lot 1 Section 17 Block 4 North Range 6 West NWD Plan LMP 12593	100% of land and improvements leased to Richmond Caring Place or 8,038 sq.m. as indicated in LMP 12594	Richmond Caring Place 140 – 7000 Minoru Boulevard Richmond, B.C. V6Y 3Z5
(067-813-000) 8660 Ash Street	PID 017-854-997 Lot C Section 22 Block 4 North Range 6 West Plan 2670	Exempting that portion of the property occupied by the Richmond Family Place	Richmond Family Place 8660 Ash Street Richmond, B.C. V6Y 2S3
(073-560-608) 14380 No. 2 Road	PID 029-631-408 Lot 2 Section 31 Block 4 North Range 6 West New Westminster District Plan EPP49229	That portion of property occupied by YMCA of Greater Vancouver	Seasong Child Care Centre YMCA of Greater Vancouver 955 Burrard Street Vancouver, B.C. V6Z 1Y2
(093-050-002) 6011 Blanshard Drive	PID 019-052-685 Lot 2 Section 10 Block 4 North Range 7 West New Westminster District Plan LMP19283	100% that is occupied by Society of Richmond Children's Centres	Terra Nova Children's Centre Society of Richmond Children's Centres 110 – 6100 Bowling Green Road Richmond, B.C. V6Y 4G2
(084-195-000) 4033 Stolberg Street	PID 028-745-540 Section 34 Block 4 North Range 6 West New Westminster District Plan BCP49848 Air Space Parcel 3	100% that is occupied by Society of Richmond Children's Centres	West Cambie Child Care Centre Society of Richmond Children's Centres 110 – 6100 Bowling Green Road Richmond, B.C. V6Y 4G2

SCHEDULE G to BYLAW 10027

ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	PORTION OF LAND AND IMPROVEMENT EXEMPTED FROM TAXATION	OWNER/HOLDER (MAILING ADDRESS)
(057-600-003) 650-5688 Hollybridge Way	PID 030 085 489 Section 5 Block 4 North Range 6 West NWD Plan EPP65030 Air Space Parcel 1	100%	Willow Early Care and Learning Centre Atira Women's Resource Society #201 – 190 Alexander Street Vancouver, B.C. V6A 1B5
(079-771-028) 10311 River Drive	PID 028-792-343 Lot 6 Section 23 Block 5 North Range 6 West NWD Plan BCP49352 Except Plan EPP55252	100% of the portion of the property in the name of the City of Richmond and occupied by Atira Women's Resource Society	Atira Women's Resource Society #201 – 190 Alexander Street Vancouver, B.C. V6A 1B5

CNCL - 217

SCHEDULE H to BYLAW 10027

ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	PORTION OF LAND AND IMPROVEMENT EXEMPTED FROM TAXATION	OWNER/HOLDER (MAILING ADDRESS)
(057-902-804) 2005 – 6111 River Road	PID 027-090-434 Lot 8 Section 6 Block 4 North Range 6 West New Westminster District Plan BCP30383	That portion of the property occupied by Canadian Sport Institute Pacific Society	Canadian Sport Institute Pacific Society 2005 – 6111 River Road Richmond, BC V7C 0A2
(097-842-000) 4780 Blundell Road	PID 001-145-801 Lot 2 Block 4 North Range 7 West New Westminster District Plan 3892	That portion of the property occupied by Girl Guides of Canada	Girl Guides of Canada 4780 Blundell Road Richmond, B.C. V7C 1G9
(051-521-010) 1155 Dyke Road	PID 014-924-781 Dedicated Park Plan 565772		Girl Guides of Canada 1476 West 8th Avenue Vancouver, BC V6H 1E1
(083-465-000) 7419 River Road	PID 007 206 518 Lot "N" Except: Part Subdivided by Plan 35001, Fractional Section 6 and of Sections 5, 7 and 8 Block 4 North Range 6 West and of Fractional Section 32 Block 5 North Range 6 West New Westminster District Plan 23828 (see R083-466-000, R083-467-000, R083-467-505 for remainder)	That portion of the property occupied by Navy League of Canada National Council	Navy League of Canada National Council c/o Richmond/Delta Branch Box 43130 Richmond, B.C. V6Y 3Y3
(083-218-000) 7400 River Road (Unit 140)	PID 003-752-534 Lot 20 Section 32 Block 5 North Range 6 West New Westminster District Plan 40727	That portion of the property occupied by Richmond Gymnastics Association	Richmond Gymnastics Association Unit 140 – 7400 River Road Richmond B.C. V6Y 2C1

SCHEDULE H to BYLAW 10027

ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	PORTION OF LAND AND IMPROVEMENT EXEMPTED FROM TAXATION	OWNER/HOLDER (MAILING ADDRESS)
(059-477-003) 6133 Bowling Green Road	PID 009 300 261 Lot 26, Except that part in Plan LMP39941 Section 8 Block 4 North Range 6 West New Westminster District Plan 24068	That portion of the property occupied by Richmond Lawn Bowling Club	Richmond Lawn Bowling Club 7321 Westminster Highway Richmond, B.C. V6X 1A3
(082-479-000) 7760 River Road CNCL - 219	PID 009 311 998 Lot 2 Except: Firstly; Part Subdivided by Plan 28458; Secondly; Parcel "C" (Bylaw Plan 62679); Thirdly: Parcel G (Bylaw Plan 80333); Sections 29 and 32 Block 5 North Range 6 West New Westminster District Plan 24230	That portion of the property occupied by Richmond Rod and Gun Club	Richmond Rod and Gun Club P.O. Box 26551 Blundell Centre Post Office Richmond, B.C. V7C 5M9
(082-218-000) 7400 River Road (Unit 140)	PID 003-752-534 Lot 20 Section 32 Block 5 North Range 6 West New Westminster District Plan 40727	That portion of the property occupied by Richmond Rod and Gun Club	Richmond Rod and Gun Club P.O. Box 26551 Blundell Centre Post Office Richmond, B.C. V7C 5M9
(059-216-001) 6820 Gilbert Road	PID 017 844 525 Lot A Section 8 Block 4 North Range 6 West, New Westminster District Plan LMP 5323	That portion of the property occupied by Richmond Tennis Club	Richmond Tennis Club 6820 Gilbert Road Richmond, B.C. V7C 3V4
(057-590-001) 5540 Hollybridge Way	PID 007 250 983 Lot 73 Except: Part Subdivided by Plan 48002; Sections 5 and 6 Block 4 North Range 6 West New Westminster District Plan 36115	That portion of the property occupied by Richmond Winter Club	Richmond Winter Club 5540 Hollybridge Way Richmond, B.C. V7C 4N3

SCHEDULE H to BYLAW 10027

ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	PORTION OF LAND AND IMPROVEMENT EXEMPTED FROM TAXATION	OWNER/HOLDER (MAILING ADDRESS)
(088-500-046) 2220 Chatham Street	PID 004-276-159 Block 3 N Range 7W Section 4 Parcel D, Except Plan REF 43247, EXP 60417, REF 10984 File NO 1000-14-045	That portion of the property occupied by Scotch Pond Heritage Cooperative	Scotch Pond Heritage Cooperative 3811 Moncton Street Richmond, B.C. V7E 3A0

CNCL - 220

SCHEDULE I to BYLAW 10027

ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	PORTION OF LAND AND IMPROVEMENT EXEMPTED FROM TAXATION	OWNER/HOLDER (MAILING ADDRESS)
(085-643-001) Unit 140-160 11590 Cambie Road	PID 018-844-456 Lot C Section 36 Block 5 North Range 6 West Plan LMP17749 Except Plan BCP 14207	That portion of the property occupied by Richmond Public Library	Richmond Public Library Cambie Branch Unit 150 - 11590 Cambie Road Richmond, B.C. V6X 3Z5
(044-761-005) 11688 Steveston Highway	PID 023-710-047 Lot 1 Section 1 Block 3 North Range 6 West Plan 32147	That portion of the property occupied by Richmond Public Library	Richmond Public Library Ironwood Branch 11688 Steveston Highway, Unit 8200 Richmond, B.C. V7A 1N6
(03-969-003) 1439 Entertainment Boulevard	PID 023-672-269 Lot C Section 33 Block 4 North Range 5 West NWD Plan LMP31752	That portion of the property occupied by City of Richmond	City of Richmond 6911 No. 3 Road Richmond, B.C. V6Y 2C1
(057-902-800) 6111 River Road	PID 027-090-434 Lot 8 Section 6 Block 4 North Range 6 West Plan BCP30383	That portion of the property occupied by Richmond Oval Corporation	City of Richmond 6911 No. 3 Road Richmond, B.C. V6Y 2C1
(051-557-060) 12071 No. 5 Road	PID 013-082-531 Section 12 Block 3 North Range 6 West NWD Plan 15624 Parcel A-J, Part NE 1/4, Ref 15624, Ref 8114 File No. 1000-05-021	That portion of the property occupied by Richmond Animal Protection Society	City of Richmond 6911 No. 3 Road Richmond, B.C. V6Y 2C1
(057-561-001) 5900 Minoru Boulevard	Lot A Section 5 Block 4 North 6 West New Westminster District Plan BCP45912	That portion of the property occupied by City Centre Community Centre	City of Richmond 6911 No. 3 Road Richmond, B.C. V6Y 2C1



City of Richmond

Report to Committee

To: Finance Committee
From: Andrew Nazareth
General Manager, Finance and Corporate Services
Date: August 22, 2019
File: 03-0975-01/2019-Vol 01
Re: **Amendments to the Consolidated 5 Year Financial Plan (2019-2023) Bylaw No. 9979**

Staff Recommendation

That the Consolidated 5 Year Financial Plan (2019-2023) Bylaw No. 9979, Amendment Bylaw No. 10078, which incorporates and puts into effect the changes as outlined in the staff report titled "Amendments to the Consolidated 5 Year Financial Plan (2019-2023) Bylaw No. 9979" dated August 22, 2019, from the General Manager, Finance and Corporate Services, be introduced and given first, second and third readings.

Andrew Nazareth
General Manager, Finance and Corporate Services
(604-276-4095)

Att. 4

REPORT CONCURRENCE			
ROUTED TO:	CONCURRENCE	ROUTED TO:	CONCURRENCE
Community Bylaws	<input checked="" type="checkbox"/>	Parks Services	<input checked="" type="checkbox"/>
Community Recreation Services	<input checked="" type="checkbox"/>	Real Estate Services	<input checked="" type="checkbox"/>
Community Safety	<input checked="" type="checkbox"/>	Roads & Construction	<input checked="" type="checkbox"/>
Community Social Services	<input checked="" type="checkbox"/>	Sanitary Sewer Utility	<input checked="" type="checkbox"/>
Emergency Programs	<input checked="" type="checkbox"/>	Sanitation and Recycling	<input checked="" type="checkbox"/>
Engineering	<input checked="" type="checkbox"/>	Sustainability and Energy Management	<input checked="" type="checkbox"/>
Facilities	<input checked="" type="checkbox"/>	Transportation	<input checked="" type="checkbox"/>
Fire Services	<input checked="" type="checkbox"/>	Water Utility	<input checked="" type="checkbox"/>
Human Resources	<input checked="" type="checkbox"/>		
Information Technology	<input checked="" type="checkbox"/>		
Law	<input checked="" type="checkbox"/>		
		CONCURRENCE OF GENERAL MANAGER: 	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE		INITIALS: APPROVED BY CAO 	

Staff Report

Origin

The Consolidated 5 Year Financial Plan (2019-2023) Bylaw No. 9979 was adopted on March 11, 2019. Included in the Consolidated 5 Year Financial Plan (5YFP) are the City's 2019 Capital, Utility and Operating Budgets. In addition, the Consolidated 5YFP includes the budgets of Richmond Olympic Oval Corporation and Richmond Public Library. The following budget amendments are for the 2019 Capital, Utility and Operating Budgets of the City.

Subsection 165(2) of the *Community Charter* allows for amendments of the financial plan by bylaw and Section 137(1) (b) directs that the power to amend or repeal must be exercised by bylaw and is subject to the same approval and other requirements, if any, as the power to adopt a new bylaw under that authority. Section 166 states that a council must undertake a process of public consultation regarding the proposed financial plan before it is adopted.

This report supports Council's Strategic Plan 2018-2022 Strategy #5 Sound Financial Management:

5.2 Clear accountability through transparent budgeting practices and effective public communication.

Analysis

Subsequent to the adoption of the 5YFP, new projects and changes to previously established programs have occurred. Individual staff reports detailing these amendments have been presented to Council for approval.

Also, amendments resulting from additional grant funding and contributions, re-classification of expenditures or unexpected expenditures are presented in accordance with Policy 3001 - Budget Amendments.

The current expenditure bylaw does not include these amounts and in order to comply with Section 173 of the *Community Charter*, the 5YFP needs to be amended to have authority to incur these expenditures. There is no tax impact for any of these amendments.

The Council approved changes to the 2019-2023 5YFP presented in order of Council meeting dates, are:

1. a) At the Council meeting on November 26, 2018, Council approved the following:

- (1) That the application to the Union of British Columbia Municipalities (UBCM) 2019 Age-friendly Communities Grant Program for \$25,000 in the Age-friendly Assessments, Action Plans and Planning Category be endorsed; and*
- (2) That should the funding application be successful, the Chief Administrative Officer and a General Manager be authorized to enter into agreement with the*

UBCM for the above mentioned project and the Consolidated 5-Year Financial Plan (2019-2023) be updated accordingly.

On February 4, 2019, Council was notified that the City has received the \$25,000 from the Union of British Columbia Municipalities (UBCM) 2019 Age-friendly Communities Grant Program to advance the work towards making Richmond an age-friendly community. The receipt was subsequent to the adoption of the Consolidated 5-Year Financial Plan (2019-2023), therefore the budget has been amended. The 2019 Community Services Operating Budget will be increased by \$25,000.

b) At the Council meeting on January 28, 2019, Council approved the following:

- (1) That Option 2 of the staff reported titled, "Recycling Depot – Potential Eco Centre Upgrade Options" from the Director, Public Works Operations dated January 16, 2019, be endorsed; and*
- (2) That the City's Consolidated 5 Year Financial Plan (2019-2023) be amended to include \$1,226,000 for the Recycling Depot – potential eco centre upgrade as presented under Option 2 of the staff report entitled "Recycling Depot – Potential Eco Centre Upgrade Options", funded from the Sanitation and Recycling provision.*

Option 2 modernizes the Recycling Depot site, improves operational flows, and helps the City keep pace with growing demands for recycling drop off services and increasing user growth. The 2019 Capital Budget – Building Program will be increased by \$1,226,000 funded from the Sanitation and Recycling Provision for one-time costs of these improvements.

c) At the Council meeting on April 8, 2019, Council approved the following:

- (1) That the application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for up to \$25,000 in grant funding to support the Emergency Operations Centres & Training for Emergency Programs be endorsed;*
- (2) That the application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for up to \$150,000 in grant funding to support the Flood Risk Assessment, Flood Mapping & Flood Mitigation Planning be endorsed;*
- (3) That should the funding application be successful, the Chief Administrative Officer and the General Manager, Community Safety and the General Manager, Engineering and Public Works be authorized to execute the agreements on behalf of the City of Richmond with the UBCM; and*
- (4) That should the funding application be successful, the 2019-2023 Five Year*

Financial Plan Bylaw be adjusted accordingly.

The 2019 Community Safety Operating Budget will be increased by \$24,777 for funding approved by the Union of British Columbia Municipalities to support the Emergency Operations Centres and Training for Emergency Programs.

- d) At the Closed Council meeting held on April 23, 2019, Council approved a transfer of \$1,400,000 from the Major Facilities Phase I Multi Project Contingency and Construction Escalation Contingency project to the RCMP Enhanced City Centre Community Police Office project. This transfer is included in Table 2 as item 3a.

- e) At the Council meeting on May 27, 2019, Council approved the following:

- (1) That the work plan outlined in the staff report titled, "Integrating Circular Economy Criteria into City Procurements", dated March 20, 2019 from the Senior Manager, Sustainability and District Energy, be endorsed; and*
- (2) That expenditures in the amount of \$150,000 be approved, with funding from the Carbon Tax provision, and that the 5-Year Financial Plan (2019-2023) be amended accordingly.*

The 2019 Engineering and Public Works Operating Budget will be increased by \$150,000 funded from the Carbon Tax Provision for developing the approach to integrate circular economy criteria into the City procurements policy to support future population growth in a sustainable manner.

- f) At the Council meeting on May 27, 2019, Council approved the following:

- (1) That Program Option 3 be approved, as outlined in the staff report titled "Richmond Lawn Bowling Clubhouse Program Options," dated April 26, 2019, from the Director, Recreation and Sport Services and the Acting Director, Facilities;*
- (2) That the additional amount of \$1.30 million, as described in the staff report titled "Richmond Lawn Bowling Clubhouse Program Options," dated April 26, 2019, from the Director, Recreation and Sport Services and the Acting Director, Facilities, be funded by the Rate Stabilization Fund (\$1.21 million) and the Richmond Lawn Bowling Club (\$90,000), and the Consolidated 5 Year Financial Plan (2019-2023) be amended accordingly.*

Program Option 3 includes the construction of 4,900 square foot replacement clubhouse. The 2019 Capital Budget – Building Program will be increased by \$1,300,000 with \$1,210,000 funded from the Rate Stabilization Provision and \$90,000 contributed by the Richmond Lawn Bowling Club.

- g) At the Closed Council meeting held on July 8, 2019, Council approved an increase to the Community Safety Operating budget of \$542,730 funded by Sales of Services.
- h) At the Closed Council meeting held on July 22, 2019, Council approved a rental income increase. The 2019 Capital Budget - Building Program will be increased by \$330,000 and the 2019 Operating Budget of Rental Properties will be increased by \$103,500 funded by a rental income increase of \$433,500.
- i) At the Council meeting on July 22, 2019, Council approved the following:
 - (2) That the implementation plans for plastic straws and plastic bags, as outlined in Attachments 1 and 2 of the staff report dated July 5, 2019 titled, "Single-Use Plastic and Other Items Bylaw Bans and Implementation Plans" from the Director, Public Works Operations, with funding in the amount of \$260,000, from the Sanitation and Recycling provision, be approved;*
 - (6) That staff be authorized to access up to \$100,000 of the \$300,000 as previously approved at the May 21, 2019 Special Council Meeting, to undertake the Community Engagement Plan forthwith as outlined in the memorandum to Mayor and Councillors titled "Revised Single-Use Plastic and Other Items Community Engagement Plan and Bylaw" dated July 18, 2019 on the understanding staff will report on progress in due course and seek Council approval for any additional expenditures; and*
 - (7) That the Consolidated 5 Year Financial Plan (2019 – 2023) be amended to include \$300,000, with funding from the Sanitation and Recycling provision.*

The 2019 Solid Waste and Recycling Operating Budget will be increased by \$560,000 funded from the Sanitation and Recycling Provision for implementation of the following:

- ban on single-use plastic bags and straws (\$260,000); and
- ban on foam cups, plates and take-out containers (\$300,000).

- j) At the Council meeting on September 9, 2019, Council approved the following:
 - (1) The expansion of 20 public electric vehicle charging ports at a cost of \$700,000 funded by the Gas Tax Provision be approved;*
 - (2) The application to Natural Resources Canada's 2019 Zero Emission Vehicle Infrastructure Program for up to \$100,000 in grant funding be approved;*
 - (5) That the Consolidated 5 Year Financial Plan (2019-2023) be amended accordingly.*

The 2019 Capital Budget – Equipment Program will be increased by \$700,000 funded from the Gas Tax Provision for the expansion of 20 public electric vehicle charging ports. If the \$100,000 grant funding application to Natural Resources Canada's 2019

Zero Emission Vehicle Infrastructure Program is successful, the funding received will offset the funding from the Gas Tax Provision.

During the year, the Consolidated 5 Year Financial Plan Bylaw may require Capital Budget amendments due to external contributions or unanticipated expenditures. The amendments are as follows:

2. a) i. Increase the scope of existing programs and projects by a total of \$1,433,653 from external funding received or anticipated to be received from various sources including developers, grants, etc. The Capital Budget is proposed to be amended as follows:

Table 1: Various Grants and External Sources		(in \$000's)
Capital Programs		Amounts
Roads		\$723
Building		382
Equipment		300
Parks		28
Drainage		1
Total		\$1,434

- ii. The Consolidated 5 Year Financial Plan includes an estimate of \$10,000,000 in Contingent Capital Grants, which may be received throughout the year for various projects. Spending is only incurred if the funds are confirmed. Once the funds are confirmed, the amount is transferred into the applicable capital program as summarized above. A total of \$1,433,653 has been received and transferred to the above programs to date.
 - b) Increase the 2019 Capital Budget – Building Program by \$715,000 funded by the Corporate Provision for minor building capital improvement projects.
 - c) The 2019 Capital Budget – Roads Program, Annual Asphalt Re-Paving Program – MRN (2019) project will be increased by \$500,000 funded by the MRN Rehabilitation Provision for the road works to be completed at 10000 Block Alderbridge Way.
3. The following reallocations within previously approved capital projects are summarized in the following table:

Table 2: Capital Budget Reallocations				(in \$000's)
	Program	Transfer From	Transfer To	Amount
3a*	Building	Major Facilities Phase I Multi Project Contingency and Construction Escalation Contingency (2014)	Enhanced City Centre Police Office (2018)	1,400
3b	Land	Strategic Land Acquisition (2016)	Strategic Land Acquisition (2015)	177
3c	Fire Vehicle	Fire Vehicle Replacement Reserve Purchases (2016 & 2017)	Fire Vehicle Replacement Reserve Purchases (2018)	164

	Program	Transfer From	Transfer To	Amount
3d	Minor Capital & Roads	Public Works Minor Capital - Roads (2019)	Annual Asphalt Re-Paving Program - Non-MRN (2019)	91
3e	Parks	Garden City Lands Phase 1 (2015)	Garden City Lands - Phase 2 (2016)	70
3f	Building	Community Safety Building Replacement - Bridgeport (2005)	Major Facilities Phase I Multi Project Contingency and Construction Escalation Contingency (2014)	34
3g	Roads	Annual Asphalt Re-Paving Program - Non-MRN (2018)	Annual Asphalt Re-Paving Program - Non-MRN (2016)	9
3h	Equipment	Wifi Network Expansion (2017)	Server Refresh (2017)	6
3i	Roads	Annual Asphalt Re-Paving Program - MRN (2016)	Annual Asphalt Re-Paving Program - MRN (2018)	5
3j	Building	Direct Digital Control Upgrade and Consolidation (2016)	Direct Digital Control Upgrade & Consolidation Phase 3 (2017)	3
3k	Building	Project Development Advanced Design (2016)	Contribution for Childcare Management (2015)	3
3l	Equipment	Parking Meter Replacement (Pay-Station) (2013)	Bylaws License Plate Recognition (LPR) System (2016)	1
Total Budget Reallocations				\$1,963

* 3a relates to item 1d on Page 4.

4. Budget Amendment Policy 3001 states that changes to salaries be reported to the Committee. The following amendments will result in no net increase to the 2019 Operating Budget:
 - a) Reallocate \$400,000 within the Project Development Operating Budget from public works labour to auxiliary salaries for multiple auxiliary positions.
 - b) Fund a regular full time Amenity Project Manager position for providing oversight on the amenity delivery process under the 2019 Project Development Operating Budget for \$41,091 funded by the 5% Project Management Fee collected on rezoning projects.
 - c) Reallocate \$12,080 within the Energy Management Operating Budget from consulting to public works labour for electrical work to be performed by City staff.

5. Budget Amendment Policy 3001 states that increases in City's expenditures are only permitted where funding is from sources other than taxation and utility fees. The following amendments to the Operating and Utility Budget are funded by external grants, contributions, transfer of existing budget resources, or funding from provisions and has no tax impact:
 - a) Increase the Facility Management Operating Budget by \$1,034,162 for the following:
 - i) \$534,162 funded by the Corporate Provision for maintenance contract services;
 - ii) \$500,000 funded by the Additional Level Provision for maintenance contract services.
 - b) Increase the Roads Operating Budget by \$527,158 funded by the grant received from the Translink for the operation, maintenance, and general rehabilitation of the Major Road Network (MRN) due to an increase of Translink's 2019 funding rate, which includes the

following:

- i) increase the public works materials by \$292,328; and
- ii) increase the public works labour by \$234,830.
- c) Increase the sewer debt levy required to be collected on behalf of Greater Vancouver Sewerage and Drainage District by \$369,221 based on the final levies.
- d) Increase the Snow and Ice Control Operating Budget by \$320,000 funded by the Sanding and Salting Provision for projected operational needs.
- e) Increase the Human Resources Operating Budget by \$100,000 by the Arbitration Provision for arbitration and legal expenditures.

Financial Impact

The proposed 2019 budget amendments have **no tax impact**. Each of these annual budgets combines to form part of the 2019-2023 5YFP. The 2019-2023 5YFP Amended Bylaw and Amended Capital Program can be found in Attachments 1 - 3.

Table 3 Capital Budget – Summary of Changes (in \$000's)		Reference	
Capital Budget as at March 11, 2019			\$115,092
1	Various Grants & External Sources	2a.i	1,434
2	Contingent External Contributions	2a.ii	(1,434)
3	Lawn Bowling Clubhouse Option 3	1f	1,300
4	Recycling Depot - Eco Centre Upgrade	1b	1,226
5	Increase Capital for Minor Building Capital Improvement Projects	2b	715
6	Public Electric Vehicle Charging Expansion	1j	700
7	10000 Block Alderbridge Way Road Works	2c	500
8	Increase in Building Program	1h	330
9	Various Capital Budget Reallocations	3a-1	-
			4,771
			\$119,863

Table 4 Net Budget – Summary of Changes (in \$000's)		Reference	
Net Budget as at March 11, 2019			\$77,783
Revenue			
1	Increase in Community Safety Operating Budget Sales of Services	1g	543
2	2019 Translink's Funding Increase for Major Road Network	5b	527
3	Increase in Real Estate Rental Income	1h	433
4	Sewer Debt Levy Increases of Greater Vancouver Sewerage and Drainage District	5c	369
5	Lawn Bowling Clubhouse Contribution	1f	90
6	Development Revenue on Rezoning Projects	4b	41
7	2019 Age-Friendly Communities Grant	1a	25
8	Community Emergency Preparedness Grant	1c	25
Total Revenue Amendments			2,053

Expenses

1	Increase to Facility Management Operating Budget Expenses	5a	1,034
2	Implementation Plans on Banning Single-Use Plastic and Foam	1i	560
3	Increase in Community Safety Operating Budget Expenses	1g	543
4	2019 Translink's Major Road Network Rehabilitation Expenses	5b	527
5	Sewer Debt Levy Increases of Greater Vancouver Sewerage and Drainage District	5c	369
6	Increase to Snow and Ice Control Operating Budget Expenses	5d	320
7	Integrating Circular Economy Criteria into City Procurements	1e	150
8	Real Estate Leased Property Maintenance	1h	103
9	Arbitration Expenditures	5e	100
10	Amenity Project Manager Position (Part Year)	4b	41
11	2019 Age-Friendly Communities Grant Spending	1a	25
12	Community Emergency Preparedness Grant Expenses	1c	25
13	Various Operating Budget Reallocations	4a & c	-
Total Expenses Amendments			3,797
NET AMENDMENT			(1,744)
Total Amended 2019 Net Budget			\$76,039

Conclusion

Staff recommend that Council approve the 2019 Capital, Operating and Utility Budget amendments to accommodate the expenditures within the Consolidated 5 Year Financial Plan Bylaw. The proposed 2019 budget amendments have no tax impact.

As required in Section 166 of the Community Charter, staff will conduct a process of public consultation prior to bylaw adoption, which is anticipated to be October 7, 2019.



Melissa Shiau, CPA, CA
Manager, Financial Planning and Analysis
(604-276-4231)

MS:sx

- Att. 1: Consolidated 5 Year Financial Plan (2019-2023) Amended Revenue and Expenses
 2: Consolidated 5 Year Financial Plan (2019-2023) Amended Capital Funding Sources
 3: Amended 5 Year Capital Plan Summary (2019-2023)
 4: Consolidated 5 Year Financial Plan (2019-2023) Bylaw No. 9979 Amendment Bylaw No. 10078

CITY OF RICHMOND CONSOLIDATED 5 YEAR FINANCIAL PLAN (2019-2023) AMENDED REVENUE AND EXPENSES (In \$000's)					
	2019 Amended Budget*	2020 Plan	2021 Plan	2022 Plan	2023 Plan
Revenue:					
Taxation and Levies	229,903	248,731	265,395	278,436	296,153
User Fees	106,174	109,809	115,048	120,448	126,549
Sales of Services	42,994	42,253	42,946	43,504	44,069
Gaming Revenue	16,500	16,500	16,500	16,500	16,500
Investment Income	16,062	16,634	17,148	17,923	18,622
Payments In Lieu Of Taxes	14,200	14,626	15,065	15,532	16,013
Other Revenue	11,244	11,577	11,970	12,380	12,804
Licenses and Permits	11,107	11,324	11,544	11,779	12,020
Provincial and Federal Grant	8,939	8,387	8,449	8,513	8,579
Developer Contributed Assets	50,350	50,350	50,350	50,350	50,350
Development Cost Charges	22,764	17,015	19,951	13,654	13,893
Other Capital Funding Sources	12,937	10,125	10,125	10,125	10,125
	543,174	557,331	584,491	599,144	625,677
Expenses:					
Community Safety	113,094	117,553	124,192	127,398	130,683
Engineering and Public Works	76,640	71,393	72,738	74,212	75,582
Community Services	71,589	67,127	69,395	71,847	73,815
Finance and Corporate Services	29,010	26,192	26,842	27,466	28,104
Fiscal	22,811	21,446	22,436	23,511	27,553
Debt Interest	1,677	1,677	1,677	1,677	1,677
Corporate Administration	11,308	10,866	11,114	11,380	11,651
Planning and Development Services	17,336	17,523	17,994	18,510	19,058
Utility Budget					
Water Utility	44,049	46,047	48,476	51,125	53,964
Sanitary Sewer Utility	33,627	34,730	37,254	39,705	42,659
Sanitation and Recycling	18,320	17,971	18,330	18,715	19,109
Richmond Public Library	11,079	11,244	11,455	11,681	11,911
Richmond Olympic Oval Corporation	16,595	16,905	17,223	17,562	17,909
	467,135	460,674	479,126	494,789	513,675
Annual Surplus	76,039	96,657	105,365	104,355	112,002
Transfers:					
Debt Principal	4,951	5,150	5,355	5,570	5,793
Transfer To (From) Reserves	69,403	71,725	74,246	76,915	79,699
Transfer To (From) Surplus	(30,765)	(2,428)	1,680	4,901	9,001
Capital Expenditures - Current Year	119,863	194,636	101,368	97,238	98,763
Capital Expenditures - Prior Years	280,620	189,309	195,870	140,008	83,601
Capital Expenditures - Developer Contributed Assets	50,350	50,350	50,350	50,350	50,350
Capital Expenditures - Richmond Public Library	892	892	892	892	892
Capital Expenditures - Richmond Olympic Oval Corporation	2,567	2,294	1,602	1,055	1,124
Capital Funding	(421,842)	(415,271)	(325,998)	(272,574)	(217,221)
Transfers/Amortization offset:	76,039	96,657	105,365	104,355	112,002
Balanced Budget	\$-	\$-	\$-	\$-	\$-
Tax Increase	4.82%	6.69%	5.20%	3.91%	5.36%

* 2019 Budget includes recommended one-time expenditures and carryforwards funded by rate stabilization accounts. The projections for 2020 through 2023 are base budgets to deliver the same level of service and do not include estimates of carryforwards or one-time expenditures that may be approved in future years.

CITY OF RICHMOND CONSOLIDATED 5 YEAR FINANCIAL PLAN (2019-2023) AMENDED CAPITAL FUNDING SOURCES (In \$000's)					
	2019 Amended Budget	2020 Plan	2021 Plan	2022 Plan	2023 Plan
DCC Reserves					
Drainage DCC	466	464	-	-	1,057
Park Development DCC	3,903	2,869	1,740	2,822	2,774
Park Development DCC - West Cambie	724	-	969	-	188
Park Land Acquisition DCC	8,064	5,964	5,964	4,083	4,083
Roads DCC	8,898	6,405	8,052	5,788	5,791
Sanitary DCC	-	1,175	1,428	149	-
Water DCC	708	138	1,798	812	-
Total DCC	22,763	17,015	19,951	13,654	13,893
Statutory Reserves					
Affordable Housing	1,300	1,150	1,150	1,150	1,150
Capital Building and Infrastructure	14,821	60,369	10,450	20,131	11,600
Capital Reserve	15,383	57,951	16,399	9,312	7,778
Child Care	160	60	60	60	60
Drainage Improvement	11,428	13,904	14,383	17,314	22,380
Equipment Replacement	6,404	2,832	3,392	3,310	4,833
Leisure Facilities	7,611	5,400	2,000	-	3,400
Neighbourhood Improvement	184	-	-	-	-
Public Art Program	563	150	150	150	150
Sanitary Sewer	1,650	10,477	7,022	6,791	7,500
Watermain Replacement	7,388	7,556	7,689	8,234	8,655
Total Statutory Reserves	66,892	159,849	62,695	66,452	67,506
Other Sources					
Enterprise Fund	180	550	550	550	550
Grant and Developer Contribution	12,937	10,125	10,125	10,125	10,125
Other Sources	9,869	4,957	4,587	4,592	4,649
Rate Stabilization	4,746	-	1,320	-	-
Sewer Levy	300	50	100	-	50
Solid Waste and Recycling	1,526	300	300	300	300
Water Levy	650	1,790	1,740	1,565	1,690
Total Other Sources	30,208	17,772	18,722	17,132	17,364
Total Capital Program	\$119,863	\$194,636	\$101,368	\$97,238	\$98,763

CITY OF RICHMOND AMENDED 5 YEAR CAPITAL PLAN SUMMARY (2019-2023) (in \$000s)					
	2019 Amended Budget	2020 Plan	2021 Plan	2022 Plan	2023 Plan
Infrastructure Program					
Roads	16,289	10,299	11,591	9,936	9,595
Drainage	11,243	14,454	14,578	16,755	23,408
Water	6,194	7,318	9,000	8,665	8,445
Sanitary Sewer	1,433	10,353	7,250	6,390	6,250
Infrastructure Advanced Design and Minor Public Works	3,864	3,880	3,780	3,780	3,780
Total Infrastructure Program	39,023	46,304	46,199	45,526	51,478
Building Program					
Building	21,588	109,370	13,100	21,231	15,000
Total Building Program	21,588	109,370	13,100	21,231	15,000
Parks Program					
Parks	7,648	4,750	6,380	3,850	3,900
Parkland	4,000	4,000	4,000	2,000	2,000
Total Parks Program	11,648	8,750	10,380	5,850	5,900
Public Art Program					
	563	150	150	150	150
Land Program					
	10,000	10,000	10,000	5,000	5,000
Affordable Housing					
	775	625	625	625	625
Equipment Program					
Vehicle	4,262	2,637	2,528	2,334	3,995
Fire Vehicle	4,571	716	1,185	1,221	1,257
Information Technology	4,474	860	455	460	516
Equipment	2,019	578	2,099	580	581
Total Equipment Program	15,326	4,791	6,267	4,595	6,349
Child Care Program					
	160	60	60	60	60
Internal Transfers/Debt Payment					
	12,214	4,586	4,587	4,201	4,201
Contingent External Contributions					
	8,566	10,000	10,000	10,000	10,000
Total Capital Program	\$119,863	\$194,636	\$101,368	\$97,238	\$98,763



**Consolidated 5 Year Financial Plan (2019-2023) Bylaw No. 9979
Amendment Bylaw No. 10078**

The Council of the City of Richmond enacts as follows:

1. Schedule "A", Schedule "B", and Schedule "C" of the Consolidated 5 Year Financial Plan (2019-2023) Bylaw 9979, are deleted and replaced with Schedule "A", Schedule "B", and Schedule "C" attached to and forming part of this amendment bylaw.
2. This Bylaw is cited as "**Consolidated 5 Year Financial Plan (2019-2023) Bylaw No. 9979 Amendment Bylaw No. 10078**".

FIRST READING

SECOND READING

THIRD READING

ADOPTED

MAYOR

CORPORATE OFFICER

CITY OF RICHMOND
APPROVED for content by originating dept. JC
APPROVED for legality by Solicitor AC

SCHEDULE A:
CITY OF RICHMOND
CONSOLIDATED 5 YEAR FINANCIAL PLAN (2019-2023)
AMENDED REVENUE AND EXPENSES
(In \$000's)

	2019 Amended Budget*	2020 Plan	2021 Plan	2022 Plan	2023 Plan
Revenue:					
Taxation and Levies	229,903	248,731	265,395	278,436	296,153
User Fees	106,174	109,809	115,048	120,448	126,549
Sales of Services	42,994	42,253	42,946	43,504	44,069
Gaming Revenue	16,500	16,500	16,500	16,500	16,500
Investment Income	16,062	16,634	17,148	17,923	18,622
Payments In Lieu Of Taxes	14,200	14,626	15,065	15,532	16,013
Other Revenue	11,244	11,577	11,970	12,380	12,804
Licenses and Permits	11,107	11,324	11,544	11,779	12,020
Provincial and Federal Grant	8,939	8,387	8,449	8,513	8,579
Developer Contributed Assets	50,350	50,350	50,350	50,350	50,350
Development Cost Charges	22,764	17,015	19,951	13,654	13,893
Other Capital Funding Sources	12,937	10,125	10,125	10,125	10,125
	543,174	557,331	584,491	599,144	625,677
Expenses:					
Community Safety	113,094	117,553	124,192	127,398	130,683
Engineering and Public Works	76,640	71,393	72,738	74,212	75,582
Community Services	71,589	67,127	69,395	71,847	73,815
Finance and Corporate Services	29,010	26,192	26,842	27,466	28,104
Fiscal	22,811	21,446	22,436	23,511	27,553
Debt Interest	1,677	1,677	1,677	1,677	1,677
Corporate Administration	11,308	10,866	11,114	11,380	11,651
Planning and Development Services	17,336	17,523	17,994	18,510	19,058
Utility Budget					
Water Utility	44,049	46,047	48,476	51,125	53,964
Sanitary Sewer Utility	33,627	34,730	37,254	39,705	42,659
Sanitation and Recycling	18,320	17,971	18,330	18,715	19,109
Richmond Public Library	11,079	11,244	11,455	11,681	11,911
Richmond Olympic Oval Corporation	16,595	16,905	17,223	17,562	17,909
	467,135	460,674	479,126	494,789	513,675
Annual Surplus	76,039	96,657	105,365	104,355	112,002
Transfers:					
Debt Principal	4,951	5,150	5,355	5,570	5,793
Transfer To (From) Reserves	69,403	71,725	74,246	76,915	79,699
Transfer To (From) Surplus	(30,765)	(2,428)	1,680	4,901	9,001
Capital Expenditures - Current Year	119,863	194,636	101,368	97,238	98,763
Capital Expenditures - Prior Years	280,620	189,309	195,870	140,008	83,601
Capital Expenditures - Developer Contributed Assets	50,350	50,350	50,350	50,350	50,350
Capital Expenditures - Richmond Public Library	892	892	892	892	892
Capital Expenditures - Richmond Olympic Oval Corporation	2,567	2,294	1,602	1,055	1,124
Capital Funding	(421,842)	(415,271)	(325,998)	(272,574)	(217,221)
Transfers/Amortization offset:	76,039	96,657	105,365	104,355	112,002
Balanced Budget	\$-	\$-	\$-	\$-	\$-
Tax Increase	4.82%	6.69%	5.20%	3.91%	5.36%

* 2019 Budget includes recommended one-time expenditures and carryforwards funded by rate stabilization accounts. The projections for 2020 through 2023 are base budgets to deliver the same level of service and do not include estimates of carryforwards or one-time expenditures that may be approved in future years.

SCHEDULE B:
CITY OF RICHMOND
CONSOLIDATED 5 YEAR FINANCIAL PLAN (2019-2023)
AMENDED CAPITAL FUNDING SOURCES
(In \$000's)

	2019 Amended Budget	2020 Plan	2021 Plan	2022 Plan	2023 Plan
DCC Reserves					
Drainage DCC	466	464	-	-	1,057
Park Development DCC	3,903	2,869	1,740	2,822	2,774
Park Development DCC - West Cambie	724	-	969	-	188
Park Land Acquisition DCC	8,064	5,964	5,964	4,083	4,083
Roads DCC	8,898	6,405	8,052	5,788	5,791
Sanitary DCC	-	1,175	1,428	149	-
Water DCC	708	138	1,798	812	-
Total DCC	22,763	17,015	19,951	13,654	13,893
Statutory Reserves					
Affordable Housing	1,300	1,150	1,150	1,150	1,150
Capital Building and Infrastructure	14,821	60,369	10,450	20,131	11,600
Capital Reserve	15,383	57,951	16,399	9,312	7,778
Child Care	160	60	60	60	60
Drainage Improvement	11,428	13,904	14,383	17,314	22,380
Equipment Replacement	6,404	2,832	3,392	3,310	4,833
Leisure Facilities	7,611	5,400	2,000	-	3,400
Neighbourhood Improvement	184	-	-	-	-
Public Art Program	563	150	150	150	150
Sanitary Sewer	1,650	10,477	7,022	6,791	7,500
Watermain Replacement	7,388	7,556	7,689	8,234	8,655
Total Statutory Reserves	66,892	159,849	62,695	66,452	67,506
Other Sources					
Enterprise Fund	180	550	550	550	550
Grant and Developer Contribution	12,937	10,125	10,125	10,125	10,125
Other Sources	9,869	4,957	4,587	4,592	4,649
Rate Stabilization	4,746	-	1,320	-	-
Sewer Levy	300	50	100	-	50
Solid Waste and Recycling	1,526	300	300	300	300
Water Levy	650	1,790	1,740	1,565	1,690
Total Other Sources	30,208	17,772	18,722	17,132	17,364
Total Capital Program	\$119,863	\$194,636	\$101,368	\$97,238	\$98,763

SCHEDULE C:

**CITY OF RICHMOND
CONSOLIDATED 5 YEAR FINANCIAL PLAN (2019-2023)
AMENDED STATEMENT OF POLICIES AND OBJECTIVES**

Revenue Proportions By Funding Source

Property taxes are the largest portion of revenue for any municipality. Taxes provide a stable and consistent source of revenue for many services that are difficult or undesirable to fund on a user-pay basis. These include services such as community safety, general government, libraries and park maintenance.

Objective:

- Maintain revenue proportion from property taxes at current level or lower

Policies:

- Tax increases will be at CPI + 1% for transfers to reserves
- Annually, review and increase user fee levels by consumer price index (CPI).
- Any increase in alternative revenues and economic development beyond all financial strategy targets can be utilized for increased levels of service or to reduce the tax rate.

Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2019.

Table 1:

Funding Source	% of Total Revenue
Property Taxes	50.3%
User Fees	23.2%
Sales of Services	9.4%
Gaming Revenue	3.6%
Investment Income	3.5%
Payments in Lieu of Taxes	3.1%
Licenses and Permits	2.4%
Provincial and Federal Grants	2.0%
Other	2.5%
Total Operating and Utility Funding Sources	100.0%

SCHEDULE C (CONT'D):

**CITY OF RICHMOND
CONSOLIDATED 5 YEAR FINANCIAL PLAN (2019-2023)
AMENDED STATEMENT OF POLICIES AND OBJECTIVES**

Distribution of Property Taxes

Table 2 provides the 2019 distribution of property tax revenue among the property classes.

Objective:

- Maintain the City's business to residential tax ratio in the middle in comparison to other municipalities. This will ensure that the City will remain competitive with other municipalities in attracting and retaining businesses.

Policies:

- Regularly review and compare the City's tax ratio between residential property owners and business property owners relative to other municipalities in Metro Vancouver.

Table 2: (Based on the 2019 Revised Roll figures)

Property Class	% of Tax Burden
Residential (1)	56.58%
Business (6)	35.04%
Light Industry (5)	6.52%
Others (2,3,4,8 & 9)	1.86%
Total	100.00%

Permissive Tax Exemptions**Objective:**

- Council passes the annual permissive exemption bylaw to exempt certain properties from property tax in accordance with guidelines set out by Council Policy and the Community Charter. There is no legal obligation to grant exemptions.
- Permissive exemptions are evaluated with consideration to minimizing the tax burden to be shifted to the general taxpayer.

Policy:

- Exemptions are reviewed on an annual basis and are granted to those organizations meeting the requirements as set out under Council Policy 3561 and Sections 220 and 224 of the *Community Charter*.



City of Richmond

Report to Committee

To: Planning Committee **Date:** September 20, 2019
From: Kim Somerville **File:** 07-3000-01/2019-Vol
Director, Community Social Development 01
Re: Non-Profit Social Service Agency Current and Future Space Needs

Staff Recommendation

1. That non-profit social service agency space needs be communicated to key stakeholders, including the Urban Development Institute, Vancouver Coastal Health, the Richmond School District, Richmond Members of the Legislative Assembly and Richmond Members of Parliament;
2. That the City and key stakeholders seek immediate opportunities to prevent the loss of at-risk, high priority social service agencies in Richmond as described in the staff report titled "Non-Profit Social Service Agency Current and Future Space Needs", dated September 20, 2019 from the Director, Community Social Development; and
3. That options to increase the supply of affordable non-profit social service agency space in the City Centre and other appropriate locations be identified.

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

Att. 2

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

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Staff Report

Origin

At the May 22, 2019 Planning Committee meeting, the Richmond Community Services Advisory Committee (RCSAC) Non-Profit Social Service Agency Space Needs Review was considered and the following referral was made:

That staff work with the Richmond Community Services Advisory Committee to provide a list of members' current and future space needs and report back.

This report addresses the above referral.

At the May 27, 2019 Richmond City Council meeting discussion of the RCSAC Non-Profit Social Service Agency Space Needs Review, Council resolved:

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

Staff will be reporting on the second referral, regarding potential options to increase the supply of non-profit social service agency space, in early 2020.

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

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

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

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

This report supports Council's Strategic Plan 2018-2022 Strategy #6 Strategic and Well-Planned Growth:

6.6 Growth includes supports and/or services for Richmond's vulnerable populations, including youth, seniors, individuals with health concerns, and residents experiencing homelessness.

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

Action 30 – Develop and maintain a database on space needs of non-profit social service agencies to be updated annually through surveys of agencies.

Findings of Fact

The RCSAC has completed a two-phase review of non-profit social service agency space needs. The Richmond Community Foundation (RCF) provided a seed grant to the RCSAC to prepare a “Phase One” review, to demonstrate the need for and anticipated benefits of the proposed survey. A subsequent RCF grant of \$10,000 was awarded to support the survey development and analysis (“Phase Two”), which the City supplemented with a 2018 Council Community Initiatives One-Time Expenditures grant of \$13,000 to complete the project. The City also hosted the survey on Let’s Talk Richmond.

At the May 22, 2019 Planning Committee meeting, the RCSAC Phase Two report, the “Richmond Non-Profit Social Purpose Space Needs Review”, was considered (Attachment 1). This report provided comprehensive information about the overall need for space experienced by the non-profit social service sector in Richmond. As a result of the discussion at the Planning Committee, Council also identified the need for agency-specific information to assist the City and other stakeholders seeking opportunities to support agency efforts to secure office and program space. The May 27, 2019 Council referral regarding the Phase Two report, requesting that options available to increase the supply of non-profit agency space be investigated, will be addressed in a report coming forward in early 2020.

To gather the agency-specific data, a brief new survey instrument was developed by staff asking respondents to record their agency’s office, program and meeting room space needs. The survey excluded residential uses (e.g., affordable housing, shelters) and child care space as separate City processes exist to assess and support demand. School-based programs were also excluded.

Of the RCSAC membership, 23 organizations were eligible to complete the survey, being non-profit social service agencies providing services other than the aforementioned exclusions. Five additional organizations that completed the initial space needs survey presented at the May 22, 2019 Planning Committee meeting were also surveyed. The attached table of results (Attachment 2) includes information provided by 22 non-profit social service agencies.

The following key points provide an overview of results. As some organizations operate more than one site, the numbers will sometimes exceed the number of participating organizations. An analysis of agency-specific information follows.

- Current premises range in size from 250 square feet to 12,000 square feet.
- Most sites are leased (19) while others are owned (2), rented (1) or provided in-kind by other organizations (2).
- While most have secure tenure (15), several do not (7).
- Two programs new to the community have secured funding but no location.
- Lease duration ranges from “ending this month” to 10 years, with most having two-year terms (9).

- Two premises are being rented monthly because development applications have been submitted.
- While several sites have adequate space (10), most sites (14) do not.
- Based on current space costs, most agencies (12) have insufficient funding for the additional square feet required, at current rates; others were unsure (7), while some (5) indicated having sufficient resources to expand.
- Two agencies reported recent moves to new locations due to pending redevelopment, and one agency relocated program space due to funding uncertainty.

Analysis

Agency-Specific Information

The following analysis groups agencies by three main themes: (1) lack of premises, (2) insecure tenure and (3) the need for additional space.

1. Lack of Premises

The following table identifies agencies without premises for the following purposes:

Organization	Purpose	Address	Needed Space (SF)*	Space Funding Available
Multicultural Helping House Society**	Office for staff to organize 55+ and youth activities	N/A	200–400	Unsure
Richmond Addiction Services Society	Foundry Youth Services Centre	N/A	8,500–12,000	Yes
Richmond Society for Community Living	Community Inclusion Program	N/A	2,500–3,000	Yes
Total			11,200–15,400	

**Please note that this organization is undergoing significant administrative challenges and needs to stabilize prior to further consideration of space needs.

Richmond Addiction Services, as the lead agency, has been seeking a location for a Foundry Youth Service Centre for over a year. Foundry Youth Service Centres are integrated health and social service centres for those aged 12 to 24 years, providing a one-stop-shop to access mental health care, substance use services, primary care, social services and youth and family peer supports. While provincial funding for a Richmond centre has been secured, this centre may be lost to the community if a viable location cannot be found.

Also funded, the Richmond Society for Community Living has the opportunity to provide a new Community Inclusion Program in Richmond providing daily care for youth with intellectual disabilities who are no longer in school. A site for this program has not been found.

2. Insecure Tenure

The following agencies have insecure tenure, as they are renting on a monthly basis or have a temporary lease only. While several other sites listed in Attachment 1 have a two-year lease, this does not imply insecure tenure as most (7 of 10) of those are Richmond Caring Place tenants.

Organization	Address	Length of Tenure	Current Space (sq. ft.)	Total Space Needed (sq. ft.)*	
				Short Term (0–5 years)	Long Term* (10–15 years)
Community Mental Wellness Association of Canada	250–5726 Minoru Blvd.	Monthly rent (Development Application submitted)	1,500	1,500	1,500
Connections Community Services	110–5751 Cedarbridge Way	5-year lease (no option to renew)	5,100	4,000	4,000
Richmond Chinese Community Society	205–8271 Westminster Hwy.	5-year lease (no option to renew)	2,300	5,300	5,300
Richmond Food Bank Society	100–5800 Cedarbridge Way	5-year lease (expires 2022, may be renewed if property not developed)	8,848	8,848	8,848
Richmond Multicultural Community Services (Program Space)	110–5751 Cedarbridge Way	6-month lease, may be renewed	1,465	Unsure	Unsure
Richmond Society for Community Living (Quantum Community Inclusion Site)	170–5270 Minoru Blvd.	Monthly rent (Development Application submitted)	3,082	3,082	3,082
Turning Point Recovery Society (Homelessness Resource/Drop-in Centre Site)	8280 Gilbert St.	6-month lease although negotiating extension (ends Dec.31)	1,500	2,500–3,500	2,500–3,500
Total			23,795	25,230–26,230	25,230–26,230

*Rough estimates only; will be impacted by future population growth, contract renewal terms and other factors.

As illustrated in the table above, space needs for these sites is currently not estimated to increase significantly over the next 15 years. However, replacement space is urgently needed due to the lack of secure tenure. Of these organizations, three are at high risk of imminent displacement; two due to development applications having been submitted and one due to a sublease termination; and another may be at risk if the current lease, ending in December 2019, is not extended. These high risk locations are:

- Community Mental Wellness Association of Canada (250–5726 Minoru Boulevard, development application submitted)
- Richmond Society for Community Living, site for the RSCL's Quantum Community Inclusion Program (170–5270 Minoru Boulevard site; development application submitted)
- Richmond Society for Community Living (site for the Infant Development and Supported Child Development Programs, sublet at 7000 Minoru Boulevard, terminates in three months)
- Turning Point Recovery Society (Homelessness Resource/Drop-in Centre, 8280 Gilbert Street, expiring December 31, 2019)

If unable to secure space, the loss of these programs to the community would have a significant impact on the many residents and their families who rely on these services. To illustrate, loss of the Richmond Society for Community Living's (RSCL) Quantum Community Inclusion Program would displace 30 people with intellectual disabilities requiring daily care, with significant impacts to their families as well. The loss of RSCL Infant Development and Supported Child Development programs would mean the loss of support for the families of 700 children in Richmond.

Three agencies with insecure premises at the time of the survey (June 2019) have since relocated to the sites indicated in Attachment 2:

- Connections Community Services (moved from 7900 Alderbridge Way to 5751 Cedarbridge Way in August 2019 with a five-year lease for 5,100 square feet);
- Touchstone Family Association (moving from 6411 Buswell Street to 3031 Viking Way in October 2019 with a 10-year lease for 12,000 square feet).
- Richmond Multicultural Community Services (program space moved from 4351 No. 3 Road to 110-5751 Cedarbridge Way with a six-month lease, due to federal funding uncertainty, for 1,465 square feet)

Of these, only Touchstone's new location is reasonably secure with a 10-year lease, although it is located in Bridgeport and client access may be a challenge. Connections Community Services' five-year lease does not include a renewal option. Richmond Multicultural Community Services is sub-leasing two program rooms from Connections Community Services on a temporary basis until the status of their Immigration, Refugees and Citizenship Canada contract has been determined following the federal election.

3. Larger Premises Needed

Many agencies are in need of larger premises due to insufficient administration and program space to accommodate clients and staff, as well as to incorporate new programs to meet growing and changing community needs.

The figures provided below are anticipated estimates of future needs due to the challenge of forecasting in uncertain conditions (e.g., changing funding levels and priorities). Also, non-profit societies may be better equipped to estimate space needs following a Real Estate Foundation workshop to be held later this fall (see Next Steps, below).

Organization	Address	Current Space (sq. ft.)	Additional Space Needed (sq. ft.)		Sufficient Funds to Expand
			Short Term (0–5 years)	Long Term (10–15 years)	
Autism BC	3688 Cessna Drive	750	100	250	Unsure
Chimo Community Services	120–7000 Minoru Blvd.	2,469	2,000	2,000	Yes
Chimo - Counselling	310–7000 Minoru Blvd.	500	500	1,000	Yes
Pathways Clubhouse	315–8111 Granville Ave.	11,000	4,000	4,000	Yes
Richmond Cares, Richmond Gives (RCRG)	190–7000 Minoru Blvd.	1,760	200	400	No
RCRG – Child Care Resource and Referral	325–7000 Minoru Blvd.	583	340	500	No
Richmond Centre for Disability	842–5300 No. 3 Rd. (interim site with anticipated move to City-owned 5671 No. 3 Rd. when complete)	5,300		2,000	No
Richmond Chinese Community Society	205–8271 Westminster Hwy.	2,300	3,000	0	Unsure
Richmond Family Place Society	8660 Ash St.	3,800		300	No
Richmond Mental Health Consumer & Friends Society	210–7671 Alderbridge Way	510	300–500	300–500	No
Richmond Multicultural Community Services	210–7000 Minoru Blvd.	2,500	2,500	5,000	No
Richmond Women's Resource Centre	110–7000 Minoru Blvd.	709	400	800	Unsure
Turning Point Recovery Society: Homelessness Resource/Drop-in Centre	8280 Gilbert Rd.	1,500	2,500–3,500	2,500–3,500	No
Total		33,681	15,840–17,040	19,050–20,250	

Summary

While the primary purpose of the survey was to obtain agency-specific information as provided in Attachment 2, the following summary of additional space needs provides short and long-term goals for agencies, partners and stakeholders to consider. Results indicate that between approximately 52,000 to 105,000 additional square feet of agency space will be needed in the community over the next 15 years.

Type of Need	Short Term (0 to 5 years) (SF)	Long Term (10–15 years) (SF)
Lack of premises	11,200 to 15,400	No additional need identified
Insecure tenure	25,230 to 26,230	25,230 to 26,230
Larger premises	15,840 to 17,040	19,050 to 20,250
Total Additional SF Needed	52,270 to 58,670	44,280 to 46,480

In completing this survey, agencies consistently conveyed that clients and their families are negatively impacted by insufficient, insecure or inappropriate space, as the number and type of programs that can be offered, and clients that can be served, is limited or at risk. The ability to offer new programs is also hindered. Compounding these challenges is increased demand, resulting from an ever-growing population, and insufficient or unstable space. In addition to the size of space, characteristics and location are also significant factors impacting client service (e.g., the need for accessible features, proximity to transit and sufficient parking).

Commensurate with the inability to adequately support clientele, agencies also experience staff-related challenges stemming from insufficient space, including the inability to adequately house staff due to the lack of administrative space, and the related challenges of effectively administering and managing programs. The search for space is also placing considerable demands on staff time, resulting in less time devoted to agency mandates. Furthermore, many agencies seeking larger premises are faced with the challenge of having insufficient funds to afford additional space at current rates.

Next Steps

The Social Purpose Real Estate Collaborative (SPRE), an alliance of foundations, government, financial institutions, agencies and investors supporting non-profit/social enterprise space needs, of which the City is a member, will be providing a Real Estate Foundation of BC workshop to Richmond non-profits (all sectors) this fall. The workshop, designed to build capacity about real estate fundamentals and related financing, will increase the non-profits' capacity to estimate current and future space needs and knowledge regarding supports that might be available in the region. SPRE will also be conducting a regional survey of non-profit and social enterprise space needs, including Richmond, later this year. Survey results will supplement those acquired in the 2018 RCSAC survey and will contribute to the Non-Profit Space Needs Database under development.

A staff report responding to the May 27, 2019 Council referral, to “investigate potential options available to increase the supply of affordable non-profit social service agency space in the City Centre and other appropriate locations and report back”, is anticipated in early 2020.

This report will provide Council with options regarding roles that the City might play to support agency efforts to meet their space needs. Availability of space in City, School District and faith community premises will also be explored.

In the meantime, the information outlined in Attachments 1 and 2 and in the forthcoming report will assist the City, agencies and stakeholders in understanding the needs, circumstances and challenges of non-profit social service real estate in Richmond, and will hopefully lead to collaborative efforts to arrive at viable solutions to support the sector before services are lost to the community.

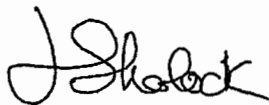
Financial Impact

None.

Conclusion

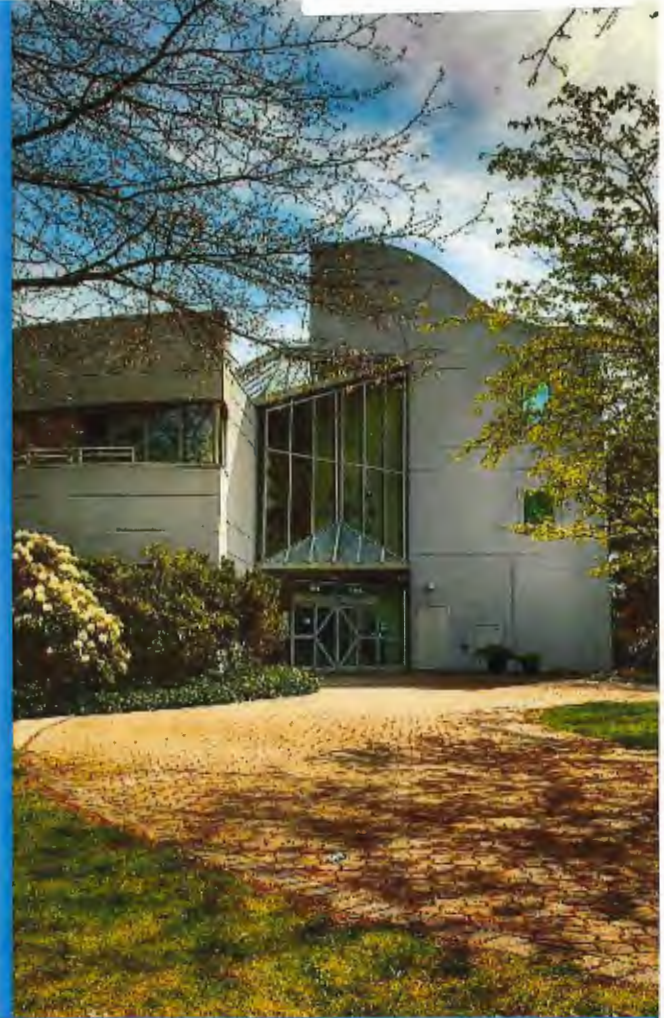
Agencies without premises and those faced with imminent loss of premises have an urgent need for space that may result in lost services to the community, significantly impacting the well-being of those served and their families, with ripple effects felt throughout the community. In addition to a lack of premises and lack of security, the need for additional space experienced by many agencies is a significant impediment to service delivery and hence to residents in need of social supports.

Staff will provide a report in early 2020 exploring options to increase the supply of affordable non-profit social service agency space, including potential spaces available in City-owned, School District and faith community premises. In the meantime, all opportunities to support the sector's space needs will need to be pursued without delay to ensure residents' access to critical services.



Lesley Sherlock
Social Planner
(604-276-4220)

Att. 1: RCSAC Non-Profit Social Purpose Space Needs Review
Att. 2: Agency-Specific Space Needs Table



PHASE 2 RICHMOND NON-PROFIT SOCIAL PURPOSE SPACE NEEDS REVIEW

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

Prepared for:

The Richmond Community Services Advisory Committee

Prepared by:

Krystie Babalos and Theo Finseth

August 9, 2018

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



EXECUTIVE SUMMARY

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

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

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

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

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

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

PROJECT SUPPORTERS

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

RESEARCH METHODS

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

The methodologies included:

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

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

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

RESEARCH FINDINGS

BACKGROUND

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

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

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

MARKET ANALYSIS

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

OFFICE SPACE MARKET SUMMARY

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

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

<https://www.vancity.com/SharedContent/documents/News/Vancity-Report-Housing-affordability-in-BCs-hottest-markets.pdf>
Retrieved April 6th, 2018

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

INDUSTRIAL SPACE MARKET SUMMARY

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

SURVEY

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

ORGANIZATION PROFILES

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

CURRENT SPACE & NEEDS

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

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

TENURE & STABILITY

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

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

³ Avison Young: 2017 Year-End Office Market Report, Metro Vancouver, BC.

http://www.avisonyoung.ca/documents/95750/1691318/Avison+Young+Office+Market+Report_2017+Year+End.pdf Retrieved April 13, 2018.

⁴ Avison Young: Spring 2017 Richmond / Delta Industrial

Report. http://www.avisonyoung.com/documents/20342/570840/Vancouver_RichmondDeltaIndustrialReport_Spring2017.pdf/ceb6404e-af92-4a3a-a795-bc963c5ac894?t=1998248972. Retrieved April 13, 2018

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

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

AFFORDABILITY

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

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

CHALLENGES & OPPORTUNITIES

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

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

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1. INTRODUCTION

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

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

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

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

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

SCOPE OF STUDY

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

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

SOCIAL PURPOSE REAL ESTATE DEFINED

The Social Purpose Real Estate Collaborative (SPRE), an informal consortium of funders and investors who develop a collective understanding of the use of social purpose real estate as a sustainability strategy for not-for-profit partners and investees and help secure real estate assets for community purposes, define social purpose real estate in two parts⁵:

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

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

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

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

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

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

2. PURPOSE

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

The review is intended to:

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

3. BACKGROUND

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

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

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

THE IMPORTANCE OF THE NON-PROFIT SOCIAL PURPOSE SECTOR

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

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

COMMUNITY SUPPORTING COMMUNITY

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

FINANCIAL CONTRIBUTIONS

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

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

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

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

⁹ City of Richmond. Fast Facts About Richmond. https://www.richmond.ca/_shared/assets/FastFacts6257.pdf Retrieved April 13, 2018.

¹⁰ Imagine Canada. 2015. Charities in Canada as an Economic Sector: Discussion Paper. Retrieved April 22, 2018 http://www.imaginecanada.ca/sites/default/files/imaginecanada_charities_in_canada_as_an_economic_sector_2015-06-22.pdf. Retrieved April 13, 2018.

¹¹ Insights West. Charitable Giving Insights. https://insightswest.com/wp-content/uploads/2017/09/RPT_InsightsWest_2017BCCharitableGivingInsightsReport_20Sept2017.pdf. Retrieved April 13, 2018

2016, a total of \$1.478 billion charitable donations were made in BC.¹² In Metro Vancouver, the value of charitable donations was \$868,590,000 with the median donation per taxfiler \$460.¹³

CONTRIBUTION TO ECONOMY

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

In Richmond, full-time and part-time employees accounted for some 126,000 in 2011.¹⁶ Richmond has the second highest jobs to employed labour ratio (1.36) in the region, with 7.2% of occupations in education, law and social, community and government services (7,915 jobs), 3.6% in health occupations (3,985), and 2.5% in art, culture, recreation and sport (2,790 jobs).¹⁷ Specific information on Richmond's social purpose sector does not exist.

THE CHALLENGES WITH SOCIAL PURPOSE REAL ESTATE

SPACE IS BECOMING MORE EXPENSIVE

In the City of Richmond, land values and lease rates have been rising. Asking office rents have increased by 27% since 2013 and asking rents for industrial spaces have increased by 11% since 2013.¹⁸ Several factors contribute to industrial and commercial affordability issues, including the speculative market, property tax increases, limited tenant rights, and a lack of representative bodies to advocate for industrial and commercial NPO tenants.

SPACE IS HARDER TO FIND

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

AVAILABLE SPACE IS INCREASING ON THE OUTSKIRTS OF THE CITY

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

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

¹⁴ Imagine Canada. 2015. Charities in Canada as an Economic Sector Discussion Paper. http://www.imaginecanada.ca/sites/default/files/imaginecanada_charities_in_canada_as_an_economic_sector_2015-06-22.pdf. Retrieved April 13, 2018

¹⁵ Imagine Canada. 2015. Charities in Canada as an Economic Sector Discussion Paper. http://www.imaginecanada.ca/sites/default/files/imaginecanada_charities_in_canada_as_an_economic_sector_2015-06-22.pdf. Retrieved April 13, 2018

¹⁶ Statistics Canada, 2011 National Household Survey. Retrieved April 13, 2018.

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

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

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

THE AMOUNT OF NEW CONSTRUCTION

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

COMPETITION FOR LAND & HIGH PROPERTY COSTS

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

FUNDING CONSTRAINTS FOR SPACE

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

KNOWLEDGE & SKILLS GAPS

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

CITY PLANNING

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

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

4. RESEARCH METHODS

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

METHODOLOGIES

The methodologies included:

1. A REVIEW OF THE REAL ESTATE MARKET

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

2. A POLICY AND REGULATORY SCAN

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

3. DEVELOPMENT OF DATABASE OF NON PROFIT SOCIAL SERVICE ORGANIZATIONS

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

4. A SURVEY OF NONPROFIT SOCIAL PURPOSE ORGANIZATIONS

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

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

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

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

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

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

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

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

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

4. A REVIEW OF RECOMMENDATIONS

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

CHALLENGES AND LIMITATIONS

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

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

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



5. REAL ESTATE MARKET OVERVIEW

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

OFFICE SPACE

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

While Richmond has the third highest total office space supply in Metro Vancouver (8.4%), Richmond's vacancy declined to 5.4% in the first quarter of 2018 from 8.7% a year earlier - and is at its lowest point since mid-year 2002.²¹ This trend indicates that office space vacancy rates may remain low for NPOs looking for new or additional office space in 2019.

OFFICE SPACE SUPPLY

The supply or availability of inventory is an important driving factor of NPO space needs. Further, the availability of Class types is important as the more affordable office spaces typically range in the lower end (Class C and B). Office classifications can be defined as follows²²:

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

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

Richmond has the second lowest average net rental rate at \$18.37 per square foot in Metro Vancouver. Class A space is offered at net \$19.47 per square foot in Richmond (second lowest), Class B space is offered at net \$14.46 per square foot in Richmond (lowest), and Class C is offered at net \$14.00 per square foot (third lowest)). Nevertheless, rental rates have steadily increased over the past five years. In 2013, the net rental rate was \$14.30 per square foot which has since increased to \$18.37 per square foot in 2018.²³ The limited availability of office space and the increasing cost of office space creates difficulties for new, emerging or relocating NPOs competing with other organizations and businesses to find and secure affordable and appropriate office space.

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

²¹ Avison Young. 2017 Year End Office Market Report Metro Vancouver, BC.

http://www.avisonyoung.ca/documents/95750/1691318/Avison+Young+Office+Market+Report_2017+Year+End.pdf Retrieved April 13, 2018

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

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

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

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

Table 1.1 Office Supply Inventory in Metro Vancouver

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

OFFICE SPACE VACANCY

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

Table 1.2: Office Supply Vacancy in Metro Vancouver

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

OFFICE SPACE MARKET RATES

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

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

Table 1.3: Office Supply Net Market Rates in Metro Vancouver

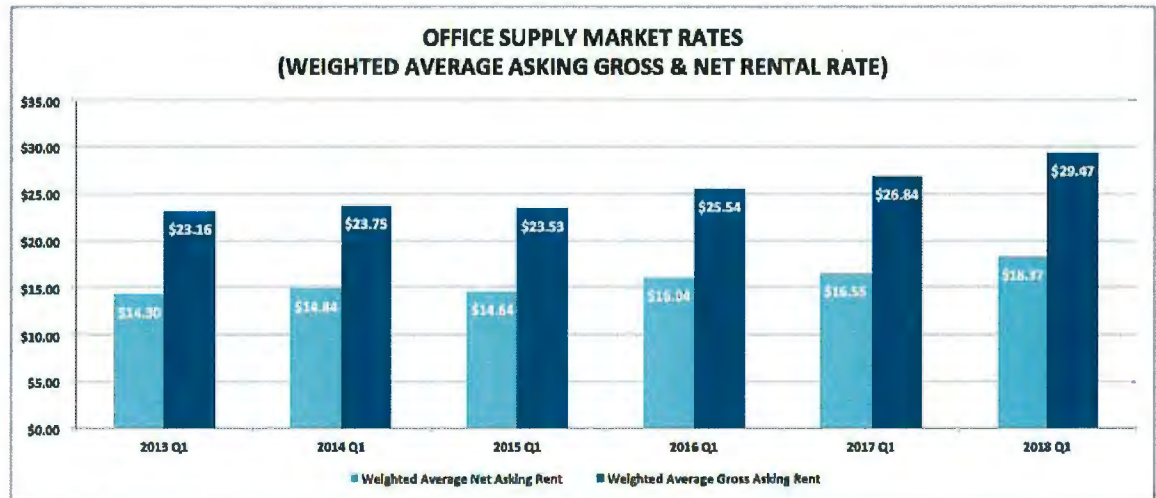
Office Supply Market Rates in Metro: Weighted Average Asking Net Rental Rates (measured by dollar per square foot per year [\$/SF], where \$ = Annual Base Rent, and SF= the area that the organization occupies and uses as defined by rental/lease agreement).					
	Class C	Class B	Class A	Class AAA	Average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

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

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

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

While the City of Richmond has had low weighted average asking gross and net rental rates, they have steadily increased over the past five years. As illustrated in the graph below, in 2013, the net rental rate was \$14.30 per square foot which has since increased to \$18.37 per square foot in 2018.²⁵



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

OFFICE SPACE DEMAND

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

Demand for office space emanates from several key sources:

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

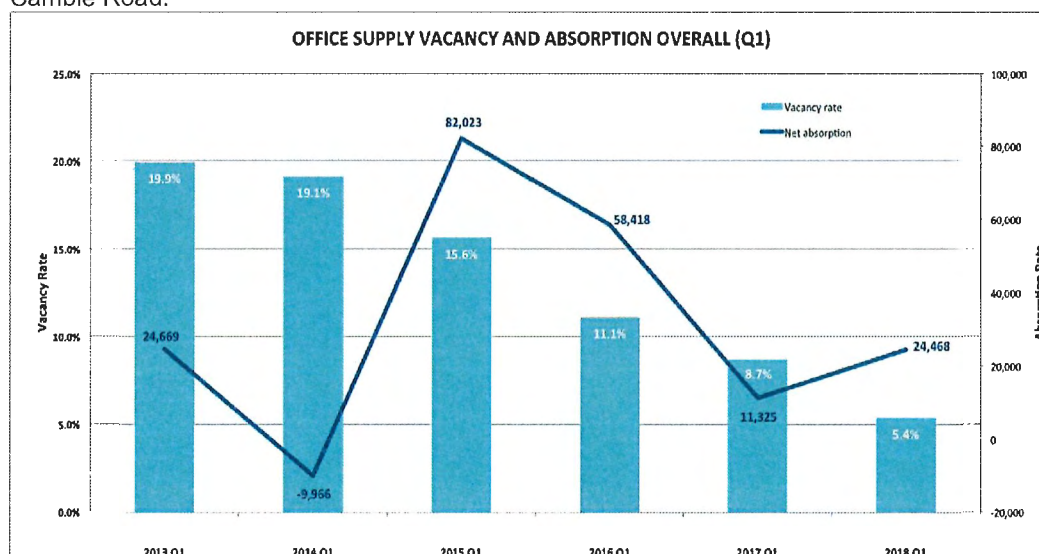
OFFICE SPACE MARKET SUMMARY

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

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

²⁷ City of Richmond. Biggest High-Tech Companies in Richmond. https://www.richmond.ca/shared/assets/pp_hf_246258.pdf. Retrieved April 13, 2018.

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



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

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

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

INDUSTRIAL SPACE

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

²⁸ Avison Young. 2017 Year End Office Market Report Metro Vancouver, BC. http://www.avisonyoung.ca/documents/95750/1691318/Avison+Young+Office+Market+Report_2017+Year+End.pdf Retrieved April 13, 2018

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

³⁰ Avison Young. 2017 Year End Office Market Report Metro Vancouver, BC. http://www.avisonyoung.ca/documents/95750/1691318/Avison+Young+Office+Market+Report_2017+Year+End.pdf Retrieved April 13, 2018

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

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

INDUSTRIAL SPACE SUPPLY

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

Table 1.5 Industrial Supply Inventory in Metro Vancouver

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

INDUSTRIAL SPACE VACANCY

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

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

Table 1.6: Industrial Supply Vacancy in Metro Vancouver³²

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

INDUSTRIAL SPACE MARKET RATES

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

Table 1.7: Industrial Supply Market Rates in Metro Vancouver³⁴

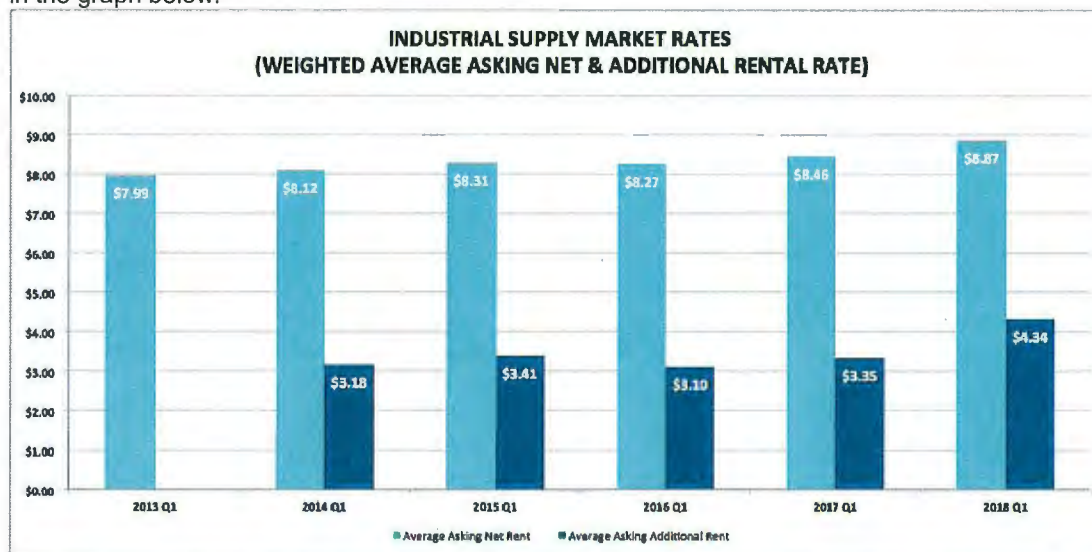
Industrial Supply Market Rates in Metro: Weighted Average Asking Net Rental Rates (measured by dollar per square foot per year [\$/SF], where \$ = Annual Base Rent, and SF= the area that the organization occupies and uses as defined by rental/lease agreement).	
Weighted Average Asking Rent by Municipality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

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

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

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

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



Weighted Average Asking Net Rental Rates (measured by dollar per square foot per year [\$/SF], where \$ = Annual Base Rent, and SF= the area that the organization occupies and uses as defined by rental/lease agreement)³⁶

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

INDUSTRIAL SPACE DEMAND

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

In 2017, more than 3.1 million square feet of new industrial space has been proposed or is under construction to be completed by 2020.³⁷ Demand for this industrial space emanates from several sources:

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

INDUSTRIAL SPACE MARKET SUMMARY

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

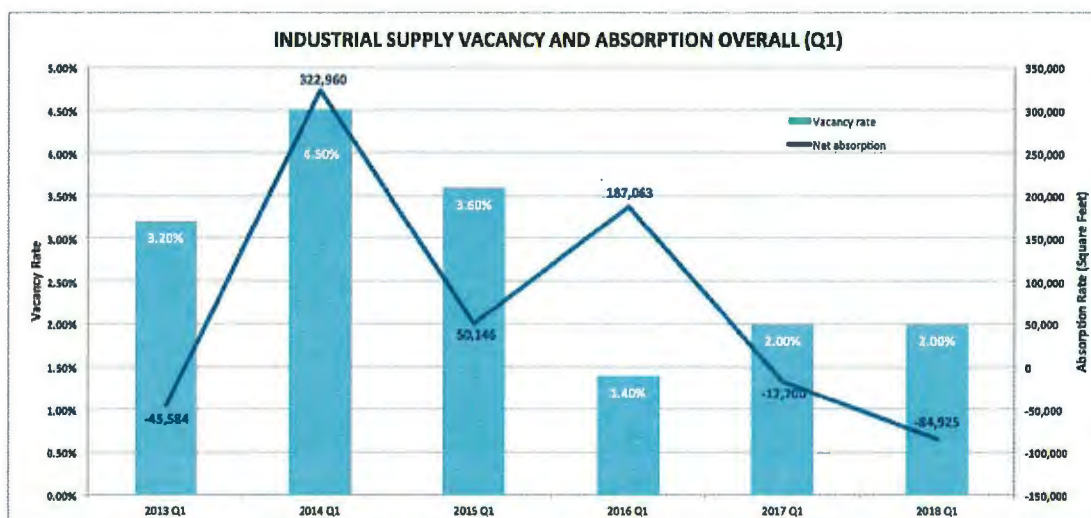
³⁵ Colliers International, Research & Forecast Report Metro Vancouver Industrial Market, First Quarter 2018. Retrieved May 16, 2018.

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

³⁷ Avison Young. Spring 2017 Richmond / Delta Industrial Report. http://www.avisonyoung.com/documents/20342/570840/Vancouver_RichmondDeltaIndustrialReport_Spring2017.pdf/ceb6404e-af92-4a3a-a795-bc963c5ac894?t=-1998248972. Retrieved April 13, 2018

³⁸ City of Richmond. Biggest High-Tech Companies in Richmond. https://www.richmond.ca/shared/assets/pp_hf_246258.pdf. Retrieved April 13, 2018.

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



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

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

³⁹ Avison Young. Spring 2017 Richmond / Delta Industrial Report. http://www.avisonyoung.com/documents/20342/570840/Vancouver_RichmondDeltaIndustrialReport_Spring2017.pdf/ceb6404e-af92-4a3a-a795-bc963c5ac894?t=-1998248972. Retrieved April 13, 2018

⁴⁰ Avison Young. Spring 2017 Richmond / Delta Industrial Report. http://www.avisonyoung.com/documents/20342/570840/Vancouver_RichmondDeltaIndustrialReport_Spring2017.pdf/ceb6404e-af92-4a3a-a795-bc963c5ac894?t=-1998248972. Retrieved April 13, 2018

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

6. POLICY AND REGULATORY SCAN

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

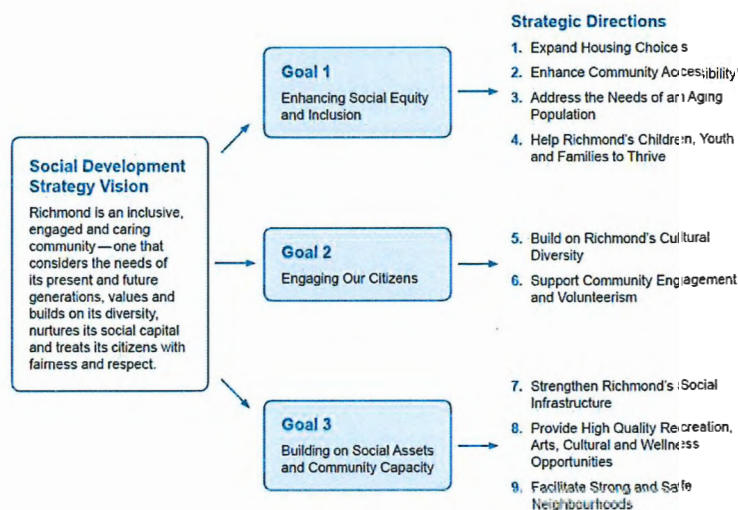
The City of Richmond has many plans and policies that address the real estate needs of NPOs, including the Richmond Official Community Plan, the City of Richmond's Social Development Strategy, the Zoning Bylaw, the Property Tax Exemption Policy, City Grant Programs and the provision of City-owned land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

SOCIAL DEVELOPMENT PLANS

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

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

Social Development Strategy Framework



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

⁴³ Building Our Social Future – A Social Development Strategy for Richmond 2013- 2022, 2013

DEVELOPMENT PLANS & REGULATIONS

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

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

COMMUNITY AMENITY CONTRIBUTIONS OR DENSITY BONUSING POLICIES

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

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

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

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

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

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

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

PROPERTY TAX EXEMPTIONS

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

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

MUNICIPAL GRANT PROGRAMS

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

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

⁴⁷ City of Richmond Bylaw 8877. https://www.richmond.ca/___shared/assets/Bylaw_8877_CNCL_5-14-201232920.pdf. Retrieved April 20, 2018.

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

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

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

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

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

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

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

MUNICIPAL FACILITIES & PROPERTIES

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

- The City of Richmond has also planned and developed many City-owned child care facilities for lease at nominal rates to not-for-profit service providers.
- "Richmond Caring Place" is a commercial building situated on centrally located City-owned land and leased to the Caring Place Society at a nominal rental rate.⁵⁷ Richmond Caring Place is a community hub leased and operated by the Caring Place Society for the benefit of renting to other non-profit agencies. The community hub model has proven to be an effective solution for agencies to deliver services in a convenient one-stop location.⁵⁸
- The City of Burnaby owns two buildings that serve as community resource centres. These centres are leased to NPOs which provide services and programs primarily intended for Burnaby residents. Through a lease grant program, agencies are eligible for significant reductions in rent. For example, the City leased Burnaby Heights School as a resource centre between 1990 and 2009.⁵⁹
- The District of North Vancouver leases community facilities on an ongoing basis to societies or groups that provide social, cultural, educational, and recreational benefits. Community facility leases have a maximum term of five years at a fee of \$1.00 per annum.⁶⁰

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

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

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

⁵⁷ City of Richmond's Development of City-owned Child Care Facilities.

https://www.richmond.ca/_shared/assets/PoliciesandProceduresforCity-ownedchildcarefacilities45413.pdf. Retrieved May 24, 2018

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

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

⁶⁰ City of North Vancouver's Community Facility Leases. app.dnv.org/OpenDocument/Default.aspx?docNum=2611238. Retrieved May 24, 2018

7. SURVEY FINDINGS

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

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

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

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

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

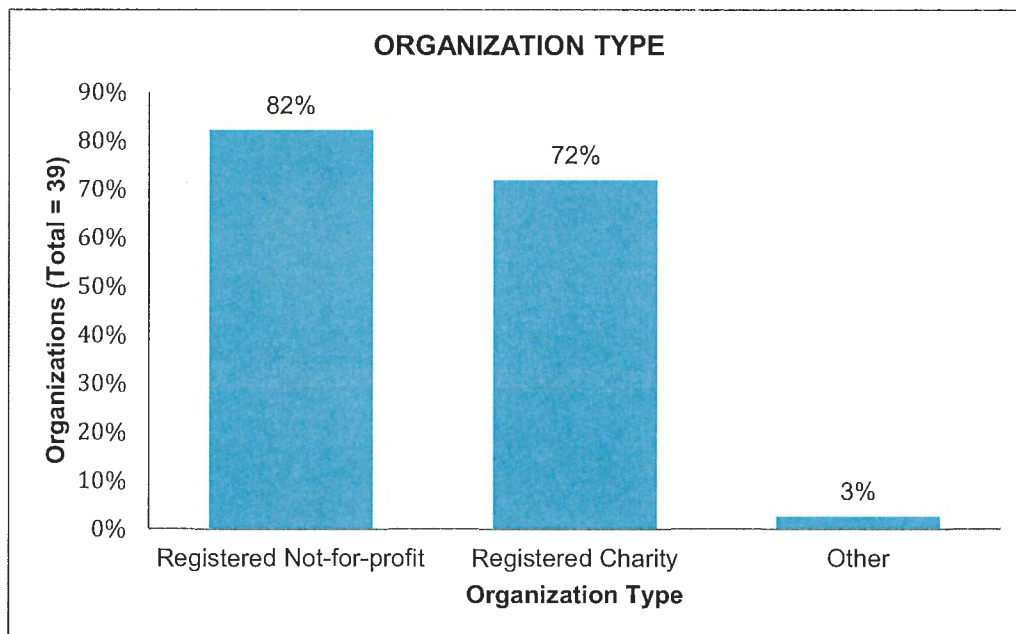
7.1 ORGANIZATION PROFILES

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

ORGANIZATION STATUS

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

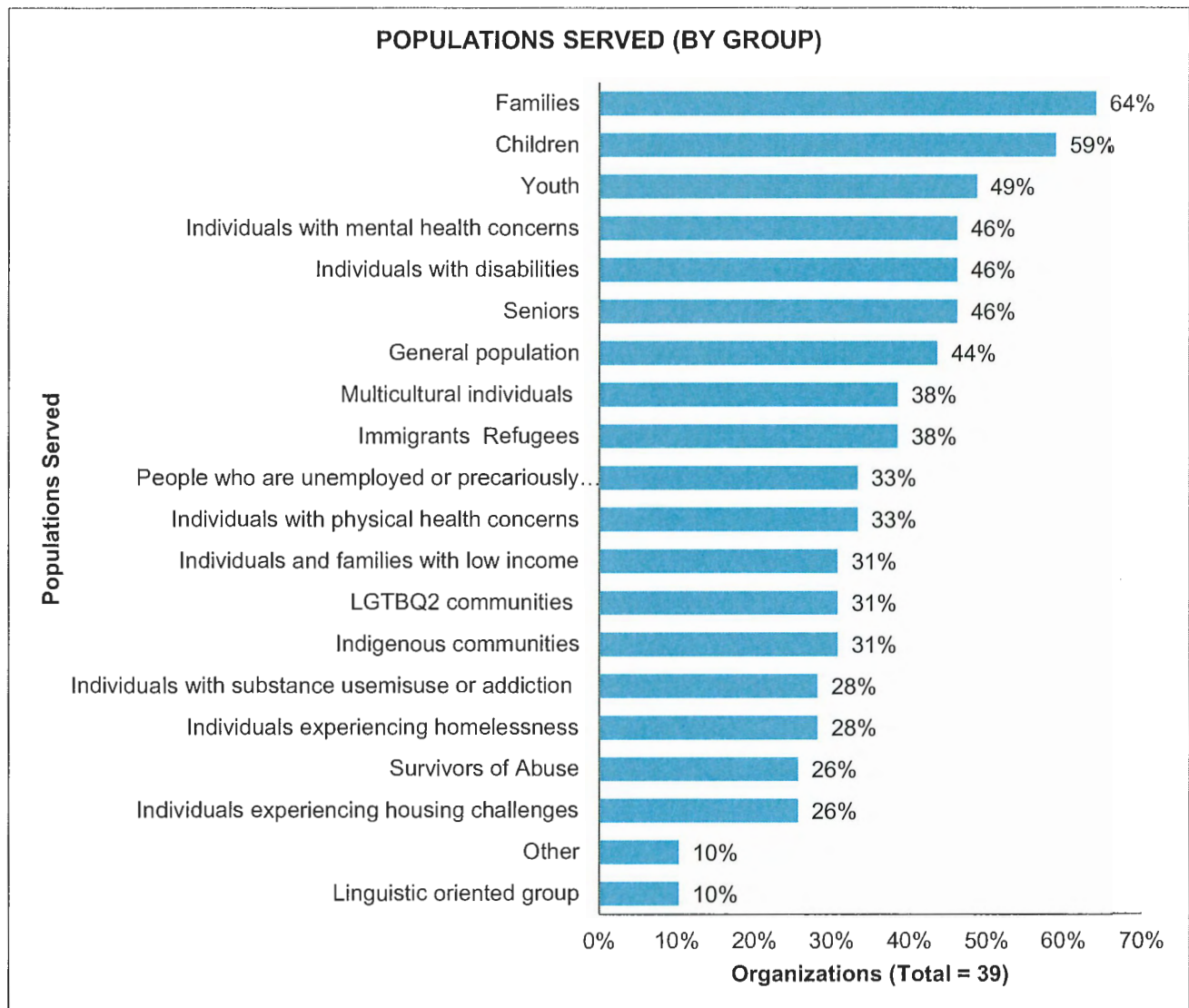
- 82% of respondent NPOs identify as registered not-for-profits.
- 72% of respondent NPOs identify as registered charities.
- 56% of respondent NPOs identify as both a registered not-for-profit and a registered charity.
- 3% of respondent NPOs identify as other (such as a coalition of non-profit services).



POPULATIONS SERVED

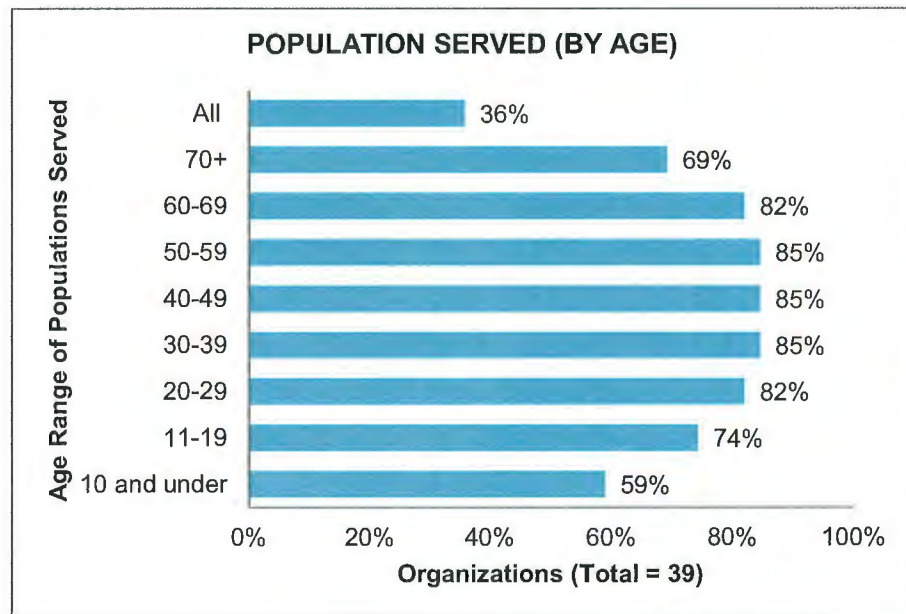
Highlights from the responses to Q: My organization primarily serves the following population(s) in Richmond? Check all that apply.

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



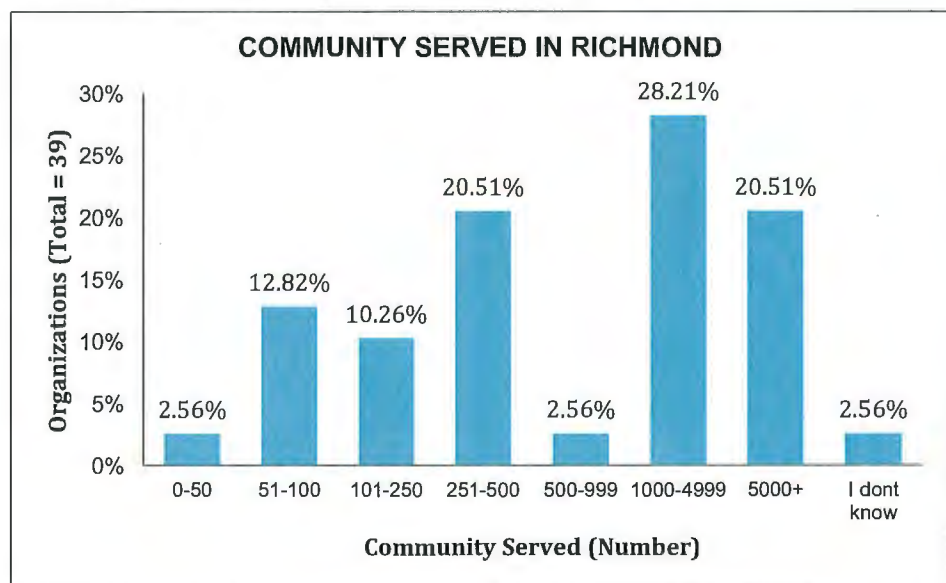
Highlights from the responses to Q: My organization primarily serves the following age range(s) of people in Richmond? Check all that apply.

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



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

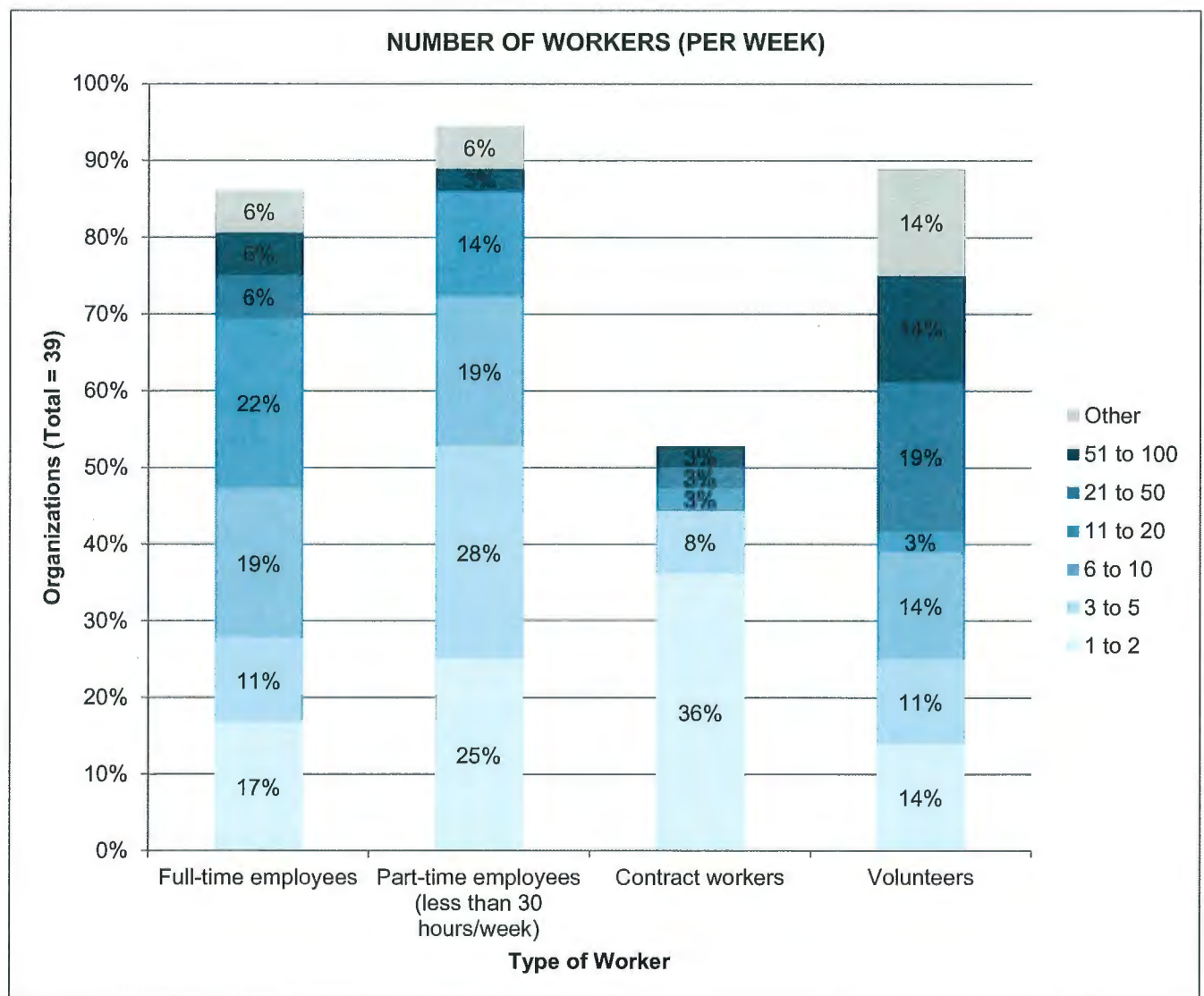
- 49% of all respondent NPOs serve between 1000-5000+ community members.
- 21% of respondent NPOs serve 251-500 people.
- 50% of respondent NPOs serve 0-999 people.
- This indicates that many of NPOs operating in Richmond reach large numbers of community members who require a broad scope of social services.



HUMAN RESOURCES

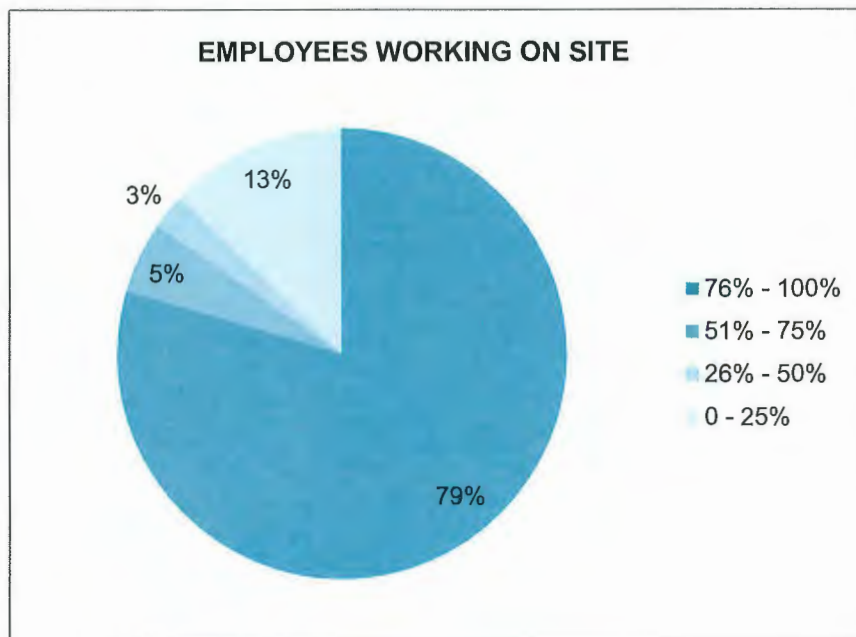
Highlights from the responses to Q: How many people work in all of your organizations community, office, retail and industrial spaces in an average week?

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



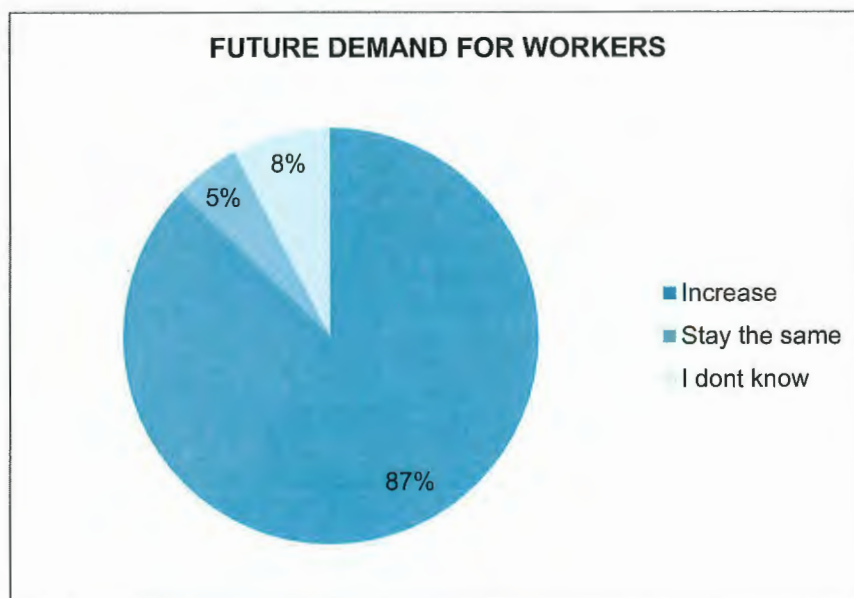
Highlights from the responses to Q: How many employees work on site?

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



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

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



7.2 CURRENT SPACE & NEEDS

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

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

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

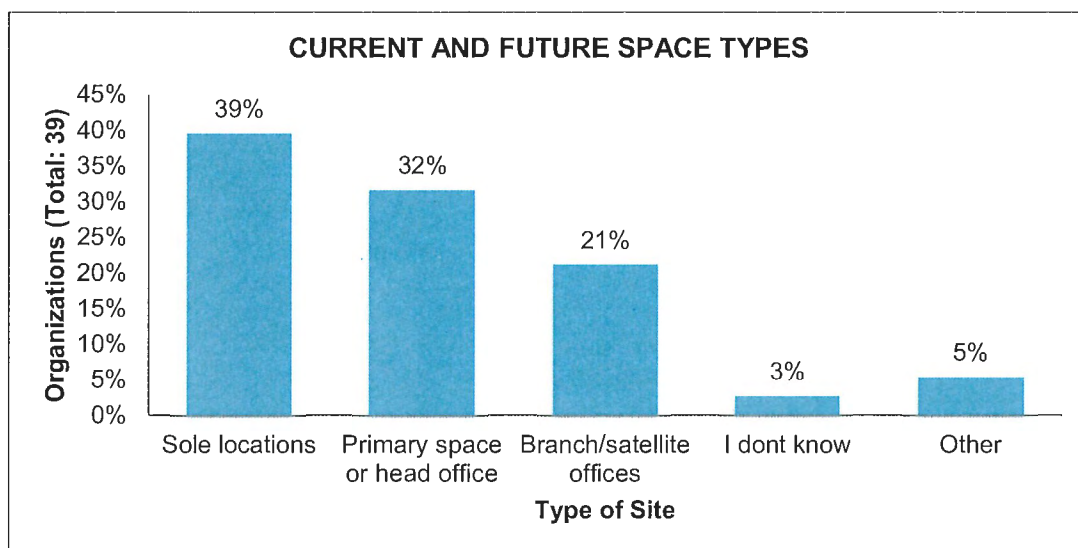
Most survey respondents perceive it is very important to remain located in the City of Richmond (90%) while most are somewhat or very satisfied (72%) with their current space. Nevertheless, 62% of survey respondents indicated that their current space has inhibited their ability to provide programs or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

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

SPACE TYPES

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

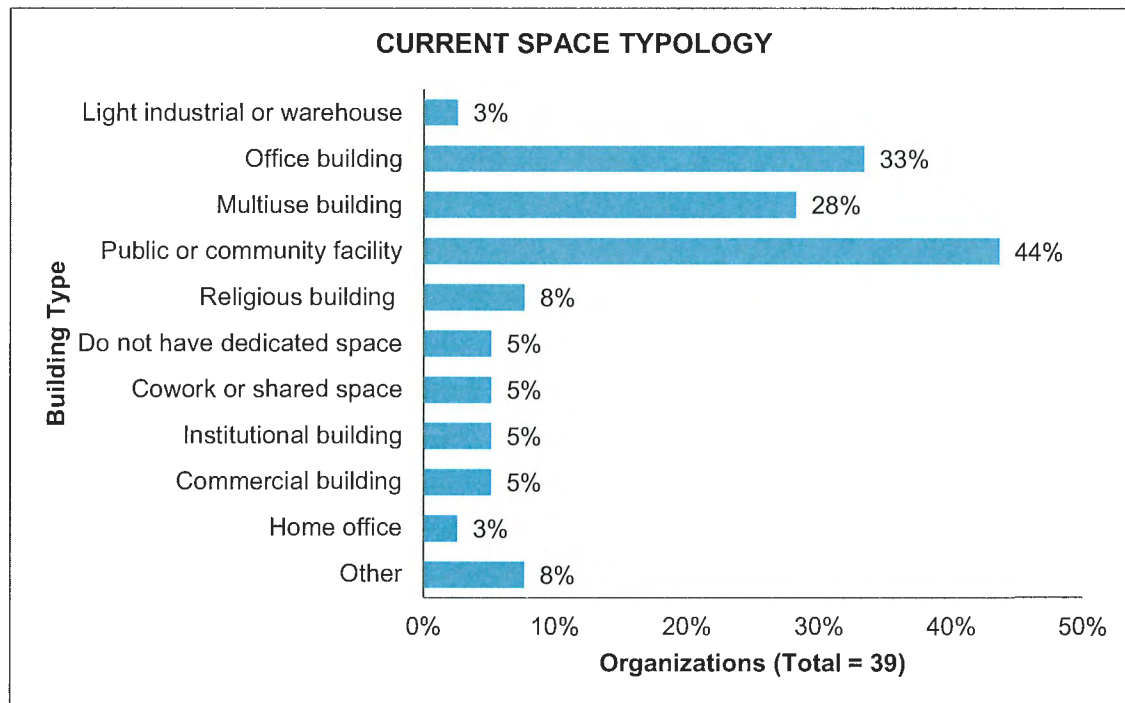
- 39% of respondent NPOs operate sole locations in Richmond.
- 32% of respondent NPOs have a primary space or head office in Richmond.
- 21% of respondent NPOs have a branch or satellite offices in Richmond.
- 5% of respondent NPOs have 'other' sites such as home offices or both a head office and satellite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



CURRENT SPACE TYPOLOGY

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

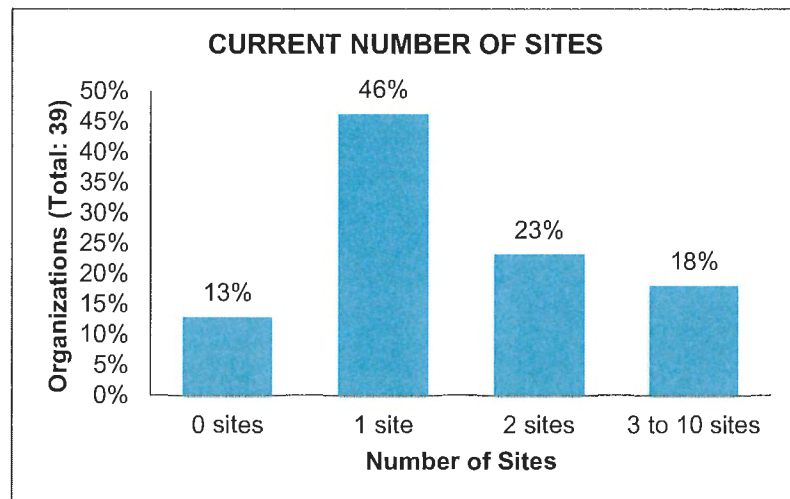
- 44% of respondent NPOs space is public or community facilities.
- 33% of respondent NPOs space is office buildings.
- 28% of respondent NPOs space is multi-use buildings.
- The respondents that described their space as 'other' included farmland barns, non-profit organization and residential property.



CURRENT NUMBER OF SITES

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

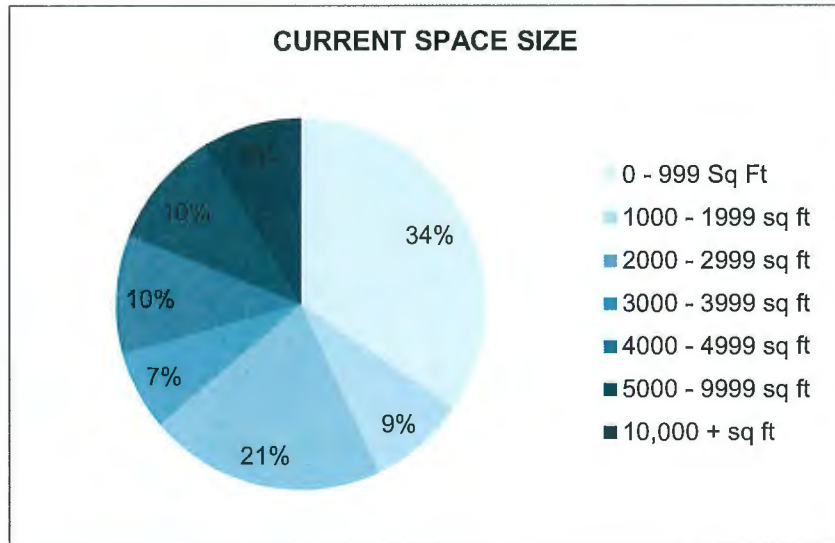
- 46% of respondent NPOs operate only 1 site in Richmond
- 23% of respondent NPOs operate 2 sites in Richmond
- 18% of respondent NPOs operate 3 to 10 sites in Richmond
- 13% of respondent NPOs do not have dedicated sites in Richmond



CURRENT SPACE SIZE

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

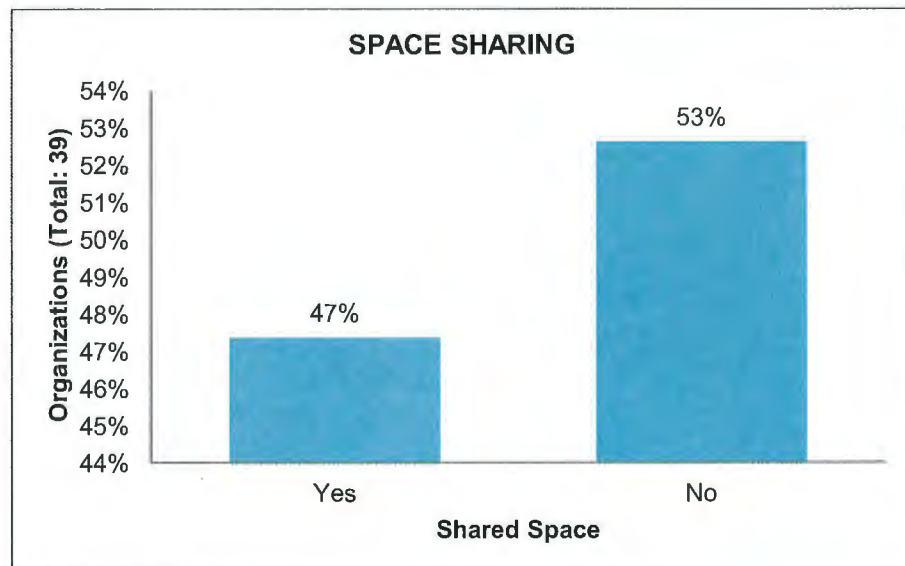
- 34% of respondent NPOs have small space (0-999 square feet).
- 9% of respondent NPOs have medium space (1000-1999 square feet).
- 21% of respondent NPOs have medium space (2000-2999 square feet).
- 36% of respondent NPOs have larger space (3000+ square feet).



SPACE SHARING STATUS

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

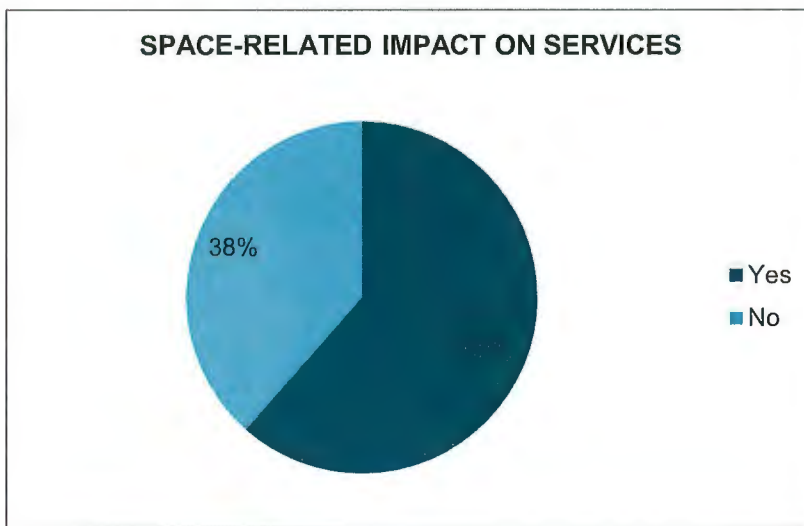
- 47% of respondent NPOs that operate sites in Richmond share space with other organizations in some capacity.
- 53% of respondent NPOs that operate sites in Richmond do not share any space.



SPACE IMPACTS ON SERVICES

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

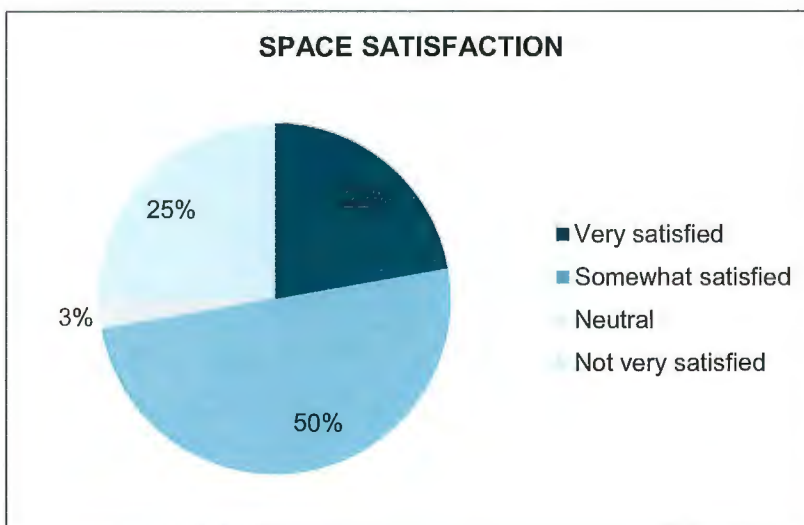
- 62% of respondent NPOs perceive that their organizations current space or lack of space has inhibited their ability to provide programs or services.
- 38% of respondent NPOs perceive that their organizations current space or lack of space has not inhibited their ability to provide programs or services.



SPACE SATISFACTION

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

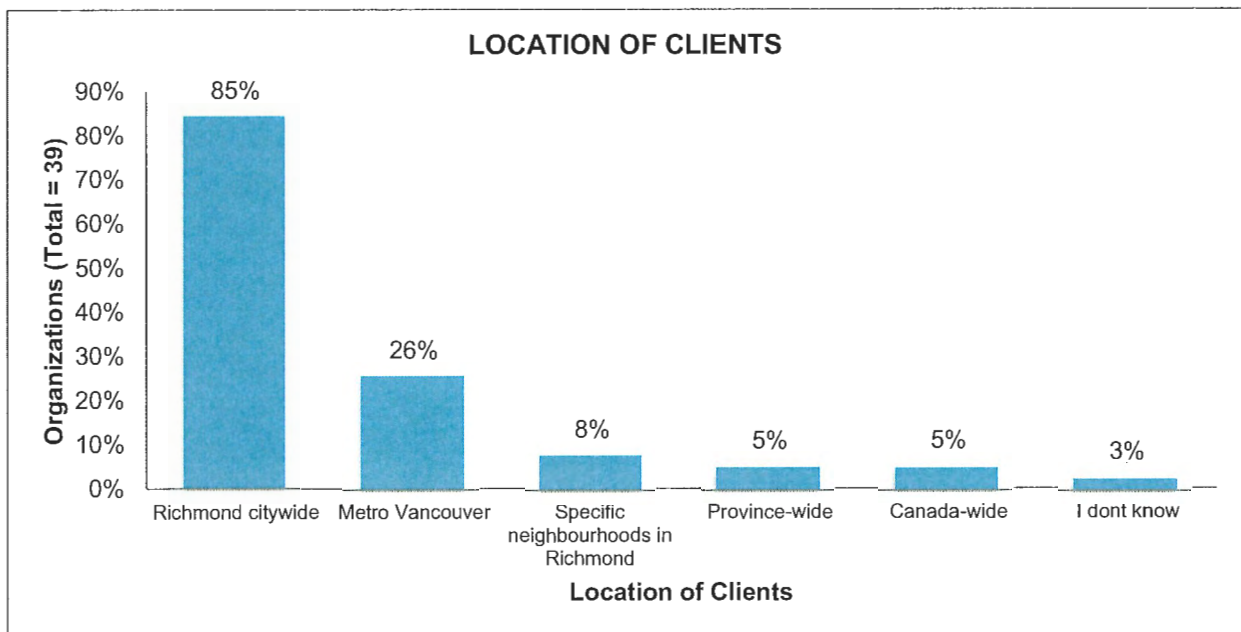
- 50% of respondent NPOs are somewhat satisfied with their current space(s).
- 25% of respondent NPOs are not very satisfied with their current space(s).
- 22% of respondent NPOs are very satisfied with their current space(s).
- 3% of respondent NPOs are neutral.



LOCATION

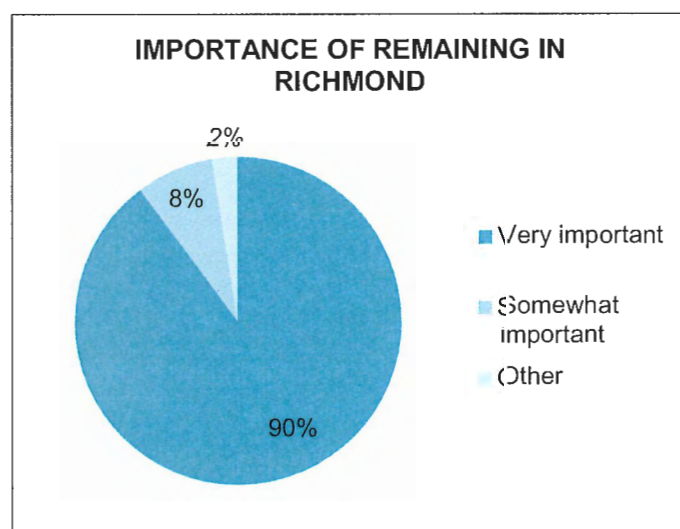
Highlights from the responses to Q: The majority of my organization's clients/users geographically live/commute from?

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



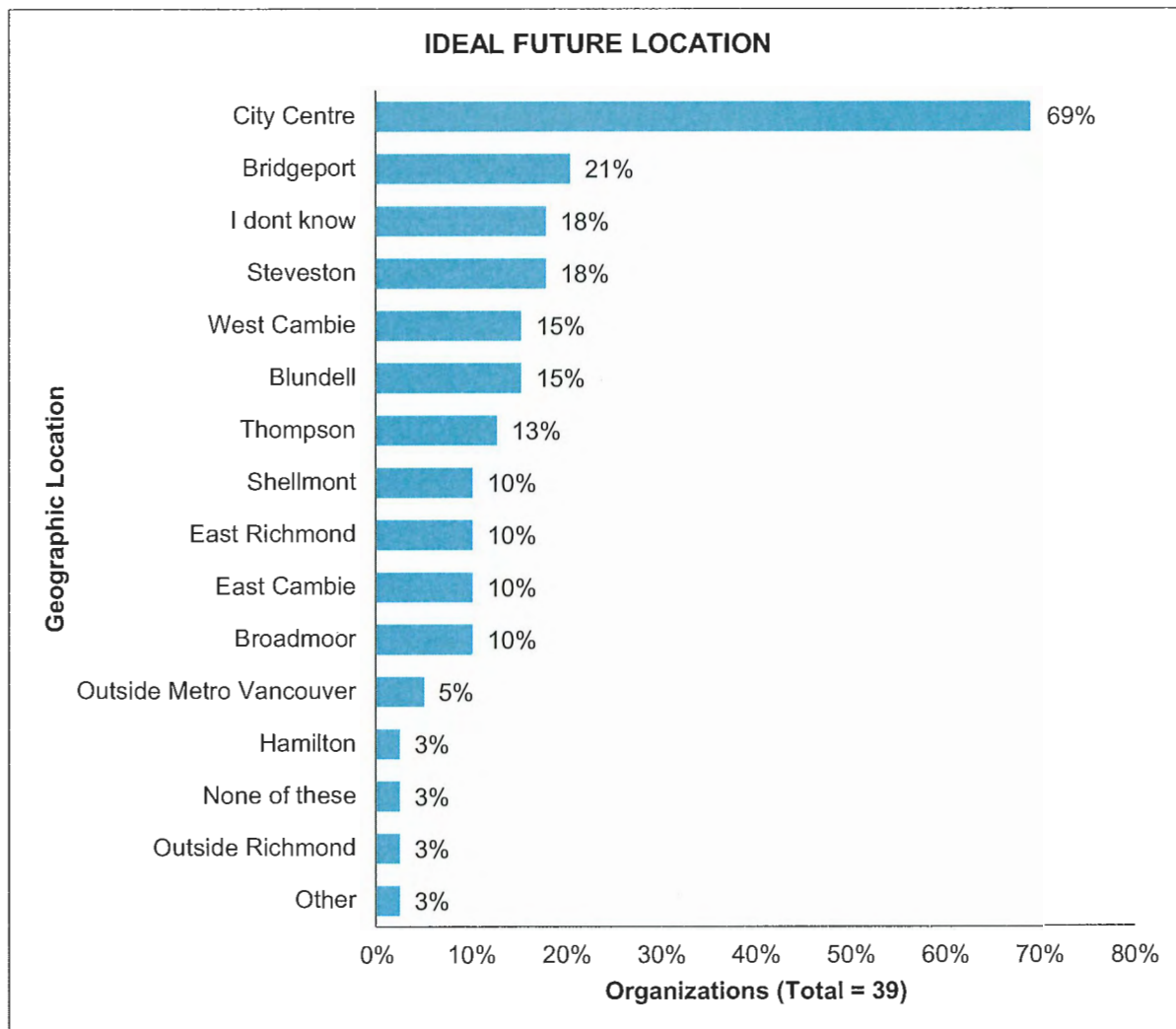
Highlights from the responses to Q: How important is it that my organization remains in Richmond?

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



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

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



7.3 TENURE & STABILITY

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

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

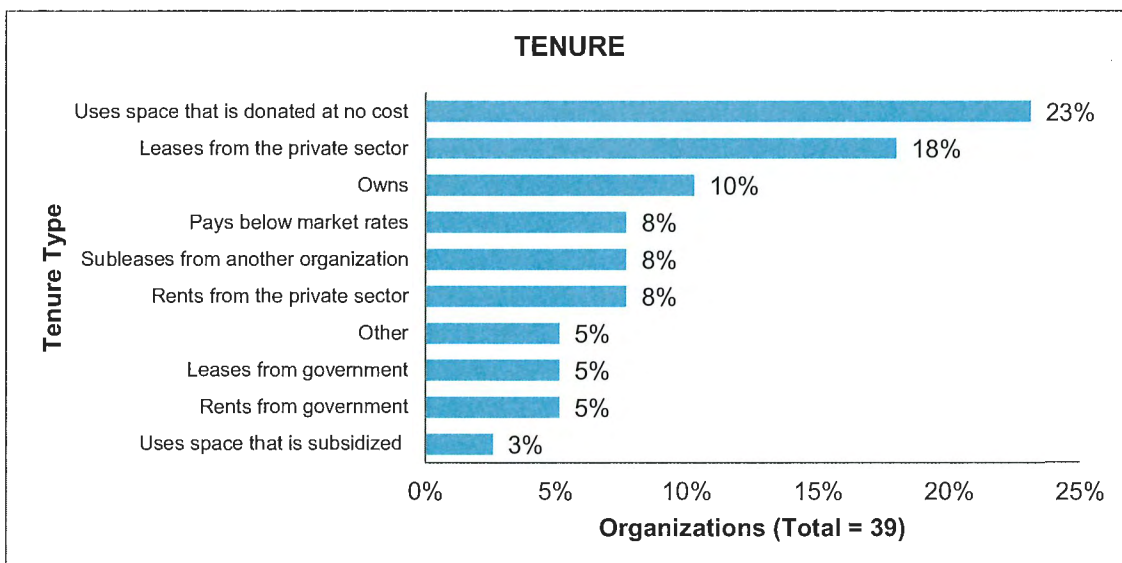
The length of lease/rental terms vary, with 55% of survey respondents having a lease or rental term of 1 to 5 years and 14% having a term of 5 or more years. About half of respondent NPOs plan to maintain programs and services while the other half plan to expand or add programs or services. This is reflected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

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

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

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

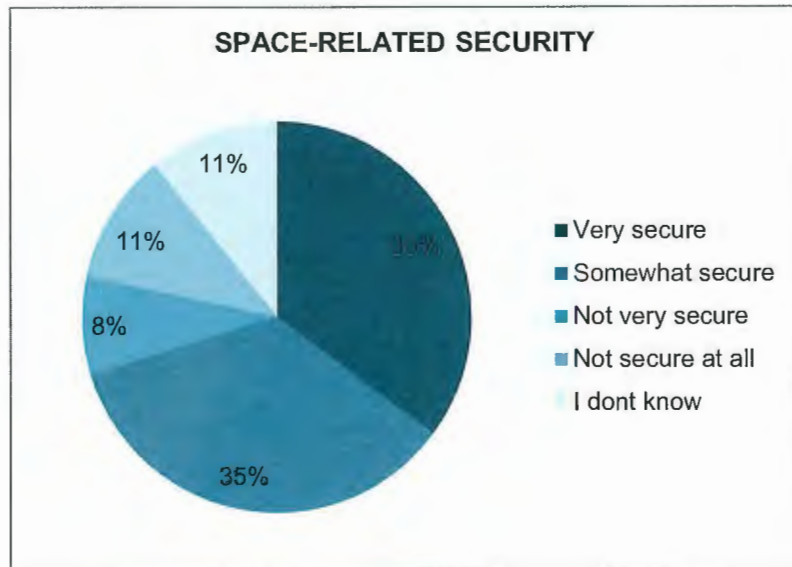
- 26% of respondent NPOs lease or rent space from the private sector.
- 23% of respondent NPOs use space that is donated to them at no cost.
- 10% of respondent NPOs own their own property.
- 10% of respondent NPOs lease or rent space from government.
- 8% of respondent NPOs sub-lease space from another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



STABILITY

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

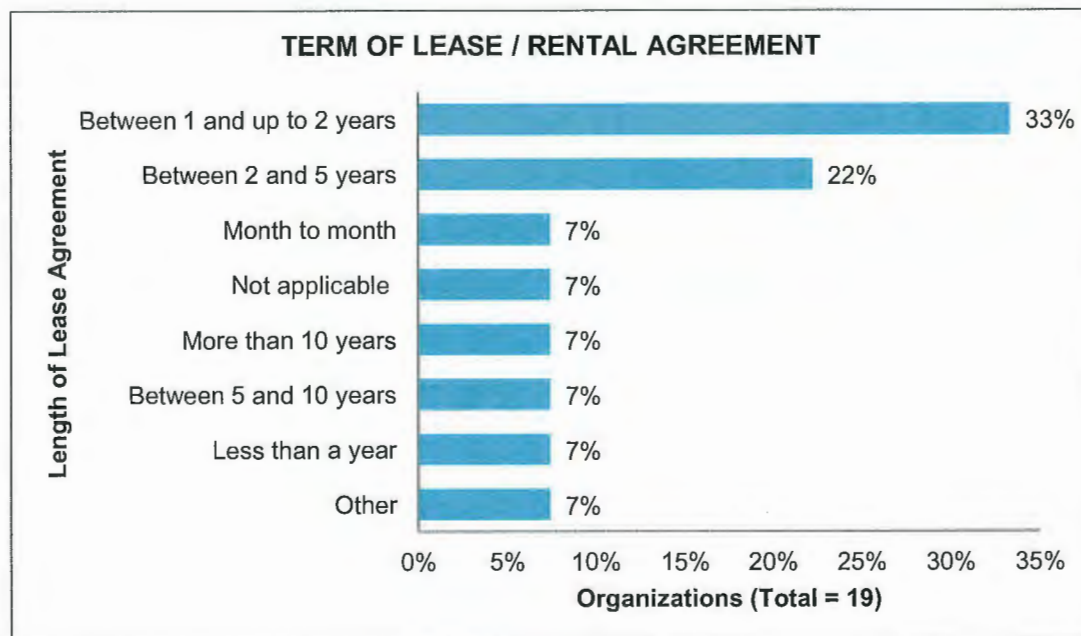
- 70% of respondent NPOs are very secure or somewhat secure with their space.
- 19% of respondent NPOs are not very secure or not secure at all in their space.



LEASE/RENTAL AGREEMENT

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

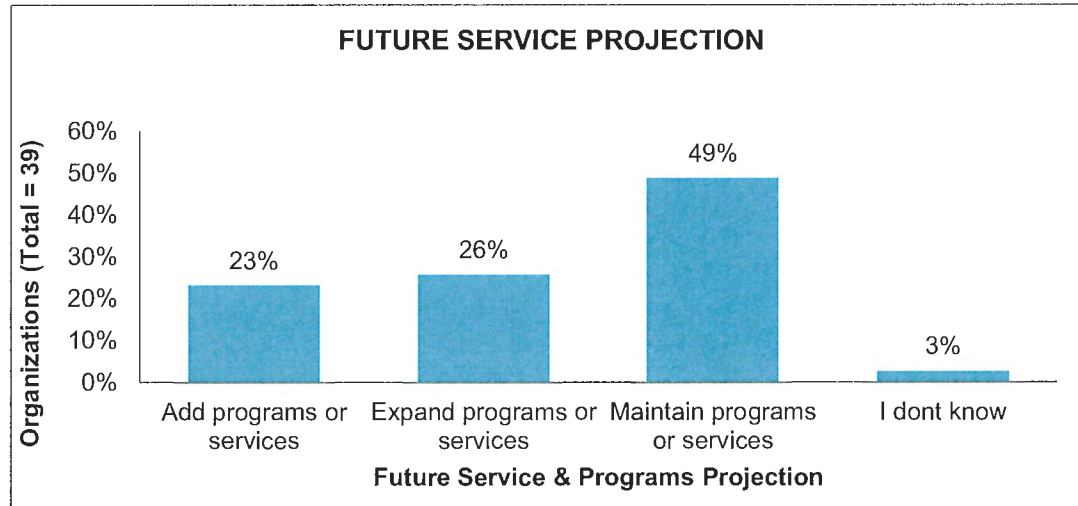
- 55% of respondent NPOs have a lease or rental term of 1 to 5 years.
- 14% of respondent NPOs have a lease or rental term of 5 or more years.
- 14% of respondent NPOs have a lease or rental term of less than a year.



FUTURE SPACE NEEDS

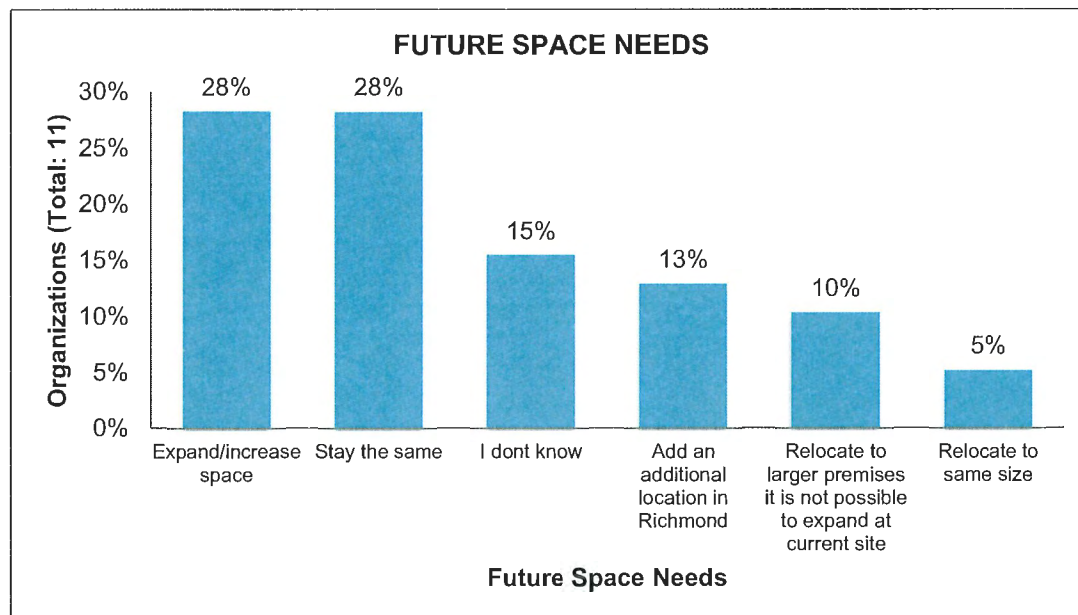
Highlights from the responses to Q: This fiscal year, my organization has/will?

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



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

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



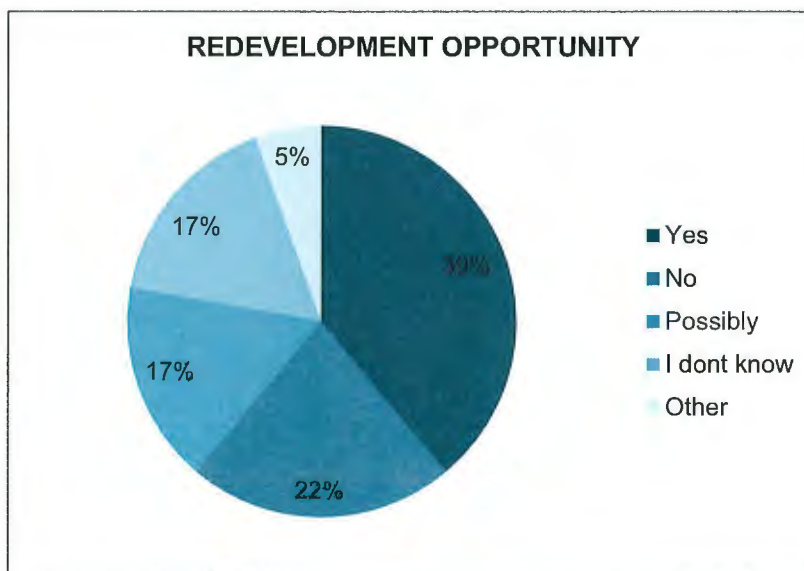
Highlights from the responses to Q: If my organization has plans to grow its space in the next 5 - 10 years, why and how much additional space is needed (provide estimated number of sites and square footage per site)?

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

REDEVELOPMENT POTENTIAL

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

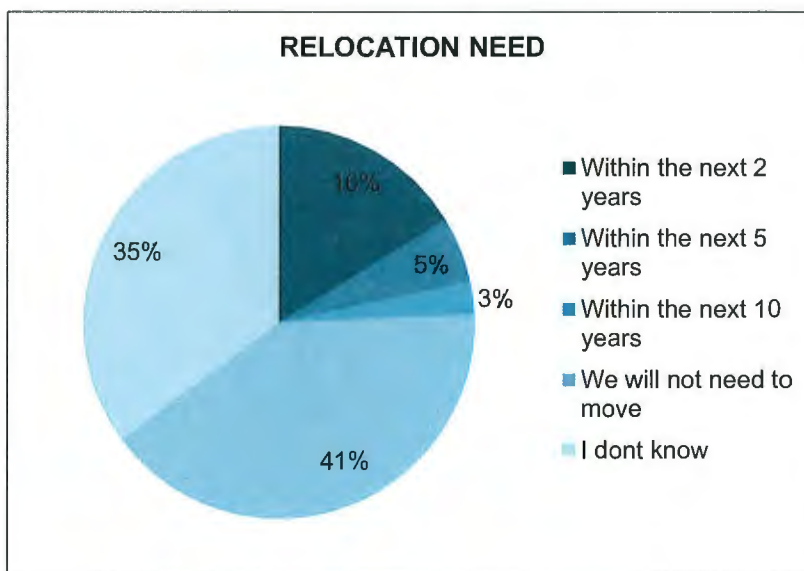
- 39% of respondent NPOs would consider redeveloping their sites.
- 17% of respondent NPOs would possibly consider redeveloping their sites.
- 22% of respondent NPOs would not consider redeveloping their sites.



NEED TO MOVE

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

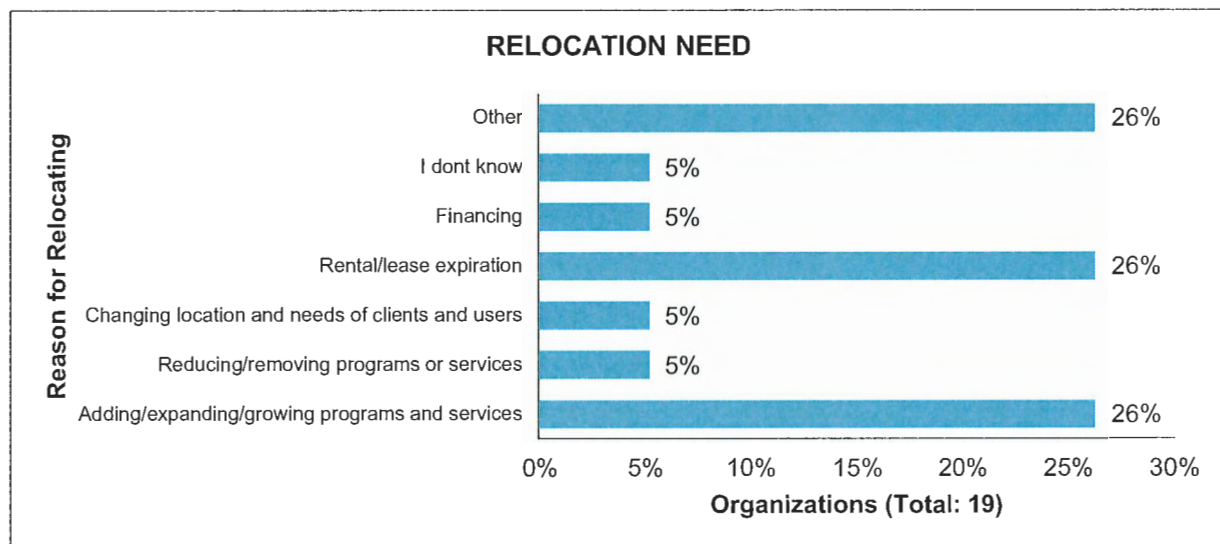
- 41% of respondent NPOs do not need to move in the coming years.
- 35% of respondent NPOs do not know if they need to move in the coming years.
- 16% of respondent NPOs need to move in the next 2 years.
- 8% of respondent NPOs need to move in the next to 10 years.
- The high response to "I don't know" if an organization will need to move or not suggests there is a high amount of uncertainty with



respect to organizational strategic planning, or the inability to plan due to uncertainty of funding, lease agreements, etc.

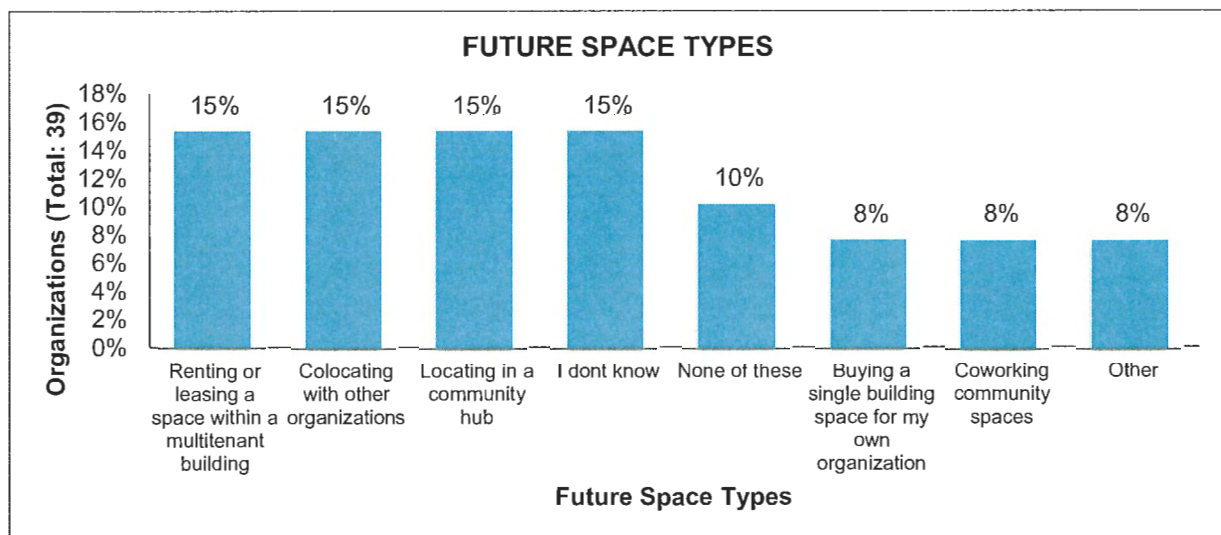
Highlights from the responses to Q: Why will my organization need to move in the coming years?

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



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

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

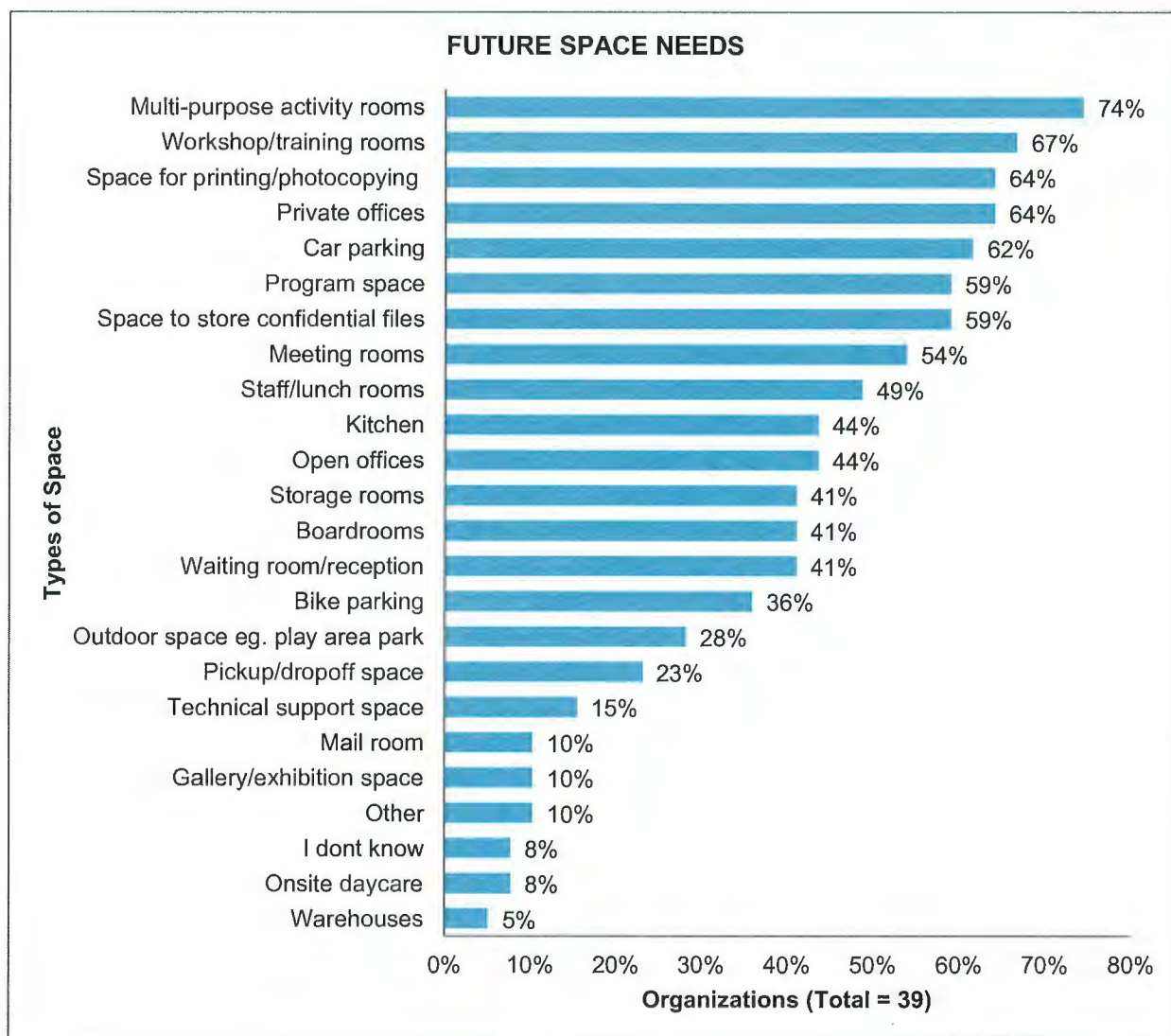


FEATURES CONSIDERED IMPORTANT IN A FUTURE MOVE

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

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

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

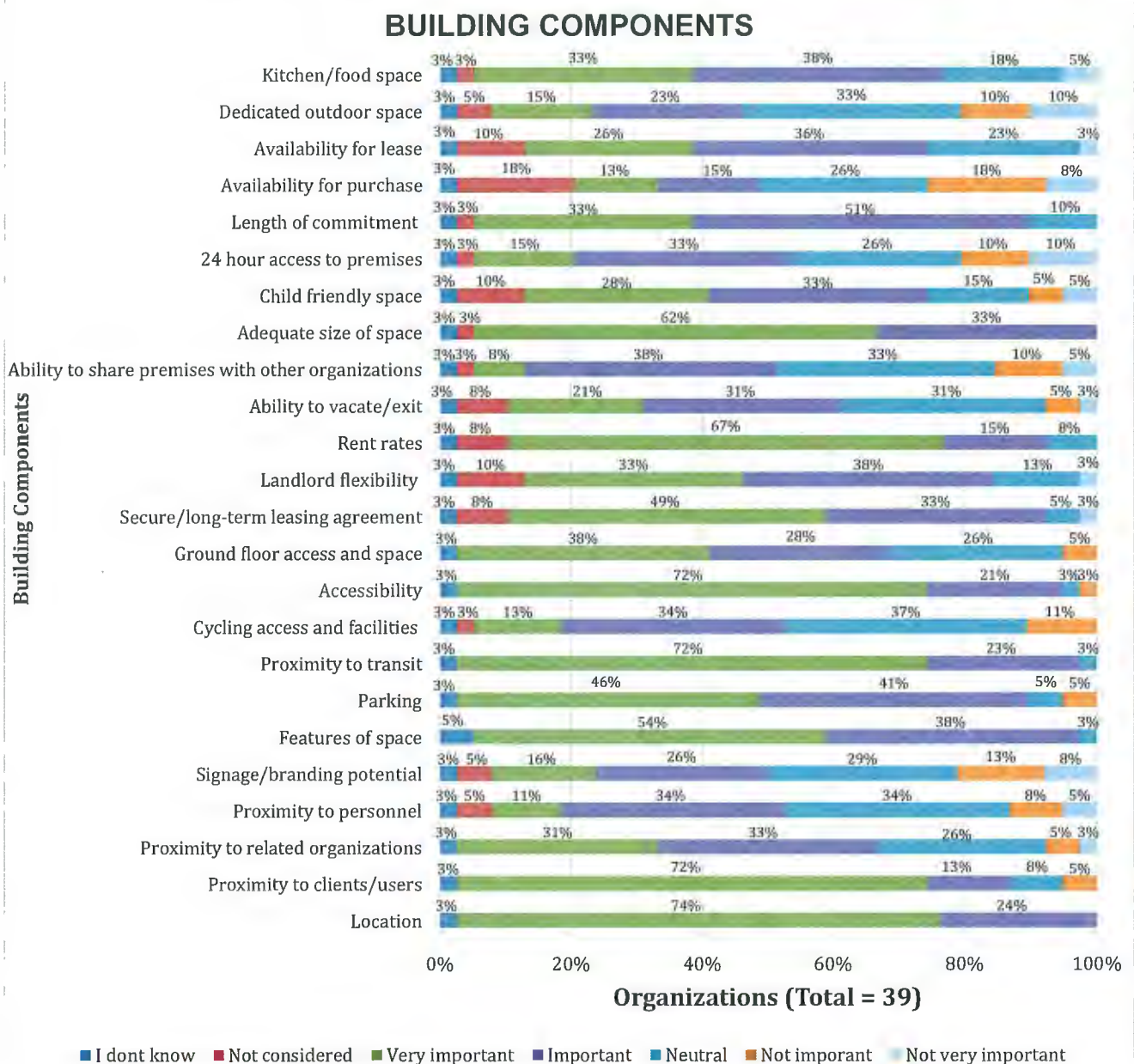


FACTORS IMPORTANT IN A FUTURE MOVE

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

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

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



7.4 AFFORDABILITY

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

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

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

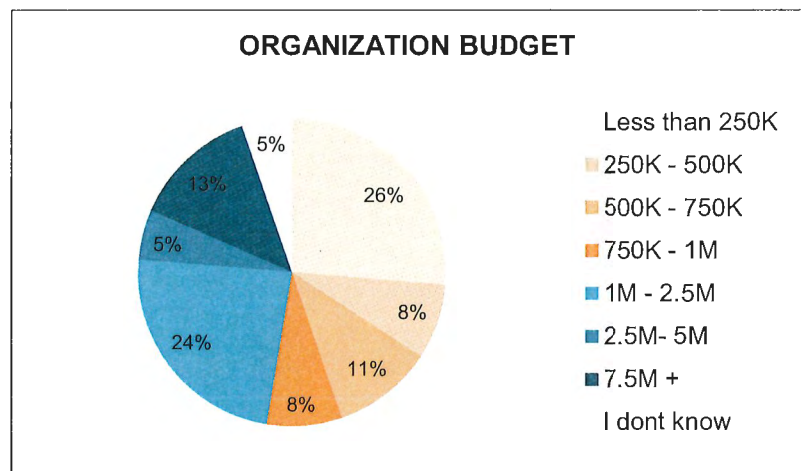
In terms of affordability, 72% of survey respondents said they are paying the right amount for space relative to what they can afford while 18% are paying more for space relative to what they can afford. The high response to "right amount" could reflect the fact that many of the respondent NPOs (23%)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

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

OPERATING BUDGET

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

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



SPACE RELATED COSTS

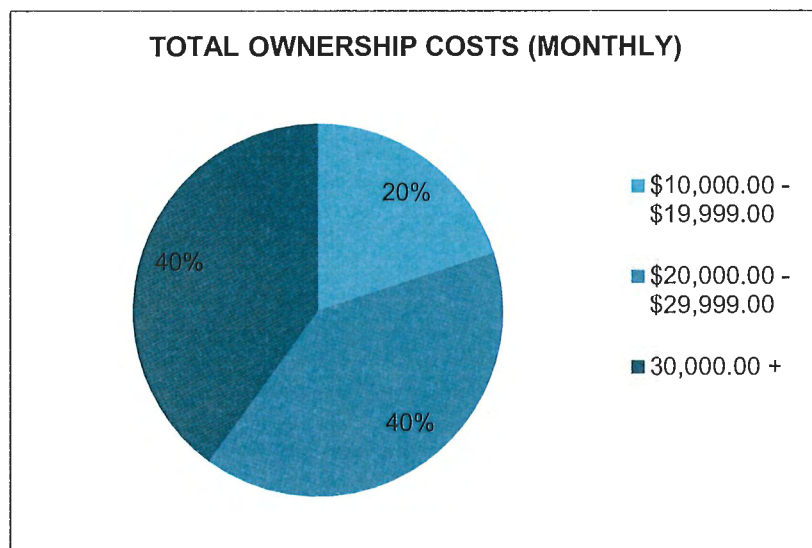
Highlights from responses to Q: Approximately what percentage of your annual expenses/operating costs goes towards your lease, rent, mortgage, and other building expenditures such as property taxes and utilities?

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

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

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

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



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

- 18% of respondent NPOs who lease/rent space spend under \$999 on space-related costs on average per month.
- 22% of respondent NPOs who lease/rent space spend \$1,000 - \$1,999 on space-related costs on average per month.
- 18% of respondent NPOs who lease/rent space spend \$2,000 - \$4,999 on space-related costs on average per month.
- 21% of respondent NPOs who lease/rent space spend \$5,000 - \$9,999 on space-related costs on average per month.
- 21% of respondent NPOs who lease/rent space spend \$10,000 or more on space-related costs on average per month.



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

- 72% of respondent NPOs identify paying the right amount for space relative to what they can afford.
- 18% of respondent NPOs identify paying more for space relative to what they can afford.
- 2% of respondent NPOs identify paying less for space relative to what they can afford.
- The high response to "right amount" could reflect the fact that many respondent NPOs (23%) use space donated at no cost, 10% lease or rent space from government and 8% pay below market rents.

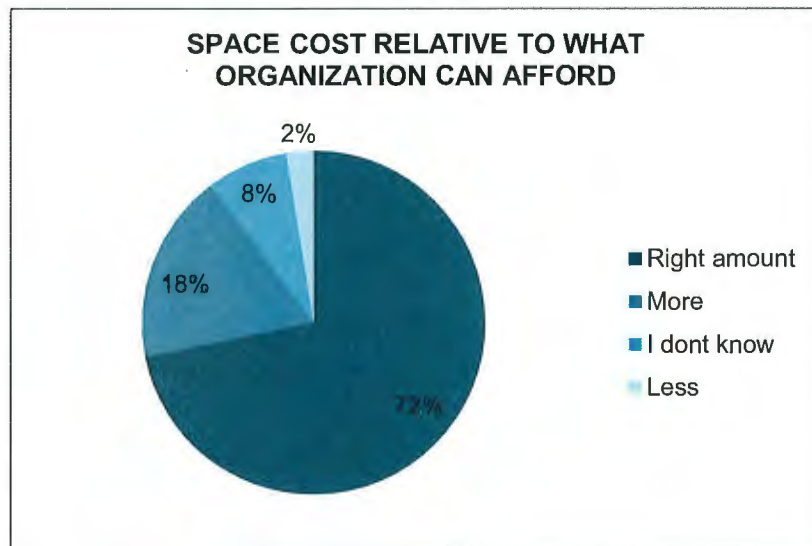


Table 2.1: Survey Respondent NPO Market Rates in Richmond

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

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



7.5 CHALLENGES & OPPORTUNITIES

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

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

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

CHALLENGES

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

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

STRATEGIES

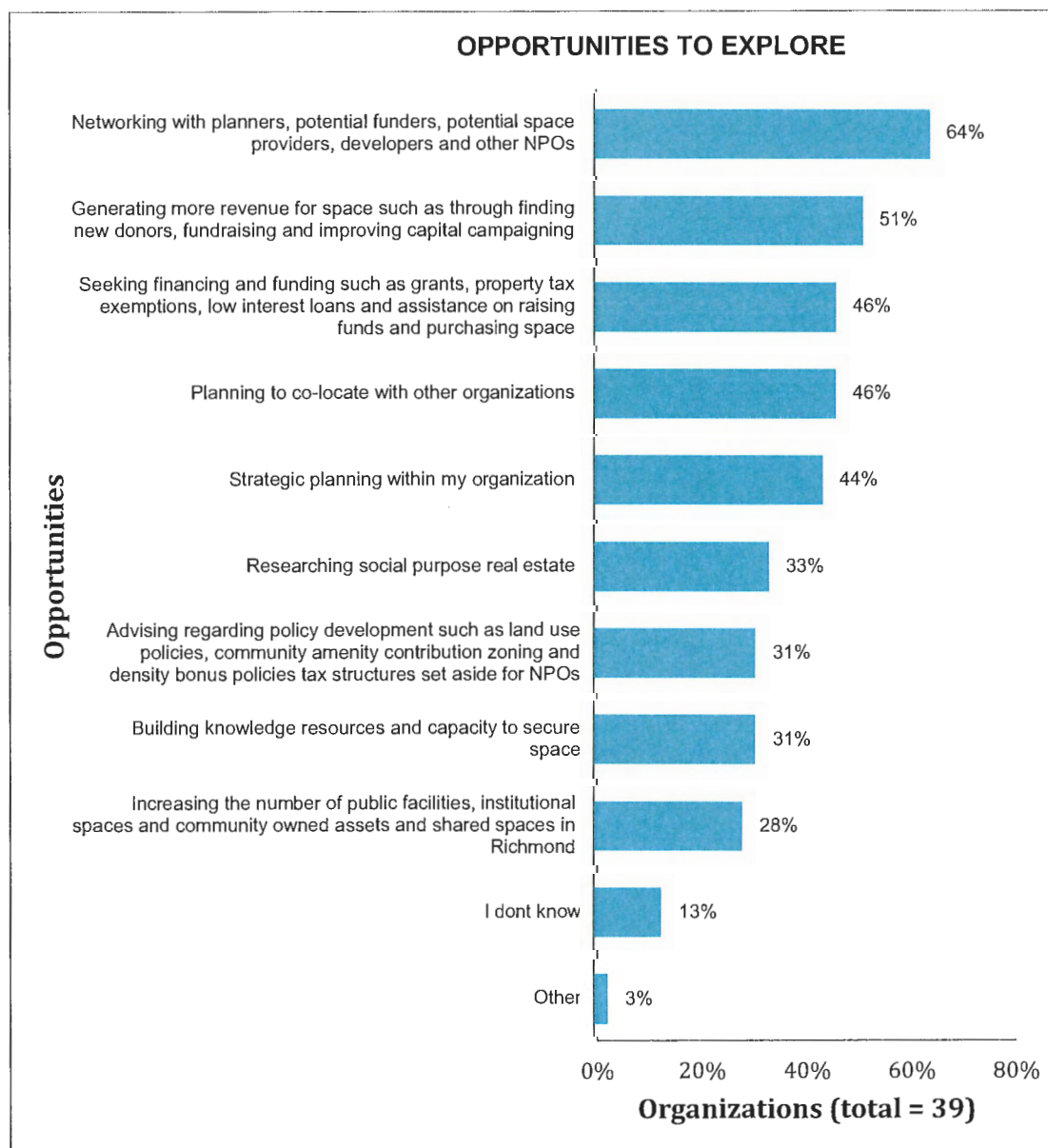
Highlights from the responses to Q: The strategies or approaches my organization is planning to undertake in the next 5-10 years to respond to space challenges are:

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

OPPORTUNITIES

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

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



SUGGESTIONS FOR NPO SUPPORTERS

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

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

8. RECOMMENDATIONS

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

NON-PROFIT OPPORTUNITIES

REVENUE & FUND DEVELOPMENT PLANNING

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

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

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

DATA COLLECTION AND DATABASE

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

BUILD KNOWLEDGE, RESOURCES & CAPACITY

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

PARTNERSHIPS

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

COLOCATION

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

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

NON-PROFIT OWNERSHIP

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

LOCAL GOVERNMENT OPPORTUNITIES

SOCIAL DEVELOPMENT PLANS

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

DEVELOPMENT PLANS AND REGULATIONS

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

MUNICIPAL GRANT PROGRAMS

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

COMMUNITY AMENITY CONTRIBUTION OR DENSITY BONUSING POLICIES

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

⁶¹ The City of Edmonton. Edmonton Non-profit Shared Space Feasibility Toolkit. Accessed June 5, 2018. https://www.edmonton.ca/programs_services/documents/PDF/Non-profit-SharedSpace-Toolkit.pdf

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

UPDATE TAX EXEMPTIONS

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

USE OF PUBLIC SPACE AND FACILITIES

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

CASE STUDY⁶³

Richmond Caring Place (Caring Place) is a 35,000 sq/ft space that has supported dozens of non-profit and mission-based organizations under one roof since it opened its doors in 1994.⁶⁴ The simplicity of Richmond Caring Place' purpose has allowed this multi-tenant space to thrive as a hub for the streamlined delivery of many social services. The Caring Place was built to house non-profit social service agencies. Currently, Caring Place supports 12 non-profits by overseeing the operational and administrative responsibilities of a building, enabling organizations to focus on the delivery of their programs and services. A legacy of experienced Board Members continues to drive the Caring Place to emphasize the provision of a well-managed and maintained building offering security of tenure for non-profit organizations.

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

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

FUNDING & FINANCING (1995)

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

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

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

Revenue:

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

Expenses:

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

PRIVATE SECTOR OPPORTUNITIES

COLOCATION OR SHARED SPACE

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

CASE STUDY⁶⁵

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

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

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

PARTNERSHIPS BETWEEN NPO AND BUSINESS

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

⁶⁵ The City of Edmonton. Edmonton Non-profit Shared Space Feasibility Toolkit. Accessed June 5, 2018. https://www.edmonton.ca/programs_services/documents/PDF/Non-profit-SharedSpace-Toolkit.pdf



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

9. CONCLUSIONS

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

APPENDIX A: BACKGROUND RESEARCH & MARKET ANALYSIS REFERENCES

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APPENDIX B: SURVEY

Introduction

Richmond Not-For-Profit Space Needs Review

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

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

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

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

Please complete the survey by March 30, 2018.

Section 1: About Your Organization

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

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

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

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

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

Section 2: Human Resources

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

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

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

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

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

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

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

Section 3: Space Needs

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

14. My organization operates the following number of sites (properties/units) in Richmond?

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

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

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

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

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

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

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

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

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

Section 4: Finances

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

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

Section 5: Challenges & Opportunities

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

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

APPENDIX C: SURVEY SUMMARY TABLES

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

My organization primarily serves the following population(s) in Richmond (check all that apply)		
Linguistic oriented group	4	10%
Other	4	10%
Individuals experiencing housing challenges	10	26%
Survivors of Abuse	10	26%
Individuals experiencing homelessness	11	28%
Individuals with substance use/misuse or addiction	11	28%
Indigenous communities	12	31%
LGTBQ2 communities	12	31%
Individuals and families with low income	12	31%
Individuals with physical health concerns	13	33%
People who are unemployed or precariously employed	13	33%
Immigrant Refugees	15	38%
Multicultural individuals	15	38%
General population	17	44%
Seniors	18	46%
Individuals with disabilities	18	46%
Individuals with mental health concerns	18	46%
Youth	19	49%
Children	23	59%
Families	25	64%

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

If Leasing/Renting: The term/length of my organization's lease/rental agreement is:

Other	2	7%
Less than a year	2	7%
Between 5 and 10 years	2	7%
More than 10 years	2	7%
Not applicable	2	7%
Month to month	2	7%
Between 2 and 5 years	6	22%
Between 1 and up to 2 years	9	33%

My organization's current space (or lack of space) has limited or inhibited our ability to offer programs and services:

Yes	24	62%
No	15	38%

If owning, my organization would consider redeveloping any of our sites to better meet our needs?

Yes	7	39%
No	4	22%
Possibly	3	17%
I don't know	3	17%
Other	1	6%

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

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

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

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

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

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

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

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

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

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

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

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

Please MAKE A NEW COPY and complete this document to record your agency's office, program and meeting room space needs. For the purposes of this survey, please do not include residential uses (e.g. affordable housing, shelters, group homes), child care space, school-based programs or parking needs. Please estimate size in square feet (SF).

Organization	Address	Current space size – see exclusions above (SF)	Current tenure (rent, lease or own)	Current Length of Tenure (e.g. 2-year lease)	Is your tenure secure (e.g. sufficiently renewable or long term)? Yes/No	Is your current space the right size? Yes/No	If not, how much additional space do you require (SF): Now (e.g. in next 5 years) Long term (e.g. in 10 – 15 years)		If needed, would you have sufficient funding for additional SF, based on current space costs? Yes/No/Unsure	Community impact of space loss or shortage (e.g. program, clients, numbers)	Other Comments (note special requirements e.g. warehouse, outdoor space)
AutismBC	3688 Cessna Dr.	750	Lease	2 years	no	no	100	250	unsure		Tenant of Pacific Autism Family Centre
Chimo											
Site 1: CHIMO	120 - 7000 Minoru Blvd.	2469	Lease	2-year lease	yes, Based on the Carling Place	no	2000	4000	yes	We served 16,000 unique clients last year across all our programs. Transition House, Second Stage Housing, Crisis Line, Settlement Services, Out reach and Advocacy, Family law and Counselling	Store Front/Accessible/ workshop/meeting space/kitchen
Site 2: Counselling	310 - 7000 Minoru Blvd.	500	Lease	2-year lease	yes, Based on the Carling Place	no	500	1000	yes		Accessible and secure
Community Mental Wellness Assoc of Canada	250-5726 Minoru Blvd.	1500	Rent	month to month	no, redevelopment app. is submitted	Yes			No	Relocation upheaval on redevelopment, interim space needs, impacts program attendance, clients, availability of other programs	We require plenty of notice of redevelopment, we engage adults and seniors, people in recovery, we need elevator access, now only 18 stairs to 2nd level
Connections Community Services (new location)	110-5751 Cedarbridge Way	5100 sq ft	Lease	5 years	No (option to renew not included)	Yes, a little larger than we need			Unsure	Although we had to change offices the location relative to the skytrain and bus is approximately the same but the lack of parking in the area has impacted a number of our programs, especially the ones for seniors who find it difficult to get here.	The space is a bit larger than we need with respect to program space so we partnered with RMCS and rented them two program rooms (1465 square feet).
Family Services of Greater Vancouver	7000 Minoru Blvd.	1984	Lease	2-year lease	Yes	Yes			No	Community would lose low cost counselling for over 300 people per year. Community could lose over 100 sessions of parenting skills workshops	
Multicultural Helping House Society Please note that this organization is undergoing significant administrative challenges and needs to stabilize prior to further consideration of space needs.	4802 Fraser street, Vancouver (seeking a Richmond location)	n/a	no foot print	n/a	n/a	n/a	200 - 400 sf		unsure	MHHS will require new funding in order to expand services and justify an office and permanent footprint in Richmond. Our key activities with seniors and youth will continue to require space for activities	We currently have use of space for Zumba and other activities for seniors and youth on an adhoc and regular bases. We have submitted a proposal for 5 years funding with Federal Government (IRCC). With the approval of funding we would have satellite offices that are staffed to provide easier access to citizens of Richmond

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Organization	Address	Current space size – see exclusions above (SF)	Current tenure (rent, lease or own)	Current Length of Tenure (e.g. 2-year lease)	Is your tenure secure (e.g. sufficiently renewable or long term)? Yes/No	Is your current space the right size? Yes/No	If not, how much additional space do you require (SF):		If needed, would you have sufficient funding for additional SF, based on current space costs? Yes/No/Unsure	Community impact of space loss or shortage (e.g. program, clients, numbers)	Other Comments (note special requirements e.g. warehouse, outdoor space)
							Now (e.g. in next 5 years)	Long term (e.g. in 10 – 15 years)			
Pacific Autism Family Centre Society	3688 Cessna Dr.	10000	Own						unsure	Property tax bill leading to \$150,000 loss programming ability	Centre space also leased out to other businesses and government services. Tenants need more space, including one non-profit, Autism BC (see entry)
Pathways Clubhouse Society of Richmond	315-8111 Granville Avenue	11,000	Own	NA	Yes	Yes	15000	15000	Yes	Clients and programs	We are good with our current space at this moment. However, as our organization grows, we might be in need of adding some space in the future. Having less than what we have will impact us negatively in terms of clients and programs. Our size is just the right size, no more and no less.
RCRG											
Site 1: Richmond Cares, Richmond Gives	190-7000 Minoru Blvd.	1760 sq. ft.	Lease	2-year lease	Yes	No	200	400	No	It is hard to expand based on the needs of the community when there is not adequate space.	The Caring Place is great in terms of rent as well as location. However, the building is not built for offices. The walls are not straight with a lot of curve walls. The use of space is awkward.
Site 2: Children's Resource and Referral Centre (CCRR)	325-7000 Minoru Blvd.	583 sq. ft.	Lease	2-year lease	Yes	No	340	500	No	This is the CCRR space and the challenge is the space requires staff and resources to be together. With a great library and resource room we would love to have space just for the library but we also need staff in the same area	Having the ability to have joint meeting room space has been great for big events, but with every organizations' programs and services growing in the building it is harder to plan ahead. We would like to add additional space not just for our programs but also a space dedicated for programs. CCRR runs many drop in programs in partnership but the ability to have a space dedicated for programs for family and children would be great.
Richmond Addiction Services Society											
Site 1: Richmond Addiction Services Society	105 - 8080 Anderson Rd.	2500	Lease	year 2 of 5	Yes	Yes			No	250 clients and 5000 community members for Community Prevention	
Site 2: FOUNDRY Richmond	currently looking			NA	NA	NO	8500-12000		Yes	Services unable to start for 2 years since 2017	Office and group room space - street level, with free parking
Richmond Centre for Disability	Unit 842-5300 No. 3 Road, Lansdowne Centre	5300 sq ft	Lease	5 years lease to December 2023	Yes, but we probably won't renew as we have plan to move in 5-year's time, current site will be re-developed in 10 years' time	Yes	OK now	2000 sq ft	No	There is great hindrance in program development, especially the ability to introduce new programming; also number of participants will be impacted when current programs can't be expanded to accommodate more people.	Storage space is always a problem, and we need accessible washrooms which is of higher cost and more space required. It is absurd that accessibility does come in a higher price.

Organization	Address	Current space size – see exclusions above (SF)	Current tenure (rent, lease or own)	Current Length of Tenure (e.g. 2-year lease)	Is your tenure secure (e.g. sufficiently renewable or long term)? Yes/No	Is your current space the right size? Yes/No	If not, how much additional space do you require (SF): Now (e.g. in next 5 years) Long term (e.g. in 10 – 15 years)	If needed, would you have sufficient funding for additional SF, based on current space costs? Yes/No/Unsure	Community impact of space loss or shortage (e.g. program, clients, numbers)	Other Comments (note special requirements e.g. warehouse, outdoor space)
Richmond Chinese Community Society	Unit 205-8271 Westminster Hwy	2300	Lease	5-year lease to Feb. 2023, no renewal option afterwards	No	No	3000 SF	Unsure	Currently we have over 200 seniors (age over 65). They will lose all the activities including birthday party, workshop health seminars. They are Chinese speaking and they will be difficult to find specific program (Chinese oriented) for them.	
Richmond Family Place Society	8660 Ash street	3800 SF	Lease	5 years, 3 years remaining	Renewable every 5 years. We have a history of secure renewable leases for 40 years.	We make it work but would like more office space for the increase number of staff.	300 SF	Not if there is a cost involved to use additional space	The loss of this site would have a great impact on our organization, there would be a huge reduction in services and supports available to the community without it. Operations would be challenged as we have office as well as program space in this building. Program delivery is stretched at times and we need to limit the number of families accessing the site, however we are now considering the use of other spaces in the building and may reassess if we have sufficient staffing costs in place to support this. Program delivery would be impacted greatly with the loss of this space as approximately half of our clients in the past two years were accessing this site; it follows then that the number of clients accessing our services would decrease dramatically.	At our current site, we have outdoor spaces, this would be necessary at a new site in order to provide the resources for healthy programming. We also have offsite programs running at approximately 14 sites throughout the year through community partnerships of in-kind space in order to take the services and resources to clients less able to attend the main site. These sites are located within libraries, community centres, the food bank, neighbourhood learning centre and community parks, if any one of those sites were to be unavailable to us in the future, this would cause challenges to our ability to provide our services to the community as space is increasingly difficult to find (some challenges already exist where the space is unavailable during certain times of the day, times that families find easiest to attend may be unavailable to us at times).
Richmond Food Bank Society	100-5800 Cedarbridge Way, Richmond BC V6X 2A7	8848 sqft	Lease	5 years	No	Warehouse space is sufficient. Parking space is an ongoing challenge especially on distribution days.		We have a small relocation fund but will have to fundraise if purchasing property in central Richmond	1,400 people are helped weekly with grocery assistance, 230 active volunteers engage in various food recovery and distribution tasks and activities, 19 different community agencies and programs supported with surplus food, recover over 899,897lbs annually, 70% of the total food recovered is perishable food which would have ended up in the landfills.	We would love to have garden plots where we can grow food and move towards creating a sustainable food system. 10 additional parking spots or make street parking free for food bank clients. RFB also distributes at three churches.
Richmond Food Security Society	7611 Ash Street	900	In-kind	4 years	Long term	Yes		Unsure	Affects programming, administration, and management of our society	Have shed space outside 10x12
Richmond Mental Health Consumer and Friends Society (RCFC)	210-7671 Alderbridge Way	510	In kind (VCH)	N/A	Yes	No	300-500	No	Loss of space would result in 10 to 15 of our monthly programs not being offered to our clients.	Our space is hard to access easily through transit. Most bus stops are at least 3 blocks away. This makes it hard for some clients to come to our programs

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Organization	Address	Current space size – see exclusions above (SF)	Current tenure (rent, lease or own)	Current Length of Tenure (e.g. 2-year lease)	Is your tenure secure (e.g. sufficiently renewable or long term)? Yes/No	Is your current space the right size? Yes/No	If not, how much additional space do you require (SF):		If needed, would you have sufficient funding for additional SF, based on current space costs? Yes/No/Unsure	Community impact of space loss or shortage (e.g. program, clients, numbers)	Other Comments (note special requirements e.g. warehouse, outdoor space)
Richmond Multicultural Community Services											
Site 1: Main Office	7000 Minoru Blvd	2500	Lease	2-year lease	yes	no	2500	5000	no	Workshops, computer lab for job search, childminding services, less staff working one on one	Programs offered at Caring Place have higher participation rates than those at this site due to proximity to services, schools, etc.
Site 2: Program Space	110-5751	1465	Lease	6 months	no	unsure	unsure	unsure	Unsure	Temporarily leasing space from	
Richmond Society for Community Living											
Site 1: Quantum Community Inclusion Program for adults with an intellectual disability	170-5726 Minoru Blvd.	3082 square feet	Lease	Month to month as owner does not want to renew the lease.	No. The owner has applied for a development application.	Yes			Yes	30 people with an intellectual disability that spend their day at the program will be displaced. Families will be without care for their son/daughter.	The space must be wheelchair accessible, with ground floor access and in-suite washrooms.
Site 2: New Community Inclusion program	TBD						2500 to 3000 square feet		Yes, as long as the lease rate is reasonable.	Youth graduating from high school that have an intellectual disability and require care during the day will not be able to access a program in Richmond. Families will not have care for their son/daughter.	The space must be wheelchair accessible, with ground floor access and ensuite washrooms.
Richmond Women's Resource Centre	110-7000 Minoru Blvd.	709 sq feet	Lease	2-year lease	Yes	No	400 sq feet	800 sq feet	Unsure	It limits the provision of programs in terms of size, variety and frequency and it also reduces clients' accessibility to services.	
The Heart of Richmond AIDS Society	303-6411 Buswell Street	478 sq ft	Lease	2 yr	Yes	Yes			No	Limited no of members can attend workshops/programs	Fortunate to have South Arm Church provide accommodation for members dinners & use King George park for summer bbqs
Touchstone Family Association (new location)	3031 Viking Way	12000	Lease	beginning Oct. 2019 for 10 years	Yes	Yes	0	0	Unsure	TFA is leaving the core due to a shortage of adequate space without demolition clauses that come with adequate parking	Some outdoor space would be a benefit for our young children and youth.
Turning Point Recovery Society (Homelessness Resource/Drop-in Centre)	8280 Gilbert Street	1500 sq. ft.	Lease	6 months increments	No	No	2500 - 3500 sq. ft	2500 - 3500 sq. ft	No	This is the only Drop-in Centre in Richmond for homeless and at-risk of homelessness individuals. We provide critical linkages to health care and other social services from this location	Our lease is not secured at our current location. This would be a significant loss to the community should we have no new space.



City of Richmond

Report to Committee

To: Planning Committee

Date: September 24, 2019

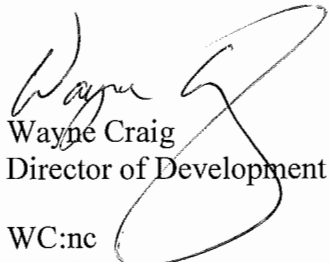
From: Wayne Craig
Director of Development

File: TU 19-855101

Re: Application by Maple Hill School Inc. for a Temporary Commercial Use Permit at
2370 - 4000 No. 3 Road

Staff Recommendation

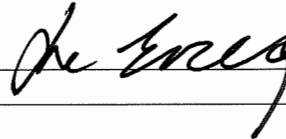
1. That the application by Maple Hill School Inc. for a Temporary Commercial Use Permit for the property at 2370 - 4000 No. 3 Road to allow education (limited to an independent school offering grades 9 to 12) as a permitted use be considered until August 31, 2020; and
2. That this application be forwarded to the November 18, 2019 Public Hearing at 7:00 p.m. in the Council Chambers of Richmond City Hall.


Wayne Craig
Director of Development

WC:nc
Att. 6

REPORT CONCURRENCE

CONCURRENCE OF GENERAL MANAGER



Staff Report

Origin

Maple Hill School Inc. has applied to the City of Richmond for a Temporary Commercial Use Permit (TCUP) to allow “Education” as a temporary permitted use at 2370 - 4000 No. 3 Road on a site zoned “High Rise Office Commercial (ZC27) – Aberdeen Village (City Centre),” to permit an education facility on site (Attachment 1). Maple Hill School is an independent high school that offers courses for students in grades 9 to 12 and is fully accredited with the British Columbia Ministry of Education, which falls under Richmond Zoning Bylaw 8500’s definition of “Education.”

Background

Maple Hill School previously operated at 268-8131 Westminster Highway in conjunction with Maple Hill International Education, which offers language tutoring programs, which falls under the “Education, Commercial” use within the City’s Zoning Bylaw. Both “Education” and “Education, Commercial” uses were permitted at their previous location.

In February 2018, they received notice to vacate the premises at the end of the summer school program and subsequently entered into a lease at the subject site. When they submitted a business license application to allow the private school to operate from the site in July 2018, they were advised that the private school was not a permitted use on the site. In September 2018, Maple Hill School contacted the City about submitting a TCUP application as they had already made arrangements to begin the school year at the subject property. In February 2019, the school submitted a TCUP application to use the unit as a private school until August 31, 2020 to allow enough time the operators sufficient time to secure an appropriate location that permits the “Education” use.

If approved, the TCUP would be valid until August 31, 2020 from the date of issuance. An application for an extension of the Permit may be made. Only one extension is permitted per application.

Findings of Fact

A Development Application Data Sheet providing details about the proposal is provided as Attachment 2.

Surrounding Development

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

To the North: Across Cambie Road, the Radisson Hotel on a property zoned “Hotel Commercial (ZC1) – Aberdeen Village (City Centre)”.

To the South: A low rise commercial plaza on a property zoned “Auto-Oriented Commercial (CA)”.

To the East: Aberdeen Centre on a property zoned “Residential Mixed Use Commercial (ZMU9) – Aberdeen Village (City Centre)”.

To the West: The Aberdeen Canada Line station and No. 3 Road. Across No. 3 Road, a gas station on a property zoned “Gas & Service Stations (CG1)” and “Auto-Oriented Commercial (CA)”.

Related Policies & Studies

Official Community Plan/Aberdeen Village

The Official Community Plan (OCP) land use designation for the subject site is “Commercial.” The Aberdeen Village (2031) Specific Land Use Map within the City Centre Area Plan designates the subject site as “Urban Centre T5 (35 m)”, which allows for medium-density, mid-rise land uses, including office, hotel, retail trade and services, restaurant, and entertainment. The OCP allows commercial educational uses (i.e. tutoring schools) but specifically discourages schools offering kindergarten to grade 12 (K-12) curriculums due to the fact that K-12 programs are aircraft noise sensitive uses.

The OCP allows TCUPs in areas designated “Industrial,” “Mixed Employment,” “Commercial,” “Neighbourhood Service Centre,” “Mixed Use,” “Limited Mixed Use,” and “Agricultural” (outside of the Agricultural Land Reserve, only), where deemed appropriate by Council and subject to conditions suitable to the proposed use and surrounding area.

Richmond Zoning Bylaw 8500

The subject site is zoned “High Rise Office Commercial (ZC27) – Aberdeen Village (City Centre),” which allows for a range of commercial uses. The proposed “Education” use is not permitted in these zones. The proposed use is on an interim basis while the school finds a new location with the appropriate zoning.

Aircraft Sensitive Noise Development (ASND) Policy

The subject site is located within “Area 1A – Restricted Area” of the Aircraft Noise Sensitive Development (ANSND) Policy, where new aircraft noise sensitive land uses are prohibited, including K-12 schools. This policy exists to prevent exposure to aircraft noise throughout the range of typical activities offered in K-12 schools, such as outdoor play.

While the proposed use is temporary, the school’s activities on the site will be exclusively indoors. The applicant has provided an acoustic report performed by a professional engineer, which indicates that the measured indoor sound levels meet the noise criteria set out in the OCP for “living, dining, and recreation rooms” (Attachment 3).

Local Government Act

The *Local Government Act* states that TCUPs are valid until the date the permit expires or three years after issuance, whichever is earlier, and that an application for one extension to the Permit may be made and issued. A new TCUP application is required after one extension, which would be subject to Council approval.

Public Consultation

Should the Planning Committee and Council endorse the staff recommendation, the application will be forwarded to a Public Hearing on November 18, 2019, where any area resident or interested party will have an opportunity to comment. Public notification for the Public Hearing will be provided as per the *Local Government Act*.

Analysis

The subject unit is located in the northwest corner of the second floor in Aberdeen Square (Attachment 4). It has been occupied by Maple Hill School and Maple Hill International Education since September 2018.

Maple Hill International Education applied for a business license at the current Aberdeen Square location in August 2018. A business licence was issued based on the information provided for “Education, Commercial,” which is a permitted use in the “High Rise Office Commercial (ZC27) – Aberdeen Village (City Centre)” zone. The applicant notes that Maple Hill International Education will continue to operate at Aberdeen Square.

Since the “Education” use is not permitted, the applicant is requesting a TCUP to allow the existing school to continue to operate while securing a new site. The applicant advises that they have been actively searching for a new location for the school and is committed to finding another facility by August 31, 2020. Negotiations are almost finalized with a potential location. As the “Education” use is not supported by the OCP policies or the zone, the attached TCUP would limit the proposed education use for this unit until August 31, 2020. The management company provided a letter indicating that they approve of this TCUP application (Attachment 5).

Outdoor Play Space and Physical Education

The applicant noted that the BC Ministry of Education does not have an outdoor play space requirement. Staff have confirmed that there is no such requirement in the Independent School Act. All BC students are required to take a Physical Education course in grades 9 and 10. As the school does not have play space or a gymnasium, the applicant has indicated that arrangements are made to conduct the school’s Physical Education requirements at an off-site location, to where the students walk, escorted by staff.

Parking

Parking and loading must be provided consistent with the requirements of Richmond Zoning Bylaw 8500. Vehicle parking for the “Education” use for secondary schools is required at a rate of 1 parking space per staff member, plus 1 parking space for every 10 students, which may be reduced by 15% based on the City Centre blended parking rates. Bicycle parking is required at a rate of 1 space for every 3 staff members for Class 1 and 3 spaces for every 10 students for Class 2. The school has 12 staff and 71 students, which would require 16 vehicle parking spaces and four Class 1 and 21 Class 2 bicycle parking spaces.

The applicant has verified that vehicle parking and Class 1 bicycle parking requirements are met. The applicant will have to verify that the Class 2 bicycle parking requirements are met prior to issuance of the TCUP.

Staff have no objection to the current on-site parking arrangement as the vehicle parking provided exceeds the amount required for the temporary use. Further, the applicant has provided a letter noting that their staff and students have had no bicycle parking complaints to date since they began operating in the unit (Attachment 6).

Financial Impact

None.

Conclusion

Maple Hill School Inc. had applied to the City of Richmond for a Temporary Commercial Use Permit to allow "Education" as a permitted use at 2370 - 4000 No. 3 Road, zoned "High Rise Office Commercial (ZC27) – Aberdeen Village (City Centre)," to permit an education facility (limited to an independent school offering grades 9 to 12) on site until August 31, 2020.

The proposed use at the subject property is acceptable to staff on the basis that it is temporary in nature and does not negatively impact current business operations in Aberdeen Square.

Staff recommend that the attached Temporary Commercial Use Permit be issued to the applicant to allow "Education" at 2370 - 4000 No. 3 Road until August 31, 2020.



Natalie Cho
Planning Technician

NC:cas

- Attachment 1: Location Map and Aerial Photo
- Attachment 2: Development Application Data Sheet
- Attachment 3: Measured Indoor Sound Level Results
- Attachment 4: Site Plan
- Attachment 5: Letter from the Management Company
- Attachment 6: Letter from the Applicant



City of
Richmond



TU 19-855101
(Unit 2370)

GNCL - 348

Original Date: 03/11/19

Revision Date:

Note: Dimensions are in METRES



TU 19-855101

Attachment 2

Address: 2370 - 4000 No. 3 Road

Applicant: Maple Hill School Inc.

Planning Area(s): City Centre – Aberdeen Village

	Existing	Proposed
Owner:	KT East Properties Ltd.	No change
Unit Size (m²):	579.6 m ²	No change
Land Uses:	Education, Commercial	Education
OCP Designation:	Commercial	No change
CCAP Designation:	Urban Centre T5	No change
Zoning:	Residential Mixed Use Commercial (ZMU9) – Aberdeen Village (City Centre) High Rise Office Commercial (ZC27) – Aberdeen Village (City Centre)	No change

On Development Site	Bylaw Requirement	Proposed	Variance
On-site Vehicle Parking:	16	16	None
On-site Bicycle Parking:	Min. 4 Class 1 Min. 21 Class 2	Min. 4 Class 1 Min. 21 Class 2	None

TABLE 1: MEASURED INDOOR SOUND LEVEL RESULTS

Measurement Date (24 hour period)	Measured Sound Pressure Level L_{eq} (24) (dBA)	Applicable Criteria due to road/rail noise L_{eq} (24) (dBA)	Applicable Criteria due to aircraft noise L_{eq} (24) (dBA)	Compliance with noise criteria?
Location 1				
July 12, 2019	35	40	37	Yes
July 13, 2019	35	40	37	Yes
July 14, 2019	34	40	37	Yes
July 15, 2019	37	40	37	Yes
Location 2				
July 12, 2019	30	40	37	Yes
July 13, 2019	30	40	37	Yes
July 14, 2019	29	40	37	Yes
July 15, 2019	31	40	37	Yes
Location 3				
July 12, 2019	36 ⁽¹⁾	40	37	-
July 13, 2019	37 ⁽¹⁾	40	37	-
July 14, 2019	36 ⁽²⁾	40	37	-
July 15, 2019	36 ⁽²⁾	40	37	-

Notes:

- (1) Measurement data from the HVAC equipment was excluded from the $L_{eq}(24)$ calculation between 1000 and 2000 hours. .
 (2) Measurement data from the HVAC equipment was excluded from the $L_{eq}(24)$ calculation between 1000 and 1900 hours.

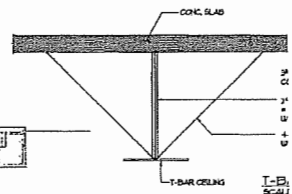
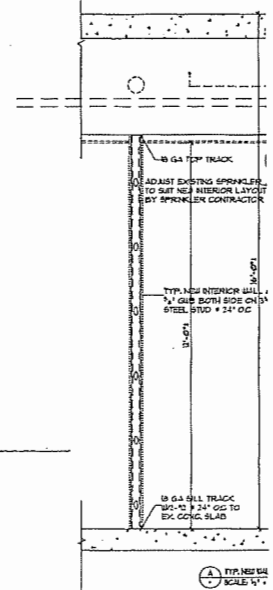
As previously mentioned, HVAC noise was dominant at Location 3. Figure 6 shows a sample two hour time history on July 13, 2019 during which the HVAC system shut off. In general, the noise environment was dominated by road traffic, with intermittent aircraft and train pass-bys.

[illegible]

INT'DO	DETAL	PACOS	37
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EXIT TYPE	LOCATION	WIDTH (CLEAR OPENING IN MM)	REQUIRED MIN PERSON	* OF PERSONS
EXIT DOORS	REAR STAIR DOOR	1046 MM	61	73
TRAVEL DISTANCE AS PER BCSB CODE 3.2.35b				
MAXIMUM TRAVEL DISTANCE 44.87 (44) M WHICH IS LESS THAN TRAVEL DISTANCE OF 44.76 (45) M (SPRINKLER BUILDING) 3.2.35b				

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Strata, Residential & Commercial Property Management
604.685.3227 | www.awmalliance.com

September 24, 2019

Maple Hill School
Attn: Eric Di Nozzi (Principal)
#2370-4000 No. 3 Road,
Richmond BC V6X 0J8

Dear Sir;

RE: Maple Hill School- Approval (Aberdeen Centre, Aberdeen Square, Aberdeen Residences EPS1069)

We are writing as the agents for Strata EPS1069.

Maple Hill School is a tenant at Aberdeen Square.

We confirm that the Strata Council approves the Maple Hill School temporary application.

Thank you

A handwritten signature in black ink, appearing to be 'Tyler Johnson', with a stylized, looping flourish at the end.

Tyler Johnson
Vice President IC&I
AWM – Alliance Real Estate Group Ltd.

Vancouver Head Office
401-958 West 8th Avenue
Vancouver, BC V5Z 1E5

Fraser Valley Office
214-6820 188th Street.
Surrey, BC V4N 3S2
ENCE - 352

Whistler Office
212-1200 Alpha Lake Road
Whistler, BC V8E 0H6

Principal Letter 校长信

September 9 , 2019

To Natalie Cho:

Maple Hill School was asked to discuss the situation concerning bicycle parking for its students. Since operating at the location of #2370 - 4000 No. 3 Road in Richmond, Maple Hill School has received no complaints from students or staff about bicycle parking. Currently, we do not have any students who bike to school even though there are plenty of Class 2 spots outside the main entrance to 4000 No. 3 Road.

We currently have two staff members who will often bike to work and they have had no issues with the bike storage that we keep in the school for staff and student use. The staff members who keep their bikes at school choose to do so as they worry about thefts if they were to park their bicycles outside.

Sincerely,



Eric Di Nozzi
Principal
Maple Hill School

Tel: (1) 604-285-9665
E-mail: eric.dinozzi@maplehilledu.com
Website: www.maplehilledu.com
Address: #2370 - 4000 No. 3 Rd
Richmond B.C. Canada V6X 0J8



**MAPLE
HILL
SCHOOL**

CNCL - 353



City of Richmond

Temporary Commercial Use Permit

No. TU 19-855101

To the Holder: MAPLE HILL SCHOOL INC.

Property Address: 2370 - 4000 NO. 3 ROAD

Address: C/O ERIC DI NOZZI
MAPLE HILL SCHOOL INC.
2370 - 4000 NO. 3 ROAD
RICHMOND, BC V6X 0J1

1. This Temporary Commercial Use Permit is issued subject to compliance with all of the Bylaws of the City applicable thereto, except as specifically varied or supplemented by this Permit.
2. This Temporary Commercial Use Permit applies to and only to those lands shown cross-hatched on the attached Schedule "A" and to the portion of the building shown cross-hatched on the attached Schedule "B".
3. The subject property may be used for the following temporary commercial use:
Education (limited to an independent school offering grades 9 to 12)
4. This Permit is valid until August 31, 2020 from the date of issuance.

AUTHORIZING RESOLUTION NO.
DAY OF , .

ISSUED BY THE COUNCIL THE

DELIVERED THIS DAY OF , .

MAYOR

CORPORATE OFFICER

CNCL - 354



City of Richmond

Report to Committee

To: Parks, Recreation and Cultural Services
Committee

Date: August 29, 2019

From: Elizabeth Ayers
Director, Recreation and Sport Services

File: 11-7000-01/2019-Vol
01

Re: **Age of Eligibility for Seniors Pricing**

Staff Recommendations

1. That a pricing policy for Community Services programs, rentals and admissions be developed, and report back to Council with a draft policy for consideration, as described in the staff report titled "Age of Eligibility for Seniors Pricing," dated August 29, 2019, from the Director, Recreation and Sport Services;
2. That \$25,000 from the Recreation Fee Subsidy Program (RFSP) contingency fund of \$50,000, previously approved by Council be allocated to the central fund, as described in the staff report titled "Age of Eligibility for Seniors Pricing," dated August 29, 2019, from the Director, Recreation and Sport Services; and
3. That a one-time additional level request of \$82,000 to support the Recreation Fee Subsidy Program (RFSP) be submitted for consideration in the 2020 budget process, as described in the staff report titled "Age of Eligibility for Seniors Pricing," dated August 29, 2019, from the Director, Recreation and Sport Services.

Elizabeth Ayers
Director, Recreation and Sport Services
(604-247-4669)

Att. 3

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Arts, Culture & Heritage	<input checked="" type="checkbox"/>	
Community Social Development	<input checked="" type="checkbox"/>	
Finance Department	<input checked="" type="checkbox"/>	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

At the May 28, 2019, Parks, Recreation and Cultural Services Committee meeting, staff received the following referral:

That staff review options for an appropriate age for free admission to community recreation centres.

At the June 24, 2019, Regular Council meeting, staff received the following referral:

That the recreation pricing structure for seniors be referred to staff for further review and analysis of options, and report back.

The purpose of this report is to respond to the above referrals.

This report supports Council's Strategic Plan 2018-2022 Strategy # 4 An Active and Thriving Richmond.

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

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

Analysis

Background

On September 25, 2017, Council adopted recommendations to update and expand the Recreation Fee Subsidy Program (RFSP) to support individuals of all ages, rather than just children and youth. Table 1 below shows the number of residents served since implementation of the program on September 1, 2018 through until August 31, 2019.

Table 1: RFSP Participation by Age Group for the 2018 – 2019 Program (September 1, 2018 – August 31, 2019)

Child	Youth	Adult	Senior (55+)	Total
390	94	508	375	1,367

During consultations with community partners, concern was expressed regarding the financial impact of the revised RFSP, as each community partner would be responsible for funding the subsidy for their programs by forgoing the subsidized portion of revenue. In response to these concerns the creation of a central fund was agreed to, with each community partner to contribute

1.1 per cent of their gross revenues from programs and services. The central fund would then fund the subsidized portion of registration fees for all community partner programs. This provides a mechanism for community partners to plan their budgets each year. Aquatics and Art Centre operations contribute to the program by foregoing revenue. As part of the RFSP, a contingency fund of \$50,000 was created to cover any shortfall in program contributions from community partners.

The adopted RFSP program included a shift in age for seniors pricing from 55 to 65 years, which was recommended and approved by Council. The rationale for changing the age for seniors pricing to accommodate the RFSP expansion was based on the conventional age for seniors pricing at the federal, provincial and municipal level. A number of Metro Vancouver jurisdictions, including Vancouver, North Vancouver (City and District) and Burnaby, have seniors pricing beginning at 65 years. Additionally as seniors who live on low income would now be eligible for support through the RFSP, a further discount based on age would not be required.

The RFSP expansion, seniors pricing age change and the creation of a central fund, were recommended as a result of the RFSP consultation process and were supported by community partners.

Community partner contributions to the central fund, along with the implementation of age change for seniors pricing were planned to begin on July 1, 2019. However, after a presentation to Council on June 24, 2019, staff were directed to review and analyze options in seniors pricing, and the senior age change implementation and central fund contributions were put on hold. Previously, Council had asked staff to review options for an age at which admission could be free.

Current Pricing Structure

Currently, pricing is reviewed and updated annually after a review of operating costs and prices of comparable services in Metro Vancouver.

Fees at the Richmond Arts Centre are set by staff. The fees associated with operations that involve programming with community partners are set by these organizations. In both cases, staff do extensive research and develop recommendations based on prevailing market conditions and program goals. Community partner collaboration includes the operations of:

- community centres;
- arenas;
- seniors programs and services;
- art gallery programs;
- museum and heritage programs;
- aquatics programming; and
- nature programs.

Pricing Policy

While pricing based on age is one method of determining fees for programs, and admissions, there are a number of factors that can direct pricing for programs, rentals and admissions. Pricing may be based on the following:

- City Council and community priorities;
- how much the opportunity accrues benefit to the individual or the community;
- prevailing market pricing in neighbouring cities;
- the cost of providing the activity;
- the commitment of customers (e.g., drop-in prices versus monthly passes); and
- financial sustainability (e.g., ensuring fitness centre equipment can be replaced and renewed).

Many municipalities have developed pricing policies to guide the development and implementation of pricing for services. These policies provide guidelines on pricing in attempt to balance service accessibility with program sustainability. Excerpts of policies from the City of Leduc (Attachment 1), District of Saanich (Attachment 2) and North Vancouver Recreation and Culture Commission (Attachment 3) are provided as examples.

Rather than address a single pricing issue such as the age of a senior admission, there is an opportunity to develop a pricing policy for Community Services that will provide a holistic, transparent set of principles and guidelines for the determination of pricing for programs, rentals and admissions across the Division.

Should Council support the staff recommendation to develop a pricing policy for Community Services, staff will develop a process that involves community partners, best practices review and public consultation. The process is anticipated to take ten to twelve months to ensure an open and transparent process and adequate time for public consultation. Staff will report back in the third or fourth quarter of 2020 with a policy for council consideration.

Stakeholder Involvement

In July, staff met with community partners to address questions regarding the decision to delay the change in seniors pricing and receive feedback on future initiatives to address the referrals. Representatives expressed disappointment that the age change was being delayed and a strong desire to see the age change decision upheld.

Staff presented the concept of developing a pricing policy, in order to ensure a holistic and transparent approach to all pricing, and the representatives expressed support for this approach and a desire to being involved in the process.

Financial Impact

As a result of the delay in implementing the change in age of seniors, community partners will not be making contributions to the central fund to support the RFSP for their programs. Staff estimate the financial impact of the delay to be \$25,000 for 2019 and \$82,000 for 2020.

To cover this cost, staff recommend that Council approve the funding of up to \$25,000 from the Recreation Fee Subsidy Program contingency fund in 2019 and that a one-time additional level request of \$82,000 be submitted to the budget process in 2020.

Conclusion

The development of a pricing policy for community programs, rentals and admissions will assist staff and community partners in setting fees based on clearly defined guidelines. It will also give facility users a clear understanding of why and how fees are set, such as the age for seniors pricing and the age at which admission to programs would be free.



David Ince
Manager, Community Recreation Services
(604-247-4930)

- Att. 1: City of Leduc Benefits Based Approach to Setting Fees
- 2: District of Saanich – Parks and Recreation Fees and Charges Principles
- 3: North Vancouver – Recreation and Culture Fees and Charges Principles

City of Leduc Benefits Based Approach to Setting Fees

Benefits Continuum

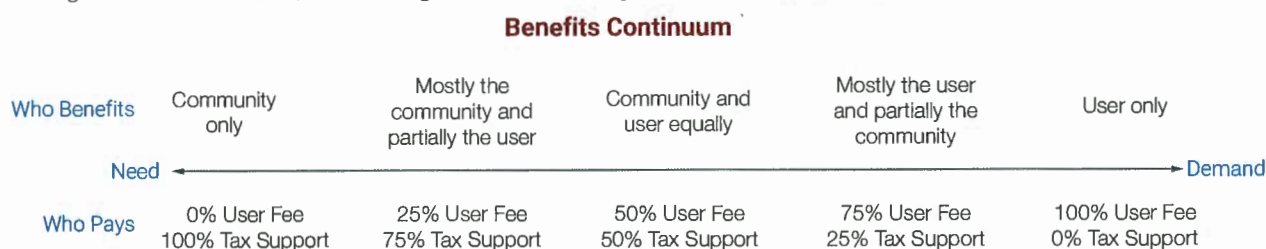
The recommended fees and charges system must be philosophically sound, thereby easy to defend, and practically based, as well as easy to implement. The philosophical grounding is based on an assessment of benefits. The following statement forms the core of the recommended fees and charges policy.

Those who benefit from a good or service should pay in proportion to the benefit they receive.

If all, or substantially all, of the benefits accrue to the community as a whole, the community as a whole should pay for the service through taxes. If all, or substantially all, of the benefits accrue to the individual or group that consumes the good or service, without any greater "public good," the users should pay all the costs.

Where the benefits accrue to the community and also to specific users, the costs should be shared on the basis of proportionate benefit. Users should be required to pay to the extent that the benefits accrue only to themselves, while the community, through taxes, should pay for the portion which benefits it generally.

According to the above rationale, user fee targets can be set along the benefits continuum as illustrated in the following graphic.



Cost Recovery

In order to transform the benefits continuum described above into an implementable approach, five "thresholds" of cost recovery are suggested along the continuum. It starts from 0% recovery (public benefit) at one end of the scale and continues to 100% cost recovery (private benefit) at the other end with three categories in between separated by equal (25%) increments.

Thresholds of Cost Recovery

	Community Need	Merit			Private Demand
Type of Activity	Public Goods & Services	Merit Goods & Services with relatively high community benefit	Merit Goods & Services with a relatively equal mix of community and private benefit	Merit Goods & Services with relatively high private benefit	Private Goods & Services
Subsidy Level (proportion funded by taxpayers)	100%	75%	50%	25%	0%
Cost Recovery (proportion funded by user)	0%	25%	50%	75%	100% or more
Rationale	Goods and services which support community goals and result in a very high degree of community benefit are worthy of provision on a fully subsidized basis.	The more a good or service supports community goals and results in community benefits, the more worthy of public support, and the more subsidy can be justified.	Where the benefits to the community and to users are approximately equal, the costs should be shared equally.	The more the benefits of a good or service accrue to the consumer of the good or service, and not to the wider community, the more the user should be required to pay.	Where the benefits of a good or service accrue solely to the consumer of the good or service, with no benefit to the wider community, the user should be required to pay full costs.

District of Saanich – Parks and Recreation Fees and Charges Principles

Council Policy

Parks and Recreation - Fees and Charges

-4-

Principles Affecting Fees and Charges

The following principles are integral to the Department's Fees and Charges Policy. The principles are consistent with the rationale outlined in the justification for leisure services and they form the philosophical foundation from which specific policy is derived. The principles also provide direction in developing and prioritizing new programs and services with appropriate fees to meet community leisure needs.

Justification for Subsidy**Indirect Community Benefit:**

The philosophical approach to fee subsidy is the same as the philosophical approach to the provision of leisure services as previously described. Both are based on socially worthwhile goals and indirect benefit to all. Leisure Services are justified to the degree they achieve socially worthwhile goals and objectives and provide indirect benefit to the community. Services that go farther in achieving these ends are more worthy of public subsidy and a larger subsidy can be justified.

Profitability:

A service may result in indirect benefit to all and thereby justify a subsidy. However, in many cases a subsidy may not be required in order for the service to continue meeting socially worthwhile goals and objectives. In some cases, revenue may be equal to or greater than the cost of providing services, even though users are assessed relatively low use fees that virtually everyone can afford. Indeed, many of the services currently provided by non-profit groups in Saanich are fully financed by users, yet contribute substantially to the greater community good. In such cases, there is no need to subsidize, even though there may be justification for subsidy.

Basic Service:

The Department has no obligation to provide, within the constraints of limited available public resource, basic leisure services which meet socially worthwhile goals and objectives and clearly demonstrate a benefit to all residents, as far as is reasonably possible.

Cost/Benefit:

Those services which achieve the socially worthwhile goals and objectives to the greatest degree at the least unit cost will be considered highest priority among all basic leisure services.

Socially Worthwhile:

The value of a department leisure service shall not be determined solely or primarily by the amount of revenue it produces or the number of participants involved. The value of a department leisure service relates directly to its effectiveness in meeting socially worthwhile goals and objectives which clearly show indirect benefit to the entire community. In some

case such objectives can and will be met using services that cater to narrow range of users, and generate little or no revenue.

-5-

Degree of Subsidy

Private Benefit:

When an individual or select group is the direct beneficiary of a special or exclusive service which may involve instruction or private use, the fees must be paid for in whole, or in substantial portion by the participant group or individual.

Public Benefit:

Any leisure services provided by the Department which might be considered over and above the basic services will be provided only on the basis of proportionately greater recovery of cost from the participant to the point where the participant is paying all the true costs of participating. The more a service provides public benefit the more subsidy from general taxation is justified. The more a service provides private benefit to individual users the more the cost is justified to be recovered through user fees. Services of public benefit are defined as those primarily benefiting the community as a whole and where an individual benefit cannot be clearly identified, e.g. open spaces, trails, etc. Services of private benefit are defined as services providing their primary benefit to the individual receiving the service and the community as a whole receives little or no benefit from the service. The majority of the Department leisure services provide mixed benefit. These are services whereby both, the individual receives direct identifiable benefit, and also the community as a whole benefits. The mixed nature of the benefits suggest that these services should be partly funded by the community through tax avenues and partly by user fees.

Age/Ability to Pay:

Different rates of admission may be charged, based on the age of the participant. It should be clear, however, that such differentiation by age is not based on the cost of providing the activity to the user or of any discrimination on the basis of age, but rather on the presumed variance (by age group) in ability of the user to pay. Since it is generally true that children have little or no control over funds available to them and since one is basically dealing with discretionary income in leisure services, admission charges for children should be kept at a level whereby almost all children might subscribe to publicly sponsored leisure services without restriction by others. On the other hand, it is assumed that teens generally have more control over funds in that many have their own funds either through allowances or part-time jobs. Consequently, it is assumed while they may not be able to pay adult rates they are capable of paying higher user fees than children. Adults are presumed to have the greatest degree of discretion in allocating funds to leisure services and thus the rates charged them are correspondingly higher. Seniors, on the other hands, are presumed to have less discretionary income because many are on fixed incomes, and consequently, the rates assessed them are more closely aligned with others having restricted powers of discretion.

North Vancouver – Recreation and Culture Fees and Charges Principles



POLICY MANUAL

Policy No. 207

Section:	Finance
Title	Fees and Charges

REASON FOR POLICY

The Commission approves fees and charges for public admissions, memberships and facility rentals. Program fees are not part of the fees and charges process and are set under the authority of the Director.

PRINCIPLES

The following principles will guide the setting of Fees and Charges for Recreation & Culture Services:

1. Fees and charges will be consistent with the mission, vision and values of the North Vancouver Recreation & Culture Commission (NVRC).
2. Fees and charges will be set with a goal of maximizing participation, enabling all citizens to participate in a range of recreation and culture services.
3. For those who are in financial need, strategies will be implemented to address the barrier of cost, particularly where operating costs are mostly fixed and therefore, additional customers will not increase the operating costs.
4. Fees and charges recommendations will consider the costs for like services provided in a competitive market and by neighbouring municipalities.
5. The cost of administering the collection of fees and charges must not be disproportionate to the revenues collected.
6. The use of public recreation areas and facilities by private groups will be considered secondary to use by the general public or by not-for-profit recreation or community organizations.
7. The Commission will seek input/feedback in a timely manner from community rental groups impacted by fees and charges.
8. The Commission will administer bookings for Parks, Fields, Outdoor Tennis Courts and other venues in accordance with fees set by the owner (City of North Vancouver, District of North Vancouver, School Board or other).



**Traffic Bylaw No. 5870
Amendment Bylaw No. 10076**

The Council of the City of Richmond enacts as follows:

1. **Traffic Bylaw No. 5870**, as amended, is further amended by adding a new Section 6.3 as follows, and renumbering subsequent sections accordingly:
 - 6.3 The **General Manager, Engineering & Public Works** is hereby authorized to charge a fee for permits issued pursuant to Section 6.2 above in the amount set out from time to time in the *Consolidated Fees Bylaw No. 8636*.
2. **Traffic Bylaw No. 5870**, as amended, is further amended by deleting Section 9A.3(c) and replacing it with the following:
 - 9A.3(c) The **General Manager, Engineering & Public Works** is hereby authorized to charge a fee for permits issued pursuant to Section 9A above in the amount set out from time to time in the *Consolidated Fees Bylaw No. 8636*.
3. **Traffic Bylaw No. 5870**, as amended, is further amended by deleting Section 12C.4 and replacing it with the following:
 - 12C.4 The **General Manager, Engineering & Public Works** is hereby authorized to charge a fee for permits issued pursuant to Section 12C.1 above in the amount set out from time to time in the *Consolidated Fees Bylaw No. 8636*.
4. **Traffic Bylaw No. 5870**, as amended, is further amended by deleting the title of PART V and replacing it with the following:

PART V – TRAFFIC UNDER SPECIAL HIGHWAY CONDITIONS

5. **Traffic Bylaw No. 5870**, as amended, is further amended by deleting Section 18.4 and replacing it with the following:
 - 18.4 The Council hereby approves the appropriate designs set out in the “2015 Interim Traffic Management Manual for Work on Roadways,” as published by the Provincial Ministry of Transportation and Infrastructure, as signs to be used by the **General Manager, Engineering & Public Works** when acting pursuant to Subsections 18.1 and 18.2 of this Bylaw.
6. **Traffic Bylaw No. 5870**, as amended, is further amended by deleting Section 25.1 and replacing it with the following:

25.1 The **General Manager, Engineering & Public Works** is hereby authorized to charge a fee for permits issued pursuant to Section 24 above in the amount set out from time to time in the *Consolidated Fees Bylaw No. 8636*.

7. **Traffic Bylaw No. 5870**, as amended, is further amended by deleting Section 27 and replacing it with the following:

27. SPILLING OF VEHICLE LOADS ON HIGHWAYS; SECURING OF LOADS

8. **Traffic Bylaw No. 5870**, as amended, is further amended by deleting Section 42.2(b) and replacing it with the following:

42.2(b) The **General Manager, Engineering & Public Works** is hereby authorized to charge a fee for permits issued pursuant to Section 42.1 above in the amount set out from time to time in the *Consolidated Fees Bylaw No. 8636*.

9. This Bylaw is cited as "**Traffic Bylaw No. 5870, Amendment Bylaw No. 10076.**"

FIRST READING

SEP 23 2019

SECOND READING

SEP 23 2019

THIRD READING

SEP 23 2019

ADOPTED

CITY OF RICHMOND
APPROVED for content by originating dept. UB
APPROVED for legality by Solicitor LB

MAYOR

CORPORATE OFFICER



City of Richmond

Bylaw 10079

Consolidated Fees Bylaw No. 8636 Amendment Bylaw No. 10079

The Council of the City of Richmond enacts as follows:

1. The **Consolidated Fees Bylaw No. 8636**, as amended, is further amended by adding Schedule A attached to and forming part of this bylaw as a schedule to Consolidated Fees Bylaw No. 8638, in alphabetical order.
2. This Bylaw is cited as “**Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10079.**”

FIRST READING

SECOND READING

THIRD READING

ADOPTED

SEP 23 2019

SEP 23 2019

SEP 23 2019

MAYOR

CORPORATE OFFICER

CITY OF RICHMOND
APPROVED for content by originating dept 03
APPROVED for legality by Solicitor AC

SCHEDULE – USE OF CITY STREETS**Traffic Bylaw No. 5870**

Obstruction of Traffic – Traffic Management Plan Review and Lane Closure Permit
Section 6.3

Description	Fee
Application Review Fee	\$100.00

Traffic Bylaw No. 5870

Containers – Temporary Placement Permit
Section 9A

Description	Fee
Permit Fee	\$30.00 per day

Traffic Bylaw No. 5870

Shared Vehicle Parking Space – Permit
Section 12C

Description	Fee
Permit Fee	\$300.00 per year

Traffic Bylaw No. 5870

Oversize Vehicles and Building Moves – Permit
Section 25.1

Description	Fee
Individual Vehicle Trip	\$25.00
One Vehicle for More than One Trip	\$100.00
One Building Move	\$50.00
Re-issuance of Building Move Permit as a Result of Changes Requested to Original Permit	\$25.00

Traffic Bylaw No. 5870

Construction Zones – Permit
Section 42.1

Description	Fee
Permit Fee	\$300.00
* per day	*Plus \$30.00
** per metre of roadway to which permit applies, per day	**Plus \$0.25



**Richmond Zoning Bylaw 8500
Amendment Bylaw 9914 (RZ 17-766525)
8820, 8840, 8860, 8880, 8900, 8911 and 8931 Spires 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 **“PARKING STRUCTURE TOWNHOUSES (RTP4)”**.

P.I.D. 010-472-835

Lot 64 Section 9 and 10 Block 4 North Range 6 West New Westminster District Plan 21489

P.I.D. 004-113-110

Lot 65 Section 9 Block 4 North Range 6 West New Westminster District Plan 21489

P.I.D. 007-521-324

Lot 66 Section 9 Block 4 North Range 6 West New Westminster District Plan 21489

P.I.D. 010-472-843

Lot 67 Section 9 Block 4 North Range 6 West New Westminster District Plan 21489

P.I.D. 004-707-176

Lot 68 Section 9 Block 4 North Range 6 West New Westminster District Plan 21489

P.I.D. 004-081-382

Lot 69 Section 9 Block 4 North Range 6 West New Westminster District Plan 21489

P.I.D. 004-066-057

Lot 70 Section 9 Block 4 North Range 6 West New Westminster District Plan 21489

and a closed portion of Spire Road dedicated by Plan 21489 Sections 9 and 10, Block 4 North Range 6 West New Westminster District as shown in Reference Plan EPP 84198.

2. This Bylaw may be cited as “**Richmond Zoning Bylaw 8500, Amendment Bylaw 9914**”.

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

ADOPTED

SEP 10 2018

OCT 15 2018

OCT 15 2018

OCT 15 2018



MAYOR

CORPORATE OFFICER



**Development Permit Panel
Wednesday, September 25, 2019**

Time: 3:30 p.m.
Place: Council Chambers
Richmond City Hall
Present: John Irving, Chair
Laurie Bachynski, Director, Corporate Business Service Solutions
Jim Young, Acting Director, Facilities

The meeting was called to order at 3:30 p.m.

Minutes

It was moved and seconded

That the minutes of the meeting of the Development Permit Panel held on September 11, 2019 be adopted.

CARRIED

**1. DEVELOPMENT PERMIT 18-797026
HERITAGE ALTERATION PERMIT 18-797029
(REDMS No. 6201440)**

APPLICANT: Eric Stedman Architect

PROPERTY LOCATION: 12060 & 12080 1st Avenue

INTENT OF PERMIT:

1. Permit the construction of a three-storey, mixed-use development at 12060 and 12080 1st Avenue on a site zoned “Steveston Commercial (CS3)”;

Development Permit Panel

Wednesday, September 25, 2019

2. Vary the provisions of Richmond Zoning Bylaw 8500 to:
 - (a) increase the maximum permitted building height from 12 m to 14 m to allow stair and elevator access to the rooftop outdoor amenity area;
 - (b) increase the total allowable maximum aggregate width of a recessed balcony opening on the front façade from 25% of the lot width to 32% of the lot width on the 2nd and 3rd storeys;
 - (c) increase the allowable maximum aggregate area of all recesses and openings on the front façade from 33% to 35 %; and
 - (d) reduce the minimum required vehicle manoeuvring aisle width in the parking area from 7.5 m to 6.7 m; and
3. Issuance of a Heritage Alteration Permit (HA 18-797029) at 12060 and 12080 1st Avenue in accordance with the Development Permit.

Applicant's Comments

Eric Stedman, Eric Stedman Architect, with the aid of a PowerPoint presentation (attached to and forming part of these Minutes as Schedule 1) provided background information on the proposed development and highlighted the following:

- the subject site consists of two lots, one of which contains a private garden;
- the proposed three-storey mixed-use building with a continuous recessed commercial storefront at ground level and two upper storeys of residential spaces is consistent with the existing zoning for the site;
- the front and rear building elevations are divided into two distinct facades to reflect the historic lot lines;
- four commercial retail units are provided on the ground floor;
- the building's architecture and details are inspired by historic buildings in the neighbourhood and reflect their heritage character;
- the proposed variance to increase the aggregate width of recessed balcony openings as a percentage of the lot width will allow for more daylight access into the upper level residential units;
- the proposed elevator and stair projections are located at the centre of the building to minimize their visual impact from all angles;
- a common outdoor amenity space is proposed on the building rooftop; and
- a significant amount of glass is proposed for the front and rear ground floor of the building to maximize visibility.

Development Permit Panel

Wednesday, September 25, 2019

Caroline Kennedy, CJ Kennedy Landscape Design, briefed the Panel on the main landscape features of the project, noting that (i) additional angled on-street parking spaces fronting the building are proposed, (ii) linear pavers will be installed adjacent to the commercial frontage and rear residential entry, (iii) landscaping including interpretive heritage signs on the commercial frontage and at the rear of the site are intended to commemorate the history of the Sakata family house and garden, (iv) screened residential parking is proposed at the rear of the site, (v) permeable pavers will be installed for the residential and visitor parking spaces adjacent to the back of the building, (vi) replacement trees will be planted at the rear of the site and on the rooftop deck, and (vii) a landscaped common outdoor amenity area is proposed on the rooftop deck of the building.

Staff Comments

Wayne Craig, Director, Development, noted that (i) the proposed development is consistent with the existing zoning for the site, subject to the proposed variances, (ii) the development's proposed landscaping including installation of interpretive signage commemorates the existing house and garden of the Sakata family, (iii) the proposed variances are related to the building height, width of recessed balconies, overall area of recessed openings along the 1st Avenue frontage, and vehicle manoeuvring aisle width in the parking area at the rear of the site, (iv) the project was reviewed and supported by the Richmond Heritage Commission and Advisory Design Panel subject to their recommendations and comments, and (v) there is a Servicing Agreement associated with the proposed development for frontage works along 1st Avenue and the rear lane as well as for site services.

Gallery Comments

None.

Correspondence

None.

Panel Discussion

In reply to queries from the Panel, Mr. Stedman and Ms. Kennedy noted that (i) the proposed colour palette for the three-storey building is inspired by the colours of neighbouring heritage buildings, (ii) the front façade treatment has been carried around the south and rear elevations, (iii) the design of windows for the subject development reflects the windows of the heritage building containing the Post Office, (iv) the elevator structure has been designed to minimize its height and meet the standards of the Safety Code for Elevators and Escalators, and (v) the elevator structure on the rooftop is clad with shingle material consistent with the high-quality exterior cladding materials proposed for the building.

Development Permit Panel

Wednesday, September 25, 2019

In reply to further queries from the Panel, the design team noted that (i) planting at the ground and rooftop levels reflect the heritage character of the Sakata family garden, (ii) the interpretive heritage signage at the rear of the site is visible from the rear lane, (iii) a mural will not be incorporated on the south wall of the building as the façade treatment is not consistent with the character of the buildings in Steveston Village, (iv) the decorative garden pattern trench drain along the building frontage helps commemorate the history of the Sakata family garden, (v) maintaining continuous access along the pedestrian arcade was a major consideration in the design of proposed landscaping along the 1st Avenue commercial frontage, (vi) the proposed landscaping is intended to achieve a garden feel with smaller massing of planting as opposed to standard landscaping, and (vii) hose bibs will be installed in the recessed balconies to allow for irrigation of future planting in those areas.

Panel Discussion

The Panel expressed support for the project, noting the applicant's significant effort to reflect the heritage character and history of the site and achieve the City's objectives through the design of the project.

Panel Decision

It was moved and seconded

1. *That a Development Permit be issued which would permit the construction of a three-storey, mixed-use development at 12060 and 12080 1st Avenue on a site zoned "Steveston Commercial (CS3)";*
2. *Vary the provisions of Richmond Zoning Bylaw 8500 to:*
 - (a) *increase the maximum permitted building height from 12 m to 14 m to allow stair and elevator access to the rooftop outdoor amenity area;*
 - (b) *increase the total allowable maximum aggregate width of a recessed balcony opening on the front façade from 25% of the lot width to 32% of the lot width on the 2nd and 3rd storeys;*
 - (c) *increase the allowable maximum aggregate area of all recesses and openings on the front façade from 33% to 35 %; and*
 - (d) *reduce the minimum required vehicle manoeuvring aisle width in the parking area from 7.5 m to 6.7 m; and*
3. *That a Heritage Alteration Permit (HA 18-797029) be issued at 12060 and 12080 1st Avenue in accordance with the Development Permit.*

CARRIED

2. **Date of Next Meeting: October 17, 2019**

4.

Development Permit Panel
Wednesday, September 25, 2019

3. Adjournment

It was moved and seconded

That the meeting be adjourned at 4:10 p.m.

CARRIED

Certified a true and correct copy of the
Minutes of the meeting of the
Development Permit Panel of the Council
of the City of Richmond held on
Wednesday, September 25, 2019.

John Irving
Chair

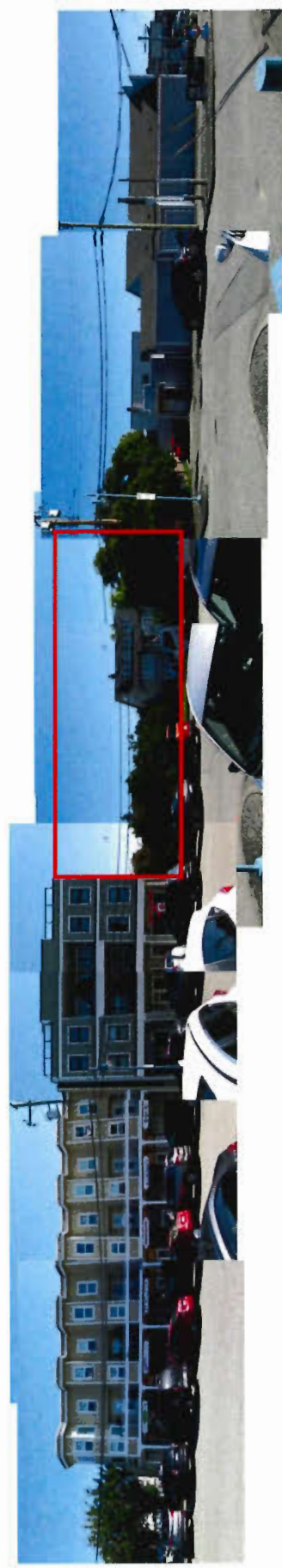
Rustico Agawin
Committee Clerk



Sakata House and Garden

Between First Avenue and East Lane north of Moncton Street is a house and cultivated garden situated on two lots in the commercial core of Steveston Village. It is a unique reflection of the historic mixed use of the commercial core of the village, which included residential development. The single-family house, built circa 1946, and cultivated vegetable and flower gardens illustrate the one-time norm of self-sustainability in daily life, and reflect the suitability of the fertile land to support agricultural activities. The size of the property, which occupies two city lots, is also an indication of how the land was used and developed, in a residential context, to make ideal use of the streets and lanes in the village core.²

Steveston has, however, never been frozen in time. Whether as a result of fire, economic conditions, or shifting values, Steveston has changed and so have its buildings.² The current Steveston Area Plan encourages the development of the Village as a vibrant, mixed-use commercial centre. The longtime owner of the Sakata House and Garden proposes a new development, to suit their current needs, incorporating a high standard of livability in a mixed-use setting while maintaining the distinctive qualities and opportunities inherent in the neighbourhood, geography, and heritage.¹



First Avenue - East Side

Sakata Gardens - Design Rationale



First Avenue - West Side

CNCL - 378

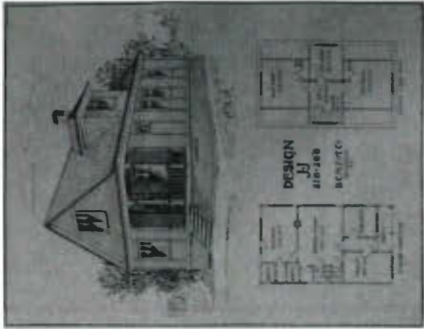


Lane Views

Sakata Gardens - Design Rationale



CNCL - 379



Simple plan book design similar to historic post office.



Example of white window opening trim and vertical trim matching siding colour.



Example of shingle upper storey.



Example of shingle upper storey. Note lack of lower trim board on window typical of historic examples.



Upper cornice example.



Storefront and signage example.



Example of cornice element and elevation module partially wrapping building end.



Example of stepped 'flat front' cornice.

No.	Description	Date
1	Issued for Approval	12/07/18
2	Issued for Approval	12/07/18
3	Issued for Approval	12/07/18
4	Issued for Approval	12/07/18
5	Issued for Approval	12/07/18
6	Issued for Approval	12/07/18
7	Issued for Approval	12/07/18

ESA

12000, 12080 1ST AVE
SAKATA GARDENS
STEVESTON, BC

Project Title:
12000, 12080 1ST AVE
SAKATA GARDENS
STEVESTON, BC

Drawing Title:
ELEVATIONS

Scale:	As noted
Date:	08/11/18
Drawn by:	CMH
Checked by:	FS
Project No.:	A7
Revision No.:	



COLOUR SCHEDULE

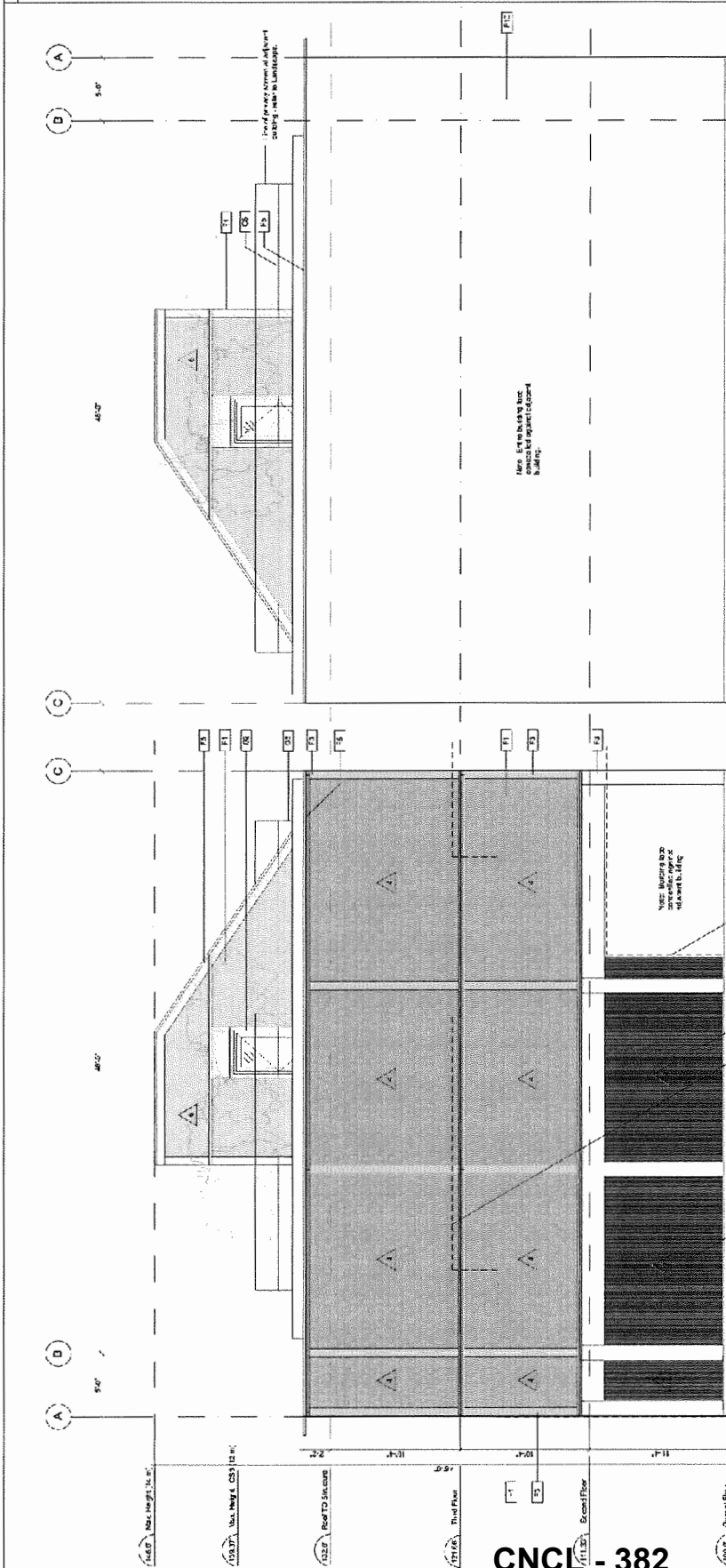
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MATERIAL / ASSEMBLY KEY

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Notes: Colors are indicated for materials and are not to be used as a guide for the final color. Colors may vary due to lighting and weathering.

No.	Description	Date
1	Issued for U/P/W	12/07/17
2	Issued for U/P/W	12/07/17
3	Issued for U/P/W	04/11/18
4	Issued for U/P/W	01/02/19
5	Issued for U/P/W	01/02/19
6	Issued for U/P/W	12/07/19
7	Issued for U/P/W	12/07/19



ESA

12000, 12000 1ST AVE
SAKATA GARDENS
STEVESTON, BC

Project Title:
ELEVATIONS

Scale: As noted
Date: 08/17
Check: TP

Drawn By:
A9

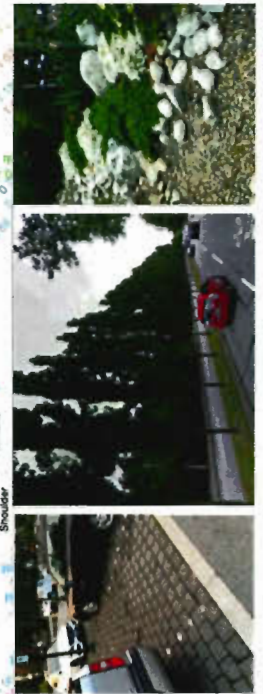
Revised By:

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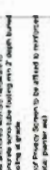
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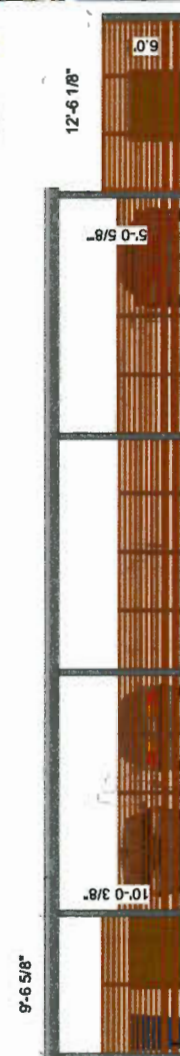
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Planted rain garden - utilizing perennial species from existing garden



World Development Bank



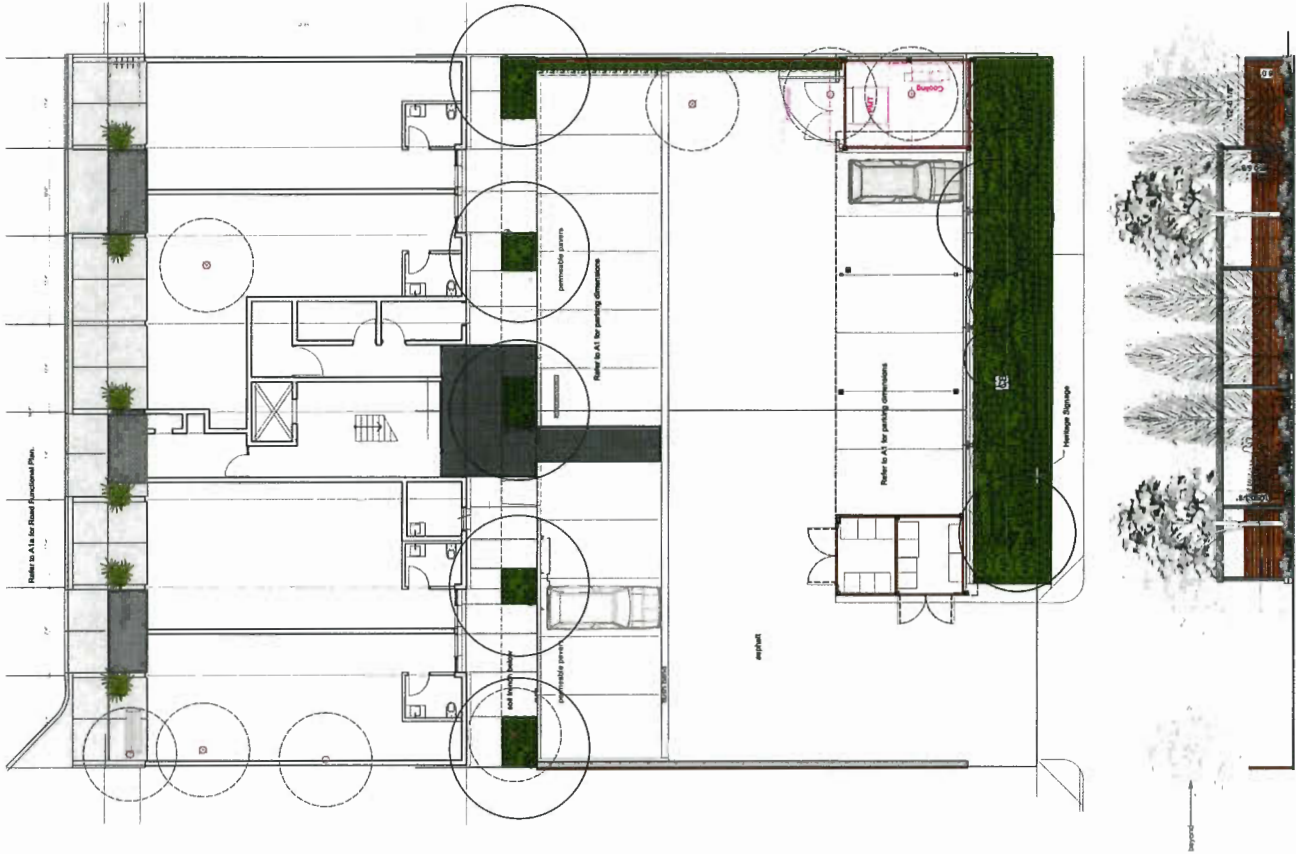
garbage and recycling storage with painted metal slats (non-combustible) to replicate fence

Carport West Side Elevation
Scale: 1/4" = 1'-0"



NOTE: In an effort to accommodate the existing Cardamine seedling plant material held been removed and its temporary housed into the new garden and some seeds may be donated towards other gardens. All Australian planting plan may adjust depth based on the condition of received perennials.

Columbus Planning in Pots along 1st

[illegible]

	Date
Issue for OP Pricado	04-09-2019
Issue for OP Pricado	25-04-2018
Issue for OP Pricado	15-03-2019
Issue for OP Pricado	14-02-2019
Issue for OP Pricado	02-11-2018
Issue for OP Pricado	12-06-2018
Issue for OP	15-12-2017
Issue for Review	17-11-2017
Issue for Review	24-10-2017
Issue for Review	13-10-2017
Issue for Review	20-09-2017
Issue for Review	15-09-2017
JFO	JFO
Responsible No.	

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consent of California.

Sakata Gardens

Project Title: **Salvata Gardens**


Drawing Title: **Landscape Concepts**

Project Name: _____
 Drawn By: **CLK**
 Checked By: _____


Scale: $1/8"=1'$ Job No.: 2017-0040

Sakata Gardens, Steveston Village

The art was once known as the historic Sakata House and garden. Shozo and Kay Sakata purchased the site in 1910 when Japanese Canadians were struggling to find employment during the Second World War. The garden inspired the family with its beauty and tranquility, and it became a place where they could find solace and inspiration. The garden was a source of pride for the family and a place where they could find solace and inspiration. The garden was a source of pride for the family and a place where they could find solace and inspiration.



Painting of Kay Sakata working in her garden, "My Sakata's Garden", 1918. Copy panel of a hanging in Richmond Hospital. Reproduced by permission of the artist, Lenora Indeflex.




Shozo and Kay Sakata in their garden, 1910.


Heritage sign proposed for First Avenue.

Sakata Gardens, Historic Steveston Village

The art was once known as the historic Sakata House and garden. Shozo and Kay Sakata purchased the site in 1910 when Japanese Canadians were struggling to find employment during the Second World War. The garden inspired the family with its beauty and tranquility, and it became a place where they could find solace and inspiration. The garden was a source of pride for the family and a place where they could find solace and inspiration.



Painting of Kay Sakata working in her garden, "My Sakata's Garden", 1918. The original painting is hanging in Richmond Hospital. Reproduced by permission of the artist, Lenora Indeflex.



Kay Sakata in her garden, 1910.

Heritage sign proposed for Lane.



City of Richmond

Report to Council

To: Richmond City Council

Date: October 2, 2019

From: Cecilia Achiam
Chair, Development Permit Panel

File: DP 18-829140

Re: Development Permit Panel Meeting Held on September 11, 2019

Staff Recommendation

That the recommendation of the Panel to authorize the issuance of a Development Permit (DP 18-829140) for the property at 8820, 8840, 8860, 8880, 8900, 8911 and 8931 Spires Road and the surplus portion of the Spires Road road allowance be endorsed, and the Permit so issued.

A handwritten signature in blue ink, appearing to be "C. Achiam", written over a light blue rectangular background.

Cecilia Achiam
Chair, Development Permit Panel
(604-276-4122)

SB:blg

Panel Report

The Development Permit Panel considered the following item at its meeting held on September 11, 2019

DP 18-829140 – PLLR 228 HOLDINGS – 8820, 8840, 8860, 8880, 8900, 8911 AND 8931 SPIRES ROAD AND THE SURPLUS PORTION OF THE SPIRES ROAD ROAD ALLOWANCE
(September 11, 2019)

The Panel considered a Development Permit (DP) application in order to permit the construction of 64 townhouse units and two secondary suites on a site zoned “Parking Structure Townhouses (RTP4)”. A variance is included in the proposal for a reduced setback to the north-south public walkway.

Architect, Jim Bussey, of Formwerks Architectural; and Landscape Architect, Caelan Griffiths, of PMG Landscape Architects, provided a brief presentation, including:

- Six convertible units and one Basic Universal Housing (BUH) unit, and two secondary suites are provided.
- Two common parking structures are hidden under the podium and parkade walls along the west and south sides of the development will be articulated and planted to enhance pedestrian experience and in consideration of adjacent residential developments.
- Sidewalks will be provided along the side and rear property lines to provide pedestrian connection to future lanes adjacent to the west and south sides of the subject site.
- Townhouse units adjacent to existing single-family houses to the north and east are stepped down from four to three storeys.
- The north-south public walkway at the driveway bisects the site and an elevated walkway will be installed above the walkway to connect the two portions of the site.
- An existing large tree by the driveway will be retained in a passive recreation space with landscaping and seating.
- Pedestrian access is provided to the podium level through stairs and a central elevator.
- The project is designed to achieve an EnerGuide rating of 82 and LEED Silver equivalency.
- The west entry plaza includes bicycle racks, seating, and potentially Public Art.
- Structural soil will be used for back of boulevard trees to enhance their resiliency.
- Children’s play areas on podium level are adjacent to indoor amenity areas and include a wide range of play opportunities for various age groups of young children and seating.

In reply to Panel queries, Mr. Bussey and Mr. Griffiths advised that: (i) the two parking structures are accessed from either side of the driveway; (ii) trees on ground and podium levels will be irrigated; and (iii) sidewalks will be installed along the west and south property lines.

In reply to Panel queries, staff noted that: (i) construction of the west and south lanes are part of the City's long-term transportation network and lane dedications were secured through the rezoning application; (ii) the subject lanes will not be constructed at this time; (iii) fencing will remain in existing locations; and (iv) a legal agreement will be registered on Title requiring the strata to maintain the site's lane dedication areas until such time that the lane is installed.

Staff advised that: (i) there is a Servicing Agreement associated with the project for frontage beautification and road works along Spires Road; (ii) the large retained tree along Spires Road is a focal point of the development; (iii) the overall size of proposed indoor amenity spaces meets the City's requirements; (iv) the proposed setback variance from the public walkway adjacent to the driveway is a result of the elevated walkway that connects the two building structures; (v) the public walkway itself will have generous building setbacks and access to daylight; and (vi) there is minor aerial encroachment where the two podium levels are connected.

Paige Robertson addressed the Panel, expressing concerns regarding: (i) the provision of parking, noting that on-street parking is not feasible as Spires Road is limited to three-hour parking from 8 a.m. to 6 p.m. and Cook Elementary School parents park on Spires Road to drop off and pick up their children; and (ii) the impact of the proposed setback variance on the livability of the proposed development, livability of the neighbourhood, and pedestrian safety.

In reply to Ms. Robertson's concerns, staff noted that: (i) the project complies with Zoning Bylaw parking requirements and exceeds the minimum number of parking stalls to be provided on-site, (ii) the proposed number of parking stalls for the project is appropriate given the project's location in the City Centre; and (iii) the proposed public walkway is 3 m wide and the proposed variance is to allow for the overhead footbridge that will connect the two buildings.

Correspondence was submitted by Jose Gonzalez to the Panel, expressing concerns regarding the proposed setback variance associated with the north-south public walkway.

In reply to Mr. Gonzalez's concerns, staff noted that: (i) the proposed variance is necessary as ultimately, the public walkway will provide pedestrian access from Spires Road to the rear lane; and (ii) the rear lane is a long-term City objective and will not be implemented through the proposed development.

In reply to a Panel query, staff noted that: (i) the applicant is required to provide a Construction Traffic and Parking Management Plan to the satisfaction of the Transportation Department prior to Building Permit issuance; and (iii) Transportation staff is involved in ongoing discussions with Cook Elementary School through the School Board regarding ongoing construction management issues as per direction from Council.

The Panel expressed support for the project, noting that: (i) the project is well designed; (ii) the ground level parking is hidden below the podium; (iii) the building colour scheme is appreciated; and (iv) the retention of the large on-site tree is supported as it enhances the project and maintains the character of the neighbourhood. The Chair noted the public's concerns regarding parking violations in school zones and adjacent areas and advised that the Bylaw Department will readily respond to reported parking violations.

The Panel recommends the Permit be issued.



General Purposes Committee

Date: Monday, October 7, 2019

Place: Anderson Room
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair
Councillor Chak Au
Councillor Carol Day (entered at 4:02 p.m.)
Councillor Kelly Greene
Councillor Alexa Loo
Councillor Bill McNulty
Councillor Linda McPhail
Councillor Harold Steves

Absent: Councillor Michael Wolfe

Call to Order: The Chair called the meeting to order at 4:01 p.m.

MINUTES

It was moved and seconded

That the minutes of the meeting of the General Purposes Committee held on September 16, 2019, be adopted as circulated.

CARRIED

Cllr. Day entered the meeting (4:02 p.m.).

ENGINEERING AND PUBLIC WORKS DIVISION

1. **CITY CENTRE DISTRICT ENERGY UTILITY BYLAW NO. 9895,
AMENDMENT BYLAW NO. 10100**
(File Ref. No. 12-8060-20-009921) (REDMS No. 6285408)

General Purposes Committee
Monday, October 7, 2019

It was moved and seconded

That the City Centre District Energy Utility Bylaw No. 9895, Amendment Bylaw No. 10100 presented in the "City Centre District Energy Utility Bylaw No. 9895, Amendment Bylaw No. 10100" report dated September 6, 2019, from the Director, Sustainability and District Energy be introduced and given first, second, and third readings.

CARRIED

FINANCE AND CORPORATE SERVICES DIVISION

2. INDEMNIFICATION BYLAW

(File Ref. No. 12-8060-20-8459) (REDMS No. 6092440)

It was moved and seconded

That Indemnification Bylaw No. 9911 be introduced and given first, second and third readings.

CARRIED

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (4:03 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the General Purposes Committee of the Council of the City of Richmond held on Monday, October 7, 2019.

Mayor Malcolm D. Brodie
Chair

Evangel Biason
Legislative Services Coordinator



Finance Committee

Date: Monday, October 7, 2019

Place: Anderson Room
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair
Councillor Chak Au
Councillor Carol Day
Councillor Kelly Greene
Councillor Alexa Loo
Councillor Bill McNulty
Councillor Linda McPhail
Councillor Harold Steves
Councillor Michael Wolfe

Call to Order: The Chair called the meeting to order at 4:03 p.m.

MINUTES

It was moved and seconded

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

CARRIED

FINANCE AND CORPORATE SERVICES DIVISION

1. **CONSOLIDATED FEES BYLAW NO. 8636, AMENDMENT BYLAW NO. 10056**

(File Ref. No. 12-8060-20-010056) (REDMS No. 6292400)

It was moved and seconded

That Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10056 be introduced and given first, second and third readings.

Finance Committee
Monday, October 7, 2019

The question on the motion was not called as discussion ensued with regard to the proposed Garden City Lands Soil Deposit fees.

In reply to queries from Committee, staff noted that the City is required to charge soil deposit fees for the Garden City Lands, however soil fill will no longer be accepted at the site at this time. Also, staff spoke on Parking regulations, noting that a review of the parking fees will take place by the end of the year.

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

2. **PERMISSIVE EXEMPTION (2020) BYLAW NO. 10027**

(File Ref. No. 03-0925-02-01) (REDMS No. 6170200)

It was moved and seconded

That Permissive Exemption (2020) Bylaw No. 10027 be introduced and given first, second and third readings.

CARRIED

3. **AMENDMENTS TO THE CONSOLIDATED 5 YEAR FINANCIAL PLAN (2019-2023) BYLAW NO. 9979**

(File Ref. No. 03-0975-01) (REDMS No. 6253556 v. 9)

It was moved and seconded

That the Consolidated 5 Year Financial Plan (2019-2023) Bylaw No. 9979, Amendment Bylaw No. 10078, which incorporates and puts into effect the changes as outlined in the staff report titled "Amendments to the Consolidated 5 Year Financial Plan (2019-2023) Bylaw No. 9979" dated August 22, 2019, from the General Manager, Finance and Corporate Services, be introduced and given first, second and third readings.

The question on motion was not called as discussion ensued with regard to moving the source of the funding for the Richmond Bowling Club from the Rate Stabilization Fund to the Capital Building Fund.

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

It was moved and seconded

That Part (1), section (f)(2) of the staff report "Amendments to the Consolidated 5 Year Financial Plan (2019-2023) Bylaw No. 9979" dated August 22, 2019, from the General Manager, Finance and Corporate Services, be amended to indicate that funding for the Richmond Bowling Club be sourced from the Capital Building Fund.

Finance Committee
Monday, October 7, 2019

The question on the amendment motion was not called as staff noted that staff previously recommended that funding for the Richmond Bowling Club be sourced from the Rate Stabilization Fund in order to maintain capacity in the Capital Building Fund for other City projects.

The question on the amendment motion was then called, and it was **DEFEATED** with Mayor Brodie and Cllrs. Au, Loo, McNulty, McPhail and Steves opposed.

Discussion then took place on funding for the RCMP Enhanced City Centre Community Police Office project.

The question on the main motion was then called, and it was **CARRIED** with Cllrs. Day, Greene and Wolfe opposed.

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (4:12 p.m.).

CARRIED

Certified a true and correct copy of the
Minutes of the meeting of the Finance
Committee of the Council of the City of
Richmond held on Monday, October 7,
2019.

Mayor Malcolm D. Brodie
Chair

Evangel Biason
Legislative Services Coordinator



Planning Committee

Date: Tuesday, October 8, 2019

Place: Anderson Room
Richmond City Hall

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

Also Present: Councillor Michael Wolfe

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

MINUTES

It was moved and seconded

That the minutes of the meeting of the Planning Committee held on September 17, 2019, be adopted as circulated.

CARRIED

NEXT COMMITTEE MEETING DATE

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

COMMUNITY SERVICES DIVISION

1. **NON-PROFIT SOCIAL SERVICE AGENCY CURRENT AND FUTURE SPACE NEEDS**

(File Ref. No. 07-3000-01) (REDMS No. 6221117 v. 4)

Lesley Sherlock, Planner 2, provided an update to Committee regarding the situation of non-profit social service agencies deemed at high risk of displacement, noting that recently, the Richmond Society for Community Living (site for the Infant Development and Supported Child Development Programs) and Turning Point Recovery Society were able to secure the needed space to continue with their programs. She added that there are currently no suitable locations found for the Foundry Youth Service Centre of Richmond Addiction Services Society and for the Community Inclusion Program of Richmond Society for Community Living.

Discussion ensued with regard to (i) the timing and content of a forthcoming staff report on the referral regarding potential options to increase the supply of non-profit social service agency space, (ii) the need for senior levels of government to be informed and engaged regarding the space needs of non-profit social service agencies, and (iii) potential spaces that could provide for current and future space needs of non-profit groups including City-owned properties, private developments, buildings owned by the Richmond School District and faith organizations, and temporary modular building sites.

In reply to queries from Committee, staff noted that (i) majority of existing City-owned buildings are currently occupied and cannot temporarily accommodate new tenants, (ii) a significant number of existing office spaces in City-owned buildings lack accessibility features, and (iii) there is currently no development proposal from the City or a private developer to develop the property adjacent to the Richmond Caring Place that could accommodate community facilities.

As a result of the discussion, it was suggested that staff provide an update of Council referrals.

Janice Barr and Rick Dubras, Richmond Community Services Society (RCSAC) representatives, briefed Committee regarding the relocation of some programs of social service agencies within the year, noting that (i) rental rates of new locations for Richmond Society for Community Living programs have significantly increased and could negatively impact funding and service delivery, (ii) Touchstone Family Association has relocated outside of City Centre in the Ironwood area, (iii) relocation of social service programs outside the City Centre pose significant challenges to some clients, and (iv) there is support to communicate current and future space needs of non-profit groups to senior levels of government.

2.

Planning Committee
Tuesday, October 8, 2019

In reply to queries from Committee, Ms. Barr and Mr. Dubras noted that (i) RCSAC supports the regular coordination between planning and social development groups regarding space needs of non-profit groups and the involvement of RCSAC in the process, (ii) Provincial funding for social services typically does not include provision for capital expenditures and increases in rental rates, and (iii) locating social service program spaces in affordable housing sites could be beneficial depending on the type of program and clientele.

Belinda Boyd, representing the Board of Richmond Caring Place, provided an update regarding the activities of the organization, noting that it is actively pursuing expansion of social services currently provided to the community and will present to Council an innovative plan. She added that tenants of Richmond Caring Place have remained and rental rates continue to be affordable.

Discussion further ensued on engaging senior levels of government on current and future space needs of non-profit groups and investigating opportunities to collaborate with senior levels of government to address the concerns of non-profit groups.

It was moved and seconded

That Part 1 of the staff recommendation be amended to include the following:

- (1) That the Premier, the Minister of Municipal Affairs and Housing, the Minister of Social Development and Poverty Reduction, the Minister of Health and Addictions, the Leader of the Opposition and Shadow Ministries, the Richmond Members of the Legislative Assembly (MLAs), the Richmond Members of Parliament (MPs) and appropriate Federal ministers, be included in the list of stakeholders to be informed regarding current and future space needs of non-profit social services agencies; and*
- (2) That a letter be sent encouraging the abovementioned to collaborate in addressing the concerns of social service agencies.*

CARRIED

Planning Committee
Tuesday, October 8, 2019

It was moved and seconded

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

CARRIED

PLANNING AND DEVELOPMENT DIVISION

2. APPLICATION BY MAPLE HILL SCHOOL INC. FOR A TEMPORARY COMMERCIAL USE PERMIT AT 2370 - 4000 NO. 3 ROAD

(File Ref. No. TU 19-855101) (REDMS No. 6276214)

In reply to queries from Committee, Wayne Craig, Director, Development, noted that (i) the BC Ministry of Education does not require independent schools like the one proposed to provide on-site outdoor play spaces, (ii) the required physical education course will take place in an off-site location, and (iii) should the application proceed, the Temporary Commercial Use Permit will expire on August 31, 2020.

Eric Di Nozzi, Principal, Maple Hill School, noted that (i) students of the school are in grades 10 to 12, (ii) a physical education course is required for grade 10 students and is offered in the summer, (iii) physical education requirements are conducted in the Richmond Oval and in an outdoor basketball court, (iv) the school is planning to relocate to new site at 6411 Buswell Street and is currently negotiating with the owner for a 60-month lease period, and (v) the school anticipates that renovation for the new site would start in March 2020.

4.

Planning Committee
Tuesday, October 8, 2019

It was moved and seconded

- (1) *That the application by Maple Hill School Inc. for a Temporary Commercial Use Permit for the property at 2370- 4000 No. 3 Road to allow education (limited to an independent school offering grades 9 to 12) as a permitted use be considered until August 31, 2020; and*
- (2) *That this application be forwarded to the November 18, 2019 Public Hearing at 7:00 p.m. in the Council Chambers of Richmond City Hall.*

CARRIED

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (4:46 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, October 8, 2019.

Councillor Linda McPhail
Chair

Rustico Agawin
Committee Clerk



City of Richmond

Report to Council

To: Richmond City Council

Date: October 9, 2019

From: Anthony Capuccinello Iraci
City Solicitor

File: 01-0270-02-2019-096

Clay Adams
Director, Corporate Communications & Marketing

Re: Vaping Products Advertising Policy

Staff Recommendation

That the general policy set out (at p. 3) in the staff report titled "Vaping Products Advertising Policy" dated October 9, 2019, be adopted.

Clay Adams
Director, Corporate Communications and Marketing
(604-276-4399)

Anthony Capuccinello Iraci
City Solicitor
(604-247-4636)

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Real Estate	<input checked="" type="checkbox"/>	
Transportation	<input checked="" type="checkbox"/>	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

Serious concerns have been raised regarding the health risks associated with vaping and the need for a policy opposing the advertising of vaping products which often targets minors and youth.

This report supports Council's Strategic Plan 2018-2022 Strategy # 1 A Safe and Resilient City:

Enhance and protect the safety and well-being of Richmond

1.1 Enhance safety services and strategies to meet community needs

1.4 Foster a safe, caring and resilient environment

Analysis

Vaping has been growing in popularity over the past decade, initially through marketing as an anti-smoking aid or as a "healthy alternative" to traditional tobacco products. As the use of vaping products has increased, especially among youth, so have the health concerns. Research suggests one vaping cartridge can contain as much nicotine as an entire pack of cigarettes. As many as 18 deaths in the United States have been attributed to lung illness linked to e-cigarettes and other vaping products according to the US Centers for Disease Control and Prevention. The number of confirmed and probable cases linked to vaping in the United States now number over 1,000.

The situation in the United States has given rise to concerns in Canada. The Canadian Pediatric Society called for a ban on flavored vaping products after a 2018 survey found that 21 percent of teens aged 12 to 19 years old had used a nicotine-laced vaping product in the past 30 days. The Canadian Cancer Society, Canadian Medical Association and the Heart & Stroke Foundation have also called for vaping product advertising to be subject to the same regulatory restrictions as tobacco. Three reports of serious vaping-related illness are now being investigated in Canada.

This has led to increased calls to limit or even ban vaping products and the promotion of them. The Union of BC Municipalities (UBCM) recently endorsed a Resolution (B59) to regulate e-cigarettes and other vaping products to minors, while the BC Ministry of Health is expected to announce a strategy to reduce access to youth vaping products during the Fall session of the Legislature.

General Policy

In light of the above, staff recommend that Council adopts the following as a general policy:

As a general policy, the City opposes the placement of vaping product advertising on sites and property that the City owns and/or has sufficient control over, including transit shelters, transit benches and other street furniture.

Financial Impact

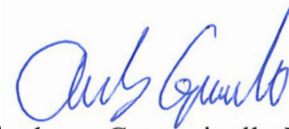
None.

Conclusion

It is the recommendation of staff that a general policy setting out a clear statement of opposition to the advertising of vaping products on City owned and/or controlled sites and property is appropriate and in the public interest. Such a policy promotes public health and brings attention to the serious health risks associated with vaping, particularly for youth and minors who are often the target audience of such advertising.



Clay Adams
Director, Corporate Communications & Marketing
(604-276-4399)



Anthony Capuccinello Iraci
City Solicitor
(604-247-4636)



**Richmond Zoning Bylaw 8500
Amendment Bylaw 9681 (RZ 15-713048)
4300, 4320, 4340 Thompson Road and 4291, 4331, 4431 &
4451 Boundary Road**

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

1. Richmond Zoning Bylaw 8500, as amended, is further amended:

- a. at Section 3.4 (Use and Term Definitions) by inserting the following definitions in alphabetical order:

“Hamilton	means the area included in the Hamilton Area Plan.
Hamilton Area Plan community amenity capital reserve	means the statutory Capital Reserve Fund created by Hamilton Area Plan Community Amenity Capital Reserve Fund Establishment Bylaw No. 9276.”; and

- b. at Section 8.8.4 by deleting Section 8.8.4 and replacing it with the following:

“8.8.4 Permitted Density

1. The maximum **floor area ratio** is 0.6, together with an additional 0.1 **floor area ratio** provided that it is entirely used to accommodate **amenity space**.
2. Notwithstanding Section 8.8.4.1, in **Hamilton** the maximum **floor area ratio** for the RTH1 **zone** is 0.4, together with an additional 0.1 **floor area ratio** provided that it is entirely used to accommodate **amenity space**.
3. Notwithstanding Sections 8.8.4.1 and 8.8.4.2, the respective references to “0.6” and “0.4” are increased to a higher **density** of:
 - a) “0.75” in the RTH1 **zone**;
 - b) “0.80” in the RTH2 **zone**;
 - c) “0.85” in the RTH3 **zone**; and
 - d) “0.90” in the RTH4 **zone**,if the following conditions occur:

- e) (i) the **owner**, at the time **Council** adopts a zoning amendment bylaw to include the **owner's lot** in the RTH1, RTH2, RTH3 or RTH4 **zone**, pays into the **affordable housing reserve** the sum specified in Section 5.15 of this bylaw; or
- (ii) prior to first occupancy of any **building**, the **owner**:
- (A) has constructed on the **lot** to the satisfaction of the **City** **affordable housing units** with a combined **habitable space** of the **affordable housing units** comprising at least 5% of the buildable **floor area** resulting from the maximum permitted **floor area ratio**; and
- (B) enters into a **housing agreement** with respect to the **affordable housing units** and registers the **housing agreement** against the title to the **lot**, and files a notice in the Land Title Office; and
- g) for rezoning applications within **Hamilton**, if the **owner**, at the time **Council** adopts a zoning amendment bylaw to include the **owner's lot** in the RTH1 **zone**, pays into the **Hamilton Area Plan community amenity capital reserve**, a sum based on \$70.50 per square meter of total residential **floor area**."
2. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, as amended, is further amended by repealing the existing zoning designation of the following area and by designating it "**High Density Townhouses (RTH1)**":
- That area shown cross-hatched on "Schedule A attached to and forming part of Bylaw No. 9681".
3. This Bylaw may be cited as "**Richmond Zoning Bylaw 8500, Amendment Bylaw 9681**".
- FIRST READING
- A PUBLIC HEARING WAS HELD ON
- SECOND READING
- THIRD READING
- OTHER CONDITIONS SATISFIED
- MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE APPROVAL
- ADOPTED

FEB 27 2017

MAR 20 2017

MAR 20 2017

MAR 20 2017

SEP 24 2019

SEP 24 2019



MAYOR

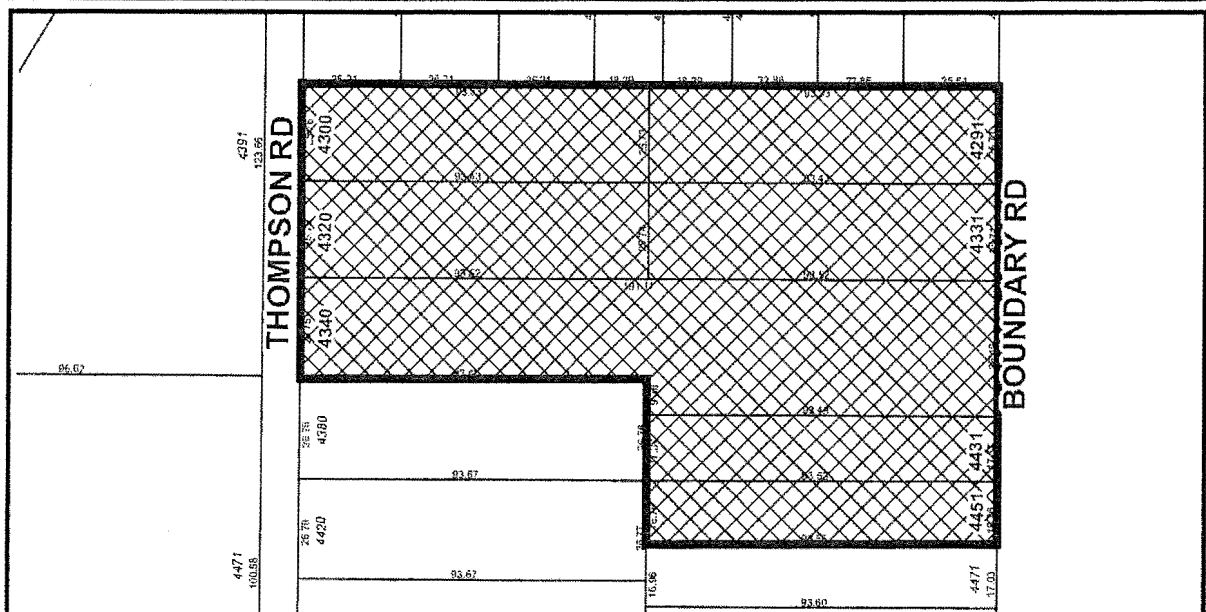
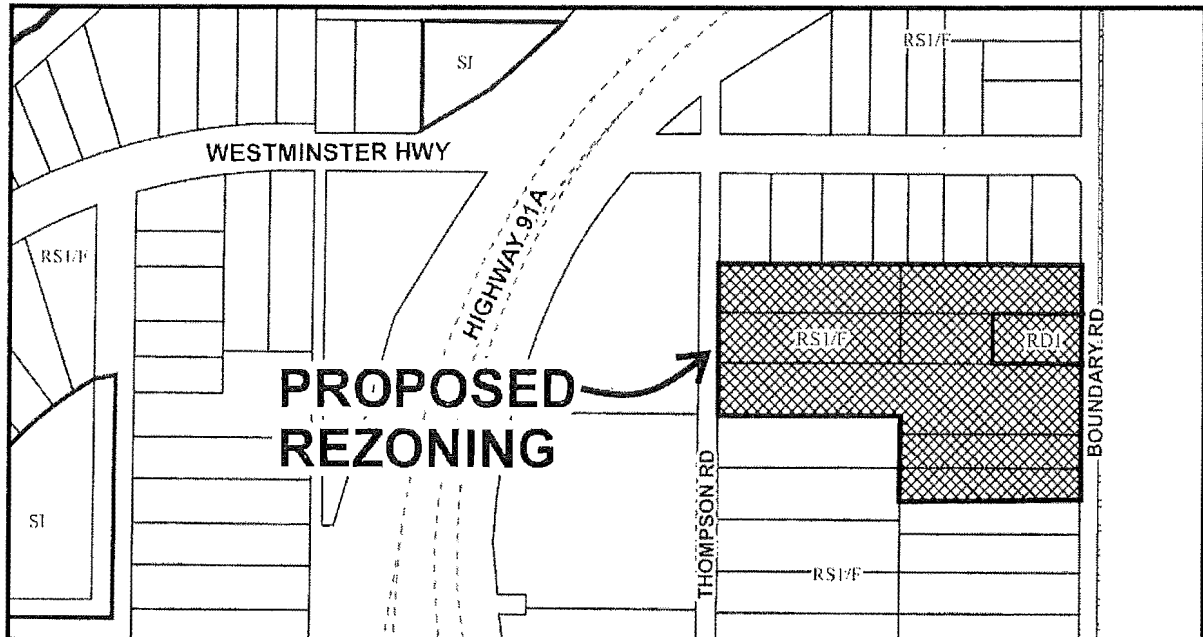
CORPORATE OFFICER

CNCL - 406

"Schedule A attached to and forming part of Bylaw No. 9681"



**City of
Richmond**



RZ 15-713048

Original Date: 01/05/16

Revision Date: 01/07/16

Note: Dimensions are in METRES

CNCL - 407