



## City Council

Council Chambers, City Hall  
6911 No. 3 Road

Tuesday, November 12, 2019  
7:00 p.m.

Pg. #      ITEM

### MINUTES

1. *Motion to:*

- CNCL-13      (1)    adopt the **minutes** of the Regular Council meeting held on October 28, 2019; and
- CNCL-24      (2)    adopt the **minutes** of the Special Council meeting held on October 28, 2019.

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### AGENDA ADDITIONS & DELETIONS

2. APPOINTMENT OF COUNCIL MEMBERS TO EXTERNAL ORGANIZATIONS

- (a) Appointment of Council alternate to the **TransLink –Mayor’s Council**, until November 9, 2020.

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- (b) Appointment of Council representative to the **Richmond Olympic Oval Corporation**, until November 9, 2020.

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## Council Agenda – Monday, November 12, 2019

Pg. #

ITEM

- (c) Appointment of Council representative to **E-Comm**, until the Annual General Meeting of E-Comm in June 2020.

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- (d) Appointment of Council representative and alternate to the **Steveston Harbour Authority Board (SHAB)**, until the Annual General Meeting of the SHAB in October 2020.

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3. NAMING OF STANDING COMMITTEES AND THEIR COMPOSITION BY THE MAYOR  
(in accordance with the *Community Charter*)

4. APPOINTMENT OF MEMBERS OF COUNCIL (AND THEIR ALTERNATES) AS THE LIAISONS TO CITY ADVISORY COMMITTEES AND ORGANIZATIONS

Appointment of Council liaisons (and where applicable, their alternates) until November 9, 2020:

- (a) Advisory Committee on the Environment;
- (b) Child Care Development Advisory Committee;
- (c) Council / School Board Liaison Committee;
- (d) Economic Advisory Committee;
- (e) Heritage Commission;
- (f) Major Facility Building / Project Technical Advisory Committee;
- (g) Richmond 2020 55+ BC Games Board of Directors;
- (h) Richmond Centre for Disability;
- (i) Richmond Chamber of Commerce;
- (j) Richmond Community Services Advisory Committee;
- (k) Richmond Family & Youth Court Advisory Committee;
- (l) Richmond Food Security and Agricultural Advisory Committee;
- (m) Richmond Intercultural Advisory Committee;
- (n) Richmond Public Art Advisory Committee;
- (o) Richmond Sister City Advisory Committee;



## Council Agenda – Monday, November 12, 2019

Pg. #

ITEM

- (p) Richmond Sports Council;
- (q) Richmond Sports Wall of Fame Nominating Committee;
- (r) Seniors Advisory Committee;
- (s) Steveston Historic Sites Building Committee; and
- (t) Vancouver Coastal Health/Richmond Health Services Local Governance Liaison Group.



### 5. APPOINTMENT OF MEMBERS OF COUNCIL AS LIAISONS TO COMMUNITY ASSOCIATIONS

Appointment of Council liaisons to community associations until November 9, 2020:

- (a) Arenas Community Association;
- (b) City Centre Community Association;
- (c) East Richmond Community Association;
- (d) Hamilton Community Association;
- (e) Richmond Art Gallery Association;
- (f) Richmond Fitness and Wellness Association;
- (g) Sea Island Community Association;
- (h) South Arm Community Association;
- (i) Thompson Community Association; and
- (j) West Richmond Community Association.



### 6. APPOINTMENT OF MEMBERS OF COUNCIL AS THE LIAISONS TO VARIOUS BOARDS

Appointment of Council liaisons to various boards until November 9, 2020:

- (a) Aquatic Services Board;
- (b) Museum Society Board;
- (c) Richmond Gateway Theatre Society Board; and

## Council Agenda – Monday, November 12, 2019

Pg. #

ITEM

(d) Richmond Public Library Board.

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### 7. APPOINTMENT OF MEMBERS OF COUNCIL AS LIAISONS TO VARIOUS SOCIETIES

Appointment of Council liaisons until November 9, 2020:

- (a) Britannia Heritage Shipyard Society;
- (b) Gulf of Georgia Cannery Society;
- (c) London Heritage Farm Society;
- (d) Minoru Seniors Society;
- (e) Richmond Nature Park Society;
- (f) Steveston Community Society; and
- (g) Steveston Historical Society.

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### 8. APPOINTMENT OF PARCEL TAX ROLL REVIEW PANEL FOR LOCAL AREA SERVICES

#### RECOMMENDATION

*That the members of the Public Works and Transportation Committee be appointed as the Parcel Tax Roll Review Panel for Local Area Services until November 9, 2020.*

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### 9. APPOINTMENT OF ACTING MAYORS FROM NOVEMBER 13, 2019 TO NOVEMBER 9, 2020

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#### COMMITTEE OF THE WHOLE

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

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11. 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. 26.**

12. *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.**

## CONSENT AGENDA HIGHLIGHTS

- Receipt of Committee minutes
- Steveston Heritage Sites Update
- The Dugout Club
- Municipal and Regional District Tax (MRDT) Revenue From Online Accommodation Platforms
- 2020 District Energy Utility Rates and Bylaw Housekeeping Amendments
- Review of Staffing and Service Levels Related to Bylaw Enforcement (Excluding Short-Term Rentals)
- Application by GRA Greig Holdings Ltd. for a Strata Title Conversion at 11120 Hammersmith Gate
- Land use applications for first reading (to be further considered at the Public Hearing on December 16, 2019):
  - 3208, 3211, and 3328 Carscallen Road – Zoning Text Amendment to ZMU25 Zone (Pinnacle Living (Capstan Village) Lands Inc. – applicant)
  - 10671 and 10691 Gilmore Crescent – Rezone from RS1/D to RS2/B Zone (Cherdu Properties Ltd. – applicant)

## Council Agenda – Monday, November 12, 2019

Pg. # ITEM

- 9900 No. 3 Road and 8031 Williams Road – Rezone from CG2 and RS1/E to ZMU44 Zone (Mosaic No. 3 Road and Williams Limited Partnership – applicant)

13. *Motion to adopt Items No. 14 through No. 23 by general consent.*

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14. COMMITTEE MINUTES

*That the minutes of:*

**ADDED** (1) the **Parks, Recreation and Cultural Services Committee** meeting held  
CNCL-449 on October 29, 2019;  
CNCL-469 (2) the **General Purposes Committee** meeting held on November 4, 2019;  
CNCL-481 (3) the **Finance Committee** meeting held on November 4, 2019;  
CNCL-485 (4) the **Planning Committee** meeting held on November 5, 2019; and  
*be received for information.*

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15. STEVESTON HERITAGE SITES UPDATE

(File Ref. No. 11-7000-01) (REDMS No. 6319822 v. 3)

CNCL-27

**See Page CNCL-27 for full report**

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE  
RECOMMENDATION

*That staff develop a Steveston Heritage Sites Interpretive Plan to guide the future conservation, interpretation, exhibit and program development of City-owned heritage sites in Steveston, as described in the staff report titled “Steveston Heritage Sites Update,” dated October 4, 2019, from the Director, Arts, Culture and Heritage Services.*

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**ADDED** 16. THE DUGOUT CLUB

(File Ref. No.)

CNCL-495

**See Page CNCL-495 for correspondence**

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE  
RECOMMENDATION

## Council Agenda – Monday, November 12, 2019

Pg. #      ITEM

*That the request for City support from the Dugout Club be referred to staff and that staff work with the Dugout Club on the documentation required, including a letter of support, for their grant application to the Vancouver Canadians Baseball Foundation.*



Consent  
Agenda  
Item

### 17. MUNICIPAL AND REGIONAL DISTRICT TAX (MRDT) REVENUE FROM ONLINE ACCOMMODATION PLATFORMS

(File Ref. No. 08-4150-03-01) (REDMS No. 6271592)

CNCL-36

See Page CNCL-36 for full report

#### GENERAL PURPOSES COMMITTEE RECOMMENDATION

**REVISED**

- (1) *That staff be directed to submit the necessary documentation to Destination BC for allocation of future Online Accommodation Platform (OAP) Municipal and Regional District Tax (MRDT) revenue to affordable housing initiatives in accordance with the City's Affordable Housing Strategy; and*
- (2) *That Municipal and Regional District Tax Imposition Bylaw No. 9631, Amendment Bylaw No. 10099, to add "affordable housing initiatives" as a permitted use for Online Accommodation Platform (OAP) MRDT revenue be introduced and given first, second and third reading.*



Consent  
Agenda  
Item

### 18. 2020 DISTRICT ENERGY UTILITY RATES AND BYLAW HOUSEKEEPING AMENDMENTS

(File Ref. No. 10-6600-10-02) (REDMS No. 6242601 v. 6)

CNCL-51

See Page CNCL-51 for full report

#### GENERAL PURPOSES COMMITTEE RECOMMENDATION

**REVISED**

- (1) *That the Alexandra District Energy Utility Bylaw No. 8641, Amendment Bylaw No. 10085 be introduced and given first, second and third readings; and*

## Council Agenda – Monday, November 12, 2019

Pg. # ITEM

- (2) *That the Oval Village District Energy Utility Bylaw No. 9134, Amendment Bylaw No.10086 be introduced and given first, second and third readings; and*
- (3) *That the City Centre District Energy Utility Bylaw No. 9895, Amendment Bylaw No.10087 be introduced and given first, second and third readings.*



19. **REVIEW OF STAFFING AND SERVICE LEVELS RELATED TO BYLAW ENFORCEMENT (EXCLUDING SHORT-TERM RENTALS)**  
(File Ref. No. 12-8060-01) (REDMS No. 6201149 v. 8)

Consent  
Agenda  
Item

CNCL-124

See Page CNCL-124 for full report

### GENERAL PURPOSES COMMITTEE RECOMMENDATION

- REVISED**
- (1) *That “Option A – Enhanced Enforcement” as described in the report titled, “Review of Staffing and Service Levels Related to Bylaw Enforcement (Excluding Short-Term Rentals)”, dated October 10, 2019, from the General Manager Community Safety, be endorsed;*
  - (2) *That a position complement control number be assigned to create a new Regular Full-Time Business License Inspector position using existing funding; and*
  - (3) *That staffing and service levels related to bylaw enforcement be reviewed in one year.*



20. **APPLICATION BY GRA GREIG HOLDINGS LTD. FOR A STRATA TITLE CONVERSION AT 11120 HAMMERSMITH GATE**  
(File Ref. No. SC 19-850047) (REDMS No. 6126388)

Consent  
Agenda  
Item

CNCL-232

See Page CNCL-232 for full report

### PLANNING COMMITTEE RECOMMENDATION

- REVISED**
- (1) *That the application for a Strata Title Conversion by GRA Greig Holdings Ltd. for the property located at 11120 Hammersmith Gate be approved on fulfilment of the following conditions:*
    - (a) *Payment of all City utility charges and property taxes up to and including the year 2019;*
    - (b) *Registration of a flood indemnity covenant on Title identifying a*

## Council Agenda – Monday, November 12, 2019

Pg. #      ITEM

*minimum habitable elevation of 2.9 m GSC;*

- (c) Submission of appropriate plans and documents for execution by the Approving Officer within 180 days of the date of this resolution;*
- (d) Provision of a pedestrian connection from the sidewalk to the building, to the satisfaction of the Director, Development;*
- (e) Final inspection approval of Building Permit (BB 19-866247) for previous interior works without a permit; and*
- (f) Final building check of the removal of non-compliant outdoor structures.*



Consent  
Agenda  
Item

21. **APPLICATION BY PINNACLE LIVING (CAPSTAN VILLAGE) LANDS INC. FOR A ZONING TEXT AMENDMENT TO THE “RESIDENTIAL / LIMITED COMMERCIAL AND ARTIST RESIDENTIAL TENANCY STUDIO UNITS (ZMU25) – CAPSTAN VILLAGE (CITY CENTRE)” ZONE FOR THE PROPERTIES AT 3208, 3211, AND 3328 CARSCALLEN ROAD**

(File Ref. No. ZT 18-827860) (REDMS No. 6152169 v. 4)

CNCL-242

See Page CNCL-242 for full report

### PLANNING COMMITTEE RECOMMENDATION

**REVISED**

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 10107, for a Zoning Text Amendment to the “Residential / Limited Commercial and Artist Residential tenancy Studio Units (ZMU25) – Capstan Village (City Centre)” zone, to transfer 436 m2 of un-built permitted residential floor area from 3328 Carscallen Road (Area B) to 3208 Carscallen Road (Area C), and to transfer the developer’s required Area D affordable housing contribution from 3211 Carscallen Road (Area D) to 3208 Carscallen Road (Area C), be introduced and given first reading.*



## Council Agenda – Monday, November 12, 2019

Pg. # ITEM

Consent  
Agenda  
Item

22. **APPLICATION BY CHERDU PROPERTIES LTD. FOR REZONING AT 10671 AND 10691 GILMORE CRESCENT FROM THE “SINGLE DETACHED (RS1/D)” ZONE TO THE “SINGLE DETACHED (RS2/B)” ZONE**

(File Ref. No. RZ 19-857867) (REDMS No. 6313565)

CNCL-263

See Page CNCL-263 for full report

### PLANNING COMMITTEE RECOMMENDATION

#### **REVISED**

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 10108, for the rezoning of 10671 and 10691 Gilmore Crescent from the “Single Detached (RS1/D)” zone to the “Single Detached (RS2/B)” zone to facilitate the creation of three single-family lots, be introduced and given First Reading.*



Consent  
Agenda  
Item

23. **APPLICATION BY MOSAIC NO. 3 ROAD AND WILLIAMS LIMITED PARTNERSHIP TO AMEND THE 2041 OCP LAND USE MAP DESIGNATION OF 8031 WILLIAMS ROAD IN SCHEDULE 1 OF RICHMOND OFFICIAL COMMUNITY PLAN BYLAW 9000, CREATE THE “COMMERCIAL MIXED USE (ZMU44) – BROADMOOR” ZONE, AND REZONE 9900 NO. 3 ROAD AND 8031 WILLIAMS ROAD FROM THE “GAS & SERVICE STATIONS (CG2)” AND “SINGLE DETACHED (RS1/E)” ZONES (RESPECTIVELY), TO THE “COMMERCIAL MIXED USE (ZMU44) – BROADMOOR” ZONE**

(File Ref. No. RZ 18-835532) (REDMS No. 6321188)

CNCL-283

See Page CNCL-283 for full report

### PLANNING COMMITTEE RECOMMENDATION

#### **REVISED**

- (1) *That Richmond Official Community Plan Bylaw 9000, Amendment Bylaw 10110, to redesignate 8031 Williams Road from “Neighbourhood Residential” to “Neighbourhood Service Centre” in Attachment 1 to Schedule 1 of Richmond Official Community Plan Bylaw 9000 (2041 OCP Land Use Map), be introduced and given First Reading; and*
- (2) *That Richmond Official Community Plan Bylaw 9000, Amendment Bylaw 10110, having been considered in conjunction with:*
- (a) *the City’s Financial Plan and Capital Program; and*
  - (b) *the Greater Vancouver Regional District Solid Waste and Liquid Waste Management Plans;*



## Council Agenda – Monday, November 12, 2019

Pg. #      ITEM

*is hereby found to be consistent with said program and plans, in accordance with Section 477(3)(a) of the Local Government Act; and*

- (3) *That Richmond Official Community Plan Bylaw 9000, Amendment Bylaw 10110, having been considered in accordance with OCP Bylaw Preparation Consultation Policy 5043, is hereby found not to require further consultation; and*
- (4) *That Richmond Zoning Bylaw 8500, Amendment Bylaw 10111 to create the “Commercial Mixed Use (ZMU44) – Broadmoor” zone, and to rezone 9900 No. 3 Road from the “Gas & Service Stations (CG2)” zone, and 8031 Williams Road from the “Single Detached (RS1/E)” zone, to the “Commercial Mixed Use (ZMU44) – Broadmoor” zone, be introduced and given First Reading.*



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### CONSIDERATION OF MATTERS REMOVED FROM THE CONSENT AGENDA

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### NON-CONSENT AGENDA ITEMS

#### FINANCE COMMITTEE

Mayor Malcolm D. Brodie, Chair

#### 24. 2020 UTILITY BUDGETS AND RATES

(File Ref. No. 03-0970-01) (REDMS No. 6326025; 6308439 v. 6)

CNCL-496

See Page **CNCL-496** for full report and rate amendment bylaws

CNCL-171

See Page **CNCL-171** for original report

## Council Agenda – Monday, November 12, 2019

Pg. #      ITEM

### FINANCE COMMITTEE RECOMMENDATION

Opposed: Cllr. Au

#### **REVISED**

*That the 2020 Utility Budgets, as outlined in Option 1 for Water, Option 2 for Sewer, Option 3 for Drainage and Diking, and Option 3 for Solid Waste and Recycling including a new personnel complement control number for a regular full-time Recycling Coordinator position, as outlined in the staff report, dated October 15, 2019 from the General Manager, Finance and Corporate Services and the General Manager, Engineering and Public Works, be approved as the basis for establishing the 2020 utility rates and preparing the Consolidated 5 Year Financial Plan (2020-2024) Bylaw.*

#### **ADDED**

### ADDITIONAL RECOMMENDATION

*That each of the following bylaws be introduced and given first, second, and third readings:*

- (1) Waterworks and Water Rates Bylaw No. 5637, Amendment Bylaw No. 10113;*
- (2) Drainage, Dyke and Sanitary Sewer System Bylaw No. 7551, Amendment Bylaw No. 10114; and*
- (3) Solid Waste & Recycling Regulation Bylaw No. 6803, Amendment Bylaw No. 10115.*



### PLANNING COMMITTEE

Councillor Linda McPhail, Chair

25. **APPLICATION BY VIVID GREEN ARCHITECTURE INC. FOR REZONING AT 5500 WILLIAMS ROAD FROM THE “SINGLE DETACHED (RS1/E)” ZONE TO THE “ARTERIAL ROAD TWO-UNIT DWELLINGS (RDA)” ZONE**  
(File Ref. No. RZ 17-790028) (REDMS No. 6226961)

CNCL-202

See Page CNCL-202 for full report

## Council Agenda – Monday, November 12, 2019

Pg. #      ITEM

### PLANNING COMMITTEE RECOMMENDATION

#### **REVISED**

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 10091, for the rezoning of 5500 Williams Road from the “Single Detached (RS1/E)” zone to the “Arterial Road Two Unit Dwellings (RDA)” zone, be introduced and given First Reading.*

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### PUBLIC ANNOUNCEMENTS AND EVENTS

### NEW BUSINESS

### BYLAWS FOR ADOPTION

**CNCL-330**      Traffic Bylaw No. 5870, Amendment **Bylaw No. 10023**  
Opposed at 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> Readings – None.

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**CNCL-334**      Parking (Off-Street) Regulation Bylaw No. 7403, Amendment **Bylaw No. 10024**  
Opposed at 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> Readings – None.

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**CNCL-336**      Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment **Bylaw No. 10025**  
Opposed at 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> Readings – None.

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## Council Agenda – Monday, November 12, 2019

Pg. #

ITEM

**CNCL-338** Consolidated Fees Bylaw No. 8636, Amendment **Bylaw No. 10026**  
Opposed at 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> Readings – None.

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**CNCL-340** Consolidated Fees Bylaw No. 8636, Amendment **Bylaw No. 10056**  
Opposed at 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> Readings – None.

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**CNCL-385** Consolidated 5 Year Financial Plan (2019-2023) Bylaw No. 9979  
Amendment **Bylaw No. 10078**  
Opposed at 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> Readings – None.

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**CNCL-390** Richmond Zoning Bylaw No. 8500, Amendment **Bylaw No. 9836**  
(3551, 3571, 3591, 3611, and 3631 Sexsmith Road, RZ 17-778835)  
Opposed at 1<sup>st</sup> Reading – None.  
Opposed at 2<sup>nd</sup>/3<sup>rd</sup> Readings – None.

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### DEVELOPMENT PERMIT PANEL

#### 26. RECOMMENDATION

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

**CNCL-393** (1) *That the minutes of the Development Permit Panel meeting held on*  
**ADDED** *October 17, 2019 and October 30, 2019, and the Chair's report for*  
**CNCL-518** *the Development Permit Panel meetings held on June 12, 2019, be*  
*received for information; and*

**CNCL-445** (2) *That the recommendation of the Panel to authorize the issuance of a*  
*Development Permit (DP 18-818748) for the property at 3551, 3571,*  
*3591, 3611 and 3631 Sexsmith Road be endorsed, and the Permit so*  
*issued.*

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### ADJOURNMENT

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## Regular Council

**Monday, October 28, 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

- R19/17-1    1.    It was moved and seconded  
*That:*
- (1)    *the minutes of the Regular Council meeting held on October 15, 2019, be adopted as circulated;*
  - (2)    *the minutes of the Regular Council meeting for Public Hearings held on October 21, 2019, be adopted as circulated; and*
  - (3)    *the Metro Vancouver 'Board in Brief' dated October 4, 2019, be received for information.*

**CARRIED**



**Regular Council**  
**Monday, October 28, 2019**

**PRESENTATIONS**

- (1) Dale Littlejohn, Executive Director, Community Energy Association, presented the UBCM Award for Excellence Electric Vehicle Parking Requirements.
- (2) Alen Postolka, Manager, District Energy, presented the award from the American Association of Engineers for the 2019 Energy Project of the Year for Alexandra District Energy.
- (3) Chris Duggan, Program Manager, Child Care, presented the UBCM Community Excellence Award for Child Care Needs Assessment and Strategy.

**COMMITTEE OF THE WHOLE**

- R19/17-2    2. It was moved and seconded  
*That Council resolve into Committee of the Whole to hear delegations on agenda items (7:12 p.m.).*

**CARRIED**

3. Delegation from the floor on Agenda items

Item No. 18 – Youth City Council

Annie Lai, Richmond resident, spoke about the proposed Youth Civic Engagement Program, and noted that she would like (i) a mock Council meeting to take place to allow participants to apply their learning, (ii) a final project to address issues discussed and presented to Council, (iii) a mentorship program where participants can meet with Council members, (iv) groups of 9-10 to ensure ample participation time, and (v) the age group to be 16-23 years old.



**Regular Council  
Monday, October 28, 2019**

In reply to queries from Council, Ms. Lai advised that (i) various discussion topics would be considered, (ii) the mentorship program would allow participants to meet Council members and learn from their perspective on various issues, (iii) a mock Council meeting would take place in the Council Chambers, and (iv) a relationship between the Richmond School Board and the City would be beneficial.

- R19/17-3      4.    It was moved and seconded  
*That Committee rise and report (7:25 p.m.).*

**CARRIED**

**CONSENT AGENDA**

- R19/17-4      5.    It was moved and seconded  
*That Items No. 7 through No. 17 be adopted by general consent.*

**CARRIED**

Council requested a staff memorandum in relation to Item No. 10, regarding sustainability and environmental guidelines in the City's Purchasing Policy.

**6.    COMMITTEE MINUTES**

*That the minutes of:*

- (1)    the Community Safety Committee meeting held on October 16, 2019;*
- (2)    the Special General Purposes Committee meeting held on October 15, 2019;*
- (3)    the General Purposes Committee meeting held on October 21, 2019;*
- (4)    the Planning Committee meeting held on October 22, 2019; and*
- (5)    the Public Works and Transportation Committee meeting held on October 23, 2019;*

*be received for information.*

**ADOPTED ON CONSENT**



**Regular Council  
Monday, October 28, 2019**

7. **HOUSEKEEPING AMENDMENTS FOR TRAFFIC BYLAW NO. 5870; PARKING (OFF-STREET) REGULATION BYLAW NO. 7403; NOTICE OF BYLAW VIOLATION DISPUTE ADJUDICATION BYLAW NO. 8122; AND CONSOLIDATED FEES BYLAW NO. 8636**  
(File Ref. No. 12-8060-20-10023/10024/10025/10026) (REDMS No. 6155988; 6256761; 6256794; 6256673; 6256668)

*That the following bylaws are introduced and given first, second and third readings:*

- (1) Traffic Bylaw No. 5870, Amendment Bylaw No. 10023;*
- (2) Parking (Off-Street) Regulation Bylaw No. 7403, Amendment Bylaw No. 10024;*
- (3) Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 10025; and*
- (4) Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10026.*

**ADOPTED ON CONSENT**

8. **AWARD OF CONTRACT 6334Q - SUPPLY AND DELIVERY OF BOOTS AND ACCESSORIES FOR RICHMOND FIRE-RESCUE**  
(File Ref. No. 03-1000-20-6334Q) (REDMS No. 6301150 v.5)

- (1) That Contract 6334Q - Supply and Delivery of Boots and Accessories for an initial three year term be awarded to Associated Fire Safety Group for the estimated average annual amount of \$150,000.00, with an option to renew for two further one year terms, for an estimated total contract value of \$750,000.00 over the five year term; and*
- (2) That the Chief Administrative Officer and the General Manager of Community Safety be authorized to execute the Contract 6334Q as outlined in the staff report titled "Award of Contract 6334Q – Supply and Delivery of Boots and Accessories for Richmond Fire-Rescue", dated September 16, 2019, from the Fire Chief.*

**ADOPTED ON CONSENT**





**Regular Council**  
**Monday, October 28, 2019**

**9. ROYAL CANADIAN MARINE SEARCH AND RESCUE FUNDING REQUEST**

(File Ref. No. 09-5355-20-RMVP1)

*That a letter of support for Royal Canadian Marine Search and Rescue's funding request for new equipment to the Vancouver Airport Authority be endorsed.*

**ADOPTED ON CONSENT**

**10. AWARD OF CONTRACT 6430P – PROVISION FOR MANAGED PRINT SERVICES**

(File Ref. No. 03-1000-20-6430P) (REDMS No. 6138283 v. 27)

- (1) That Contract 6430P–Provision for Managed Print Services, for a five (5) year contract with the option to extend for two additional one-year periods, be awarded to Xerox Canada Ltd., for the total amount of \$840,527.85; and*
- (2) That the Chief Administrative Officer and the General Manager, Finance and Corporate Services be authorized to negotiate and execute a managed print services contract with Xerox Canada Ltd. on the terms and conditions of the contract as outlined in Contract 6430P–Provision for Managed Print Services.*

**ADOPTED ON CONSENT**

**11. 2020 POLLINATOR PARTNERSHIP INITIATIVES**

(File Ref. No. 10-6161-06; 10-6125-11-07) (REDMS No. 6236942 v. 11; 6308340)

*That, as described in the report titled '2020 Pollinator Initiatives' from the Manager, Environment, dated September 18, 2019:*

- (1) staff collaborate with Border Free Bees to carry out the Richmond Nectar Trail Pilot Project;*
- (2) staff inform Council in 2020 with information on the final route for the Nectar Trail route in Richmond; and*
- (3) the City of Richmond pursues "Bat-Friendly Community" certification from the Community Bat Programs of BC.*

**ADOPTED ON CONSENT**



**Regular Council  
Monday, October 28, 2019**

**12. FINAL REGULATIONS FOR NEW CANNABIS PRODUCTS:  
EDIBLES, EXTRACTS AND TOPICALS**

(File Ref. No. 09-5000-03-03) (REDMS No. 6222948 v. 4; 6105948)

- (1) *That the report titled “Final Regulations for New Cannabis Products: Edibles, Extracts and Topicals,” dated September 23, 2019, from the General Manager, Community Safety, be received for information;*
- (2) *That staff examine the discrepancies of the penalties related to smoking offenses compared to vaping offenses, and report back; and*
- (3) *That staff examine signage requirements related to cannabis in public facilities, and report back.*

**ADOPTED ON CONSENT**

**13. APPLICATION BY COLLIERS INTERNATIONAL CONSULTING  
TO CREATE THE “RENTAL TENURE RESIDENTIAL AND  
RELIGIOUS ASSEMBLY (ZMU42) - ST. ALBANS (CITY CENTRE)”  
ZONE, AND REZONE THE SITE AT 8131 AND 8151 BENNETT  
ROAD FROM THE “SINGLE DETACHED (RS1/E)” ZONE AND THE  
“ASSEMBLY (ASY)” ZONE TO THE “RENTAL TENURE  
RESIDENTIAL AND RELIGIOUS ASSEMBLY (ZMU42) - ST.  
ALBANS (CITY CENTRE)” ZONE**

(File Ref. No. RZ 18-808220; 12-8060-20-10065) (REDMS No. 6210273; 1012887; 6226983)

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 10065 to create the “Rental Tenure Residential and Religious Assembly (ZMU42) - St. Albans (City Centre)” zone, and to rezone 8131 and 8151 Bennett Road from the “Single Detached (RS1/E)” zone and the “Assembly (ASY)” zone to the “Rental Tenure Residential and Religious Assembly (ZMU42) - St. Albans (City Centre)” zone, be introduced and given first reading.*

**ADOPTED ON CONSENT**



**Regular Council  
Monday, October 28, 2019**

**14. PROPOSED AMENDMENTS TO CHILD CARE DEVELOPMENT POLICY 4017 AND RICHMOND ZONING BYLAW NO. 8500**

(File Ref. No. 07-3070-00; 12-8060-20-10095; 01-0095-20-4017) (REDMS No. 6160957; 4731429; 6321236; 6323042)

- (1) That Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 10095 be introduced and given first reading; and*
- (2) That upon adoption of Richmond Zoning Bylaw No. 8500, Amendment 10095, the Child Care Development Policy 4017 be amended, as set out in Attachment 1 of the report dated October 7, 2019 from the Director, Community Social Development, titled “Proposed Amendments to the Child Care Development Policy 4017 and Richmond Zoning Bylaw No. 8500.”*

**ADOPTED ON CONSENT**

**15. TRANSLINK 2020 COST-SHARE APPLICATIONS**

(File Ref. No. 01-0154-04) (REDMS No. 6248060 v. 6)

*That as described in the report titled “TransLink 2020 Cost-Share Applications” dated August 26, 2019 from the Director, Transportation:*

- (a) the Cambie Road Overpass project be endorsed;*
- (b) the submission of road, pedestrian, bicycle and transit facility improvement projects as part of the TransLink 2020 cost-share programs be endorsed;*
- (c) the information will be considered in the 2020 Capital Budget process; and*
- (d) the Chief Administrative Officer and General Manager, Planning and Development be authorized to execute the successful funding agreements.*

**ADOPTED ON CONSENT**



**Regular Council**  
**Monday, October 28, 2019**

**16. AWARD OF CONTRACT 6509P – MATTRESS AND UPHOLSTERED FURNITURE RECYCLING SERVICES**

(File Ref. No. 03-1000-20-6509P) (REDMS No. 6285538 v. 7)

*That Contract 6509P – Mattress and Upholstered Furniture Recycling Services be awarded to Canadian Mattress Recycling Inc. at an estimated total contract value of \$1,029,185 over a maximum five-year term and the Chief Administrative Officer and General Manager, Engineering & Public Works be authorized to negotiate and execute a service contract with Canadian Mattress Recycling Inc. incorporating the key terms outlined in the staff report dated September 24, 2019.*

**ADOPTED ON CONSENT**

**17. AWARD OF CONTRACT 6503P – EV CHARGING INFRASTRUCTURE AND MANAGEMENT PROVIDER**

(File Ref. No. 03-1000-20-6503P) (REDMS No. 6282527 v. 10)

*That Contract 6503P – Electric Vehicle Charging Infrastructure and Management Provider be awarded to Forseeson Technology for a five-year term for an estimated total value of \$1,506,322, and the Chief Administrative Officer and Acting General Manager, Engineering & Public Works be authorized to negotiate and execute a service contract with Forseeson Technology incorporating the key terms outlined in the staff report dated October 9, 2019.*

**ADOPTED ON CONSENT**

\*\*\*\*\*

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

\*\*\*\*\*



**Regular Council**  
**Monday, October 28, 2019**

**NON-CONSENT AGENDA ITEMS**

**GENERAL PURPOSES COMMITTEE**

Mayor Malcolm D. Brodie, Chair

**18. YOUTH CITY COUNCIL**

(File Ref. No. 07-3425-01) (REDMS No. 6236478 v. 13; 6309027)

R19/17-5

It was moved and seconded

- (1) *That the Youth Civic Engagement Program (Option 1) as described in the staff report titled "Youth City Council," dated October 8, 2019, from the Director, Community Social Development be approved;*
- (2) *That staff consider establishing an annual conference for all program participants and explore collaboration opportunities such as mock Council meetings and visits with Council members; and*
- (3) *That the Youth Civic Engagement Program be reviewed in one year.*

The question on the motion was not called as discussion took place with regard to (i) fine-tuning details of the program to reflect suggestions by the delegation, (ii) the age range that would be appropriate for the program, (iii) frequency of the sessions, and (iv) the number of participants in each group.

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

R19/17-6

It was moved and seconded

*That recommendation 1 be amended to specify that program participants be limited to 15-23 years old.*

**CARRIED**

Opposed: Cllr. McPhail

Discussion further ensued regarding making the mock Council Meeting component mandatory.

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



**Regular Council**  
**Monday, October 28, 2019**

R19/17-7

It was moved and seconded

- (1) *That recommendation 2 be amended by deleting the reference to mock Council meetings; and*
- (2) *That the following recommendation be added as Part (4):*  
*That a component of each program be a mock Council meeting.*

**CARRIED**

Discussion further ensued regarding referring the report back to staff to allow more feedback from the public on the proposed program.

As a result of the discussion, a referral motion to defer the matter to the next Council Meeting to provide more opportunities for the public to speak was introduced, but failed to receive a seconder.

The question on the main motion, which reads as follows:

- (1) *That the Youth Civic Engagement Program (Option 1) as described in the staff report titled "Youth City Council," dated October 8, 2019, from the Director, Community Social Development be approved and that program participants be limited to 15-23 years old;*
- (2) *That staff consider establishing an annual conference for all program participants and explore collaboration opportunities such as visits with Council members;*
- (3) *That the Youth Civic Engagement Program be reviewed in one year; and*
- (4) *That a component of each program be a mock Council meeting.*

was then called and it was **CARRIED** with Cllr. Wolfe opposed.

**PUBLIC ANNOUNCEMENTS**

Mayor Brodie announced that the Early Childhood Development Hub at 3328 Carscallen Road will be named Sprouts Early Childhood Development Hub.



**Regular Council**  
**Monday, October 28, 2019**

**BYLAWS FOR ADOPTION**

- R19/17-8      It was moved and seconded  
*That the following bylaws be adopted:*  
*Indemnification Bylaw No. 9911;*  
*City Centre District Energy Utility Bylaw No. 9895, Amendment Bylaw No. 10100;*  
*Permissive Exemption (2020) Bylaw No. 10027.*

**CARRIED**

- R19/17-9      It was moved and seconded  
*That Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 9852 be adopted.*

**CARRIED**

Opposed: Cllr. Greene

**ADJOURNMENT**

- R19/17-10      It was moved and seconded  
*That the meeting adjourn (8:38 p.m.).*

**CARRIED**

Certified a true and correct copy of the Minutes of the Regular meeting of the Council of the City of Richmond held on Monday, October 28, 2019.

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Mayor (Malcolm D. Brodie)

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Corporate Officer (Claudia Jesson)





**Special Council  
Monday, October 28, 2019**

Place: Anderson Room  
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 4:00 p.m.

RES NO.    ITEM

**FINANCE AND CORPORATE SERVICES DIVISION**

**1.    PROPERTY MAINTENANCE AND REPAIR BYLAW NO. 7897 11780  
      KINGFISHER DRIVE FEE APPEAL**

(File Ref. No. 01-0275-20-2019-027; 09-5000-02) (REDMS No. 6262777 v. 6)

Cameron Lee, Legal Counsel, Henderson & Lee Law Corporation, advised that the property owner Jing Cong and her son Andy are present and are available to respond to queries. She provided background information on the property, noting the following information:

- the owner entered into a lease agreement with the tenant that included an addendum stating that the property was not to be sublet to anyone without authorization and no illegal activities were allowed;
- the property manager was to maintain and oversee the property while the owner was overseas, and inspect the property every month;





**Special Council**  
**Monday, October 28, 2019**

RES NO.    ITEM

- in August the property owner received a letter from the City notifying her of the situation at her property;
- the owner was not afforded the opportunity to have proper representation as she does not speak English, leading to miscommunication;
- the property owner was not provided sufficient time to complete the requested tasks by the City;
- costs associated with RCMP staff time were unclear;
- the City will not issue a building permit as the house is no longer safe to occupy;
- a demolition permit will not be issued by the City until the invoice has been paid;
- the owner has done her due diligence to comply with the bylaw and ensure requests by the City were carried out in a timely manner; and
- the invoice issued to the property owner is unfair and not reflective of the effort and time the owner has put in to comply with the bylaw.

Discussion ensued regarding costs incurred by the property owner in relation to the cleanup of the property.

In reply to queries from Council, staff noted that (i) the invoices were rendered correctly, (ii) the demolition permit was issued on Friday, October 25, 2019, (iii) "Do Not Enter or Occupy" notices were posted on the doors at the site, (iv) stop work orders were issued for City works taking place in the area due to the unsafe conditions, (v) professional contractors are required to remediate the property due to the hazardous materials and a re-occupancy certificate is needed in order to occupy the location again, (vi) overtime hours incurred by the RCMP members are billed to the property owner, (vii) specialized RCMP officers were needed for this event due to the hazardous nature of the situation, (viii) the industrial hygienist company will not issue a certificate of rehabilitation due to the nature of the chemicals used; therefore the owner is unable to rent or sell the property, and (ix) the work performed by contractors hired by the RCMP to remove and dispose of chemicals is different than the remediation work done by professional contractors retained by the property owner.



**Special Council**  
**Monday, October 28, 2019**

RES NO.    ITEM

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

SP19/9-1

It was moved and seconded

***That the appeal by Jing Cong of fees imposed pursuant to the Property Maintenance and Repair Bylaw No. 7897 in respect to the drug lab located at 11780 Kingfisher Drive, Richmond, B.C., be dismissed.***

The question on the motion was not called as discussion took place on the (i) severity of the incident and impacts to the environment and surrounding properties, (ii) impact on the property owner of the costs of RCMP and Richmond-Fire Rescue, and (iii) property owner's efforts to comply with the bylaw to the best of her ability.

The question on the motion was then called and it was **CARRIED** with Mayor Brodie and Cllrs. Au and Loo opposed.

**ADJOURNMENT**

SP19/9-2

It was moved and seconded

***That the meeting adjourn (5:14 p.m.).***

**CARRIED**

Certified a true and correct copy of the Minutes of the Special meeting of the Council of the City of Richmond held on Monday, October 28, 2019.

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Mayor (Malcolm D. Brodie)

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Corporate Officer (Claudia Jesson)



# City of Richmond

## Report to Committee

**To:** Parks, Recreation and Cultural Services  
Committee

**From:** Marie Fenwick  
Director, Arts, Culture and Heritage Services

**Re:** **Steveston Heritage Sites Update**

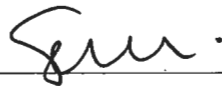

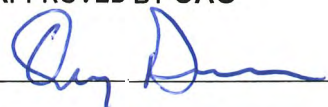
**Date:** October 4, 2019

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

### Staff Recommendation

That staff develop a Steveston Heritage Sites Interpretive Plan to guide the future conservation, interpretation, exhibit and program development of City-owned heritage sites in Steveston, as described in the staff report titled "Steveston Heritage Sites Update," dated October 4, 2019, from the Director, Arts, Culture and Heritage Services.

Marie Fenwick  
Director, Arts, Culture and Heritage Services  
(604-276-4288)

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

## Staff Report

### Origin

The purpose of this report is to provide Council with an update on the status of Steveston's Heritage Sites, including the work completed to date and next steps related to the following referrals:

The April 24, 2019 referral motion:

*That staff update the London Farm Master Plan and investigate the cost, and potential, of reconstructing a timber barn, similar to the barn re-constructed, with a barn raising event, in Ladner by Delta Municipality.*

The March 26, 2019 referral motion:

*That governance of Steveston Heritage sites be reviewed to consider: (1) the establishment of an overall Steveston Heritage Sites Board including London Farm, Britannia Shipyard, Steveston Museum, and Gulf of Georgia Cannery Societies, with possible representation from the Heritage Commission; (2) the responsibility of the Steveston Historical Society be expanded to include the Steveston Tram and Branscombe House; and (3) the responsibility of the Britannia Heritage Shipyard Society be expanded to include the Phoenix Net Loft and new moorage float, Imperial Landing Float, Garry Point Pilings, and Scotch Pond.*

The February 26, 2019 referral motion:

*That staff examine the current status of City-owned facilities in Steveston Village and make recommendations to ensure these facilities are developed, maintained, managed and operated in an holistic and complementary manner. The response should address: (i) London Heritage Farm, Britannia Shipyards, Phoenix Net Loft, Steveston Tram, Steveston Museum, Imperial Landing Floats, Garry Point Park Pilings and potential pier, Scotch Pond and Branscombe House; (ii) The facilities current operations and management structure; (iii) The status of currently approved and future capital projects; and (iv) The status of relevant existing referrals and how they relate to the work that is currently underway.*

The February 11, 2019 referral motion:

*That staff look into the potential for charging admission to the Britannia Shipyards National Historic Site.*

The January 30, 2018 referral motion:

*That staff examine the potential to incorporate First Nations' house posts at the entrance of the First Nations Bunkhouse at Britannia Shipyards National Historic Site and report back.*

The January 30, 2018 referral motion:

*That staff examine removing the caretaker suite from Point House at Britannia Shipyards National Historic Site and install exhibits and display First Nations' stories and report back.*

The May 25, 2016 referral motion:

*That staff examine options to restore The Fleetwood as an indoor civic art project using the City's Public Art Reserve Fund and report back.*

This report supports Council's Strategic Plan 2018-2022 Strategy #3 One Community Together:

*Vibrant and diverse arts and cultural activities and opportunities for community engagement and connection.*

*3.2 Enhance arts and cultural programs and activities.*

*3.4 Celebrate Richmond's unique and diverse history and heritage.*

## **Analysis**

### **Background**

Richmond is a city that proudly celebrates its past and has invested in the preservation and ongoing operations of its heritage sites. While much has been done, there remains significant opportunity for further conservation, interpretation, exhibit and program development of the heritage sites. In order to maximize the impact of current and future investments in these sites, it is critical that future initiatives be developed and implemented in a coordinated manner.

The Museum and Heritage Year in Review 2018, received for information by Council on April 8, 2019, highlighted many of the recent initiatives at the heritage sites.

Much has happened in 2019, both from a public-facing perspective, and behind the scenes, to advance previously approved Council strategies and referrals.

The status of this work is summarized below.

### **Steveston Heritage Sites Governance**

There are a number of groups currently involved in the ongoing operations of City-owned Steveston Heritage Sites. The current status of each organization and its relationship to the City is as follows:

- The Britannia Heritage Shipyard Society entered into its most recent operating agreement with the City in 2016. The City maintains a good working relationship with the Board. The Board has expressed an interest in reviewing its role at Britannia Shipyards and updating the operating agreement accordingly.

- The Steveston Historical Society Board of Directors approved entering into a new operating agreement with the City in October 2019 and staff are currently working to execute this agreement. The Society contributes to programming at the Steveston Museum and receives an annual subsidy to support the operation of the Post Office. They have taken the lead on increasing collaboration with the other heritage societies in Steveston.
- The London Heritage Farm Society has recently gone through a significant reexamination of its role at London Farm. The Society has ceased operating the tea room, coordinating rentals and events. The Board has expressed an interest in continuing to be involved in the coordination of the community gardens, maintaining the heritage gardens, and in playing an advisory role in regards to future programming at London Farm. Staff are in the process of collaborating with the Society on a revised agreement that reflects this role and will report back to Council.
- The Scotch Pond Heritage Cooperative continues to operate Scotch Pond based on the terms of the 1993 License to Occupy Agreement.

The following actions have been taken to advance the March 26, 2019 referral motion to review the governance of Steveston Heritage Sites.

- The Chair of the Steveston Historical Society, in collaboration with City staff, has taken the lead on opening a dialogue with Britannia Heritage Shipyard Society and the London Heritage Farm Society. Discussions include increasing collaboration between the three sites in both the short and long term, as well as considering the potential benefits of one board for all the City-owned heritage sites in Steveston. Traditionally, each of these organizations has focused on the operation of their individual sites. In recent years, there has been an increase in discussion within the boards internally and with each other regarding opportunities for greater coordination and collaboration.
- These three societies are collaborating with staff to plan a facilitated session before the end 2019 to explore the future of their organizations and the overall management of the Steveston Heritage Sites. There is a great deal of pride and commitment within these organizations for their individual sites. A steady, but measured approach will help to ensure that this community-driven process remains positive for all parties.

Staff will provide regular updates to Council as this process moves forward.

#### 2019 Steveston Heritage Sites Highlights

In addition to the actions outlined in the Museum and Heritage Services Year in Review 2018 a number of initiatives from the Council-approved Britannia Shipyards Strategic Development Plan, and other existing plans and strategies, have been implemented in 2019.

***Living History*** - The *Living History* program was launched at Britannia Shipyards, London Heritage Farm, Steveston Museum and the Steveston Tram. This program involves costumed staff and volunteers offering hands-on demonstrations and activities. Ninety costumes were designed and produced for a variety of “characters” across the sites. This volume was required to

meet the needs of a variety of staff and volunteers and to represent a diverse mix of individuals from Steveston's rich history. There are 8-12 Living History demonstrations being offered across the sites daily. The launch of a new *Living History* volunteer initiative was key to the success of this program. Volunteers are coordinated across sites, rather than at each site individually. Thirty nine active volunteers have contributed over 700 hours to the *Living History* program since its launch in spring 2019. This is in addition to special events and other volunteers who continue to remain active at the sites.

**School programs** - Are now coordinated across all the Steveston Heritage Sites, creating greater consistency and more efficiencies in the development and delivery of these programs. School program participation has increased by 40 percent with over 2,500 students participating in school programs this year to date. Several new school programs address gaps present in the previous program slate. Additionally, with the Tram restoration complete, this site is more suitable for the delivery of educational programs. To provide better customer service, new online school program booking procedures were developed and implemented, and training materials and sessions for program facilitators were standardized.

New educational programs include:

- Steveston Tram;
- All Aboard Tram Car 1220;
- Rails Across Richmond; and
- Facing Change in Richmond (at Britannia Shipyards).

**Wooden Boat Programming** - For the first time, the Silver Ann traveled to the Port Townsend Wooden Boat Festival to represent the Britannia Shipyards and the City of Richmond. The boat was well received by festival attendees.

**Winter in the Village** - In order to provide enhanced programming and a draw to Steveston Village in the slower winter months, the Steveston Heritage Sites are taking the lead on building on the success of the 2018 *Winter in the Village* initiative.

New activities for 2019 will include:

- Winter Window Display Contest with the merchants in Steveston Village;
- Singing Trees in Town Square Park, sponsored by Tourism Richmond. This activity will include interactive lights that will change colours to voices, instruments and sounds. This will be a highlight during the Songs in the Snow event happening over three Saturday evenings in December;
- More lights will be brought into Steveston Village;
- Steveston History Hunters Scavenger Hunt for Children under 12; and
- Registered programs at London Heritage Farm include making ornaments, garlands, yule log centre pieces and wreaths.

**2019 Research/ Data Collection** - Visitor surveys continue to be collected across the sites to ensure data is continually up to date to help inform future planning. Over 1,500 visitor surveys

have been collected year to date. Results from the surveys will be compiled and presented in the 2019 Museum and Heritage Services Year in Review.

**Site Improvements** - Site improvements are ongoing throughout the Steveston Heritage Sites. 2019 projects to date include:

- Significant exhibit work was done throughout the Britannia Shipyards site to allow for an improved self-guided experience. This work included additional interpretive signage, securing of artefacts and the addition of visually-appealing barriers where required for safety purposes;
- Revitalizing the “festival field” in the centre of the Britannia Shipyards site;
- Revitalizing Murakami Garden based on archival images of the original garden site;
- Removal of uninviting chain link fence and installation of safety fence and other barriers to improve safety at Britannia Shipyards;
- Clean-up and staging of the Richmond Boat Builders making the space useable for programs and events; and
- Planning work for the London Farm house envelope project approved in the 2019 capital program is underway.

**Operational Review** - Through a comprehensive operational review, staff determined that within existing positions, work could be organized across sites as opposed to staff focusing on all the functions at a single site. School program development and delivery, volunteer coordination, site programming, social media/marketing and special events are all functions that now are coordinated across sites. This has helped improve organization and created efficiencies that allow the same size staff team to deliver an increased level of service to the community.

**Partnerships and Collaboration** - Much of the work that has been completed has involved consultation and collaboration with other groups in addition to the City-affiliated societies.

- The heritage sites are currently working with Tourism Richmond on the development and implementation of a Steveston Tourism Strategy, in addition to other initiatives.
- The Steveston Merchants Association continues to be a key collaborator with the *Winter in the Village* program.
- Staff continue to coordinate and collaborate with the Gulf of Georgia Cannery National Historic Site on many initiatives, including the *Steveston Heritage Experience* tour.

#### Proposed Steveston Heritage Sites Interpretive Plan

Steveston is home to five City-owned heritage sites which are currently open to the public and offer exhibits, programs, and a variety of passive and interactive interpretive opportunities - London Heritage Farm, Britannia Shipyards, Steveston Tram, Steveston Museum and Branscombe House. While each site tells an important part of the Steveston story, a comprehensive interpretive plan has never been developed.



Interpretive plans are the foundational documents at heritage institutions and other informal learning facilities that provide the vision for future visitor experiences and recommend the best ways to achieve this vision. They guide the further design and development of the facilities and are a resource for conservation, landscaping, exhibit design and program planning. Interpretive plans are the initial step in the planning and design process. They set the framework for making constructive decisions on how to communicate key messages and information to audiences through meaningful experiences, site management and business planning.

An interpretive plan will:

- Establish a set of goals;
- Identify target audiences; and
- Develop themes.

The conservation, interpretation, exhibit and program development at Steveston's Heritage Sites has been implemented with a project-based approach. There has never been an overarching interpretive plan for the sites collectively, or for each site individually. As noted above, there are three individual societies that have partnered with the City to support program development and delivery. While there has been some degree of collaboration, each Society has naturally focused on its own site.

Through an integrated interpretive planning process, the heritage sites and other assets in Steveston, including the waterfront and natural areas, can be developed and managed in a more holistic manner. The development of a comprehensive Interpretive Plan for Steveston Heritage Sites will inform all future site planning, exhibit development, interpretive and way finding signage, conservation-related projects, school programs, public programs events and governance models for heritage sites.

An Interpretive Plan will provide a vision for future visitor experiences and recommend the best way to achieve this vision. It will guide the further design and development of the facilities and will be a resource for conservation, landscaping, exhibit design and program planning. This plan will set the framework for making constructive decisions on how to communicate key messages and information to audiences through meaningful experiences.

Additional information related to the current status of individual heritage sites, the status of the existing referrals, and both approved and anticipated capital projects are outlined below.

### **London Heritage Farm**

- Funding for improved park signage was approved and will be addressed in the Interpretive Plan.
- As per the referral, a London Heritage Farm Park Masterplan, including a potential barn, will be addressed in the Interpretive Plan.

**Britannia Shipyards**

- Planning for the Phoenix Net Loft conservation is underway and will be the subject of a future Report to Council.
- The key short-term recommendations of the Britannia Shipyards Strategic Development Plan (Strategic Development Plan) endorsed by Council July 9, 2018, are currently and will continue to be implemented. In the short and medium term (2018-2022) the Strategic Development Plan recommends focusing financial and human resources on completing the heritage conservation and exhibit development at the site, as well as investing in program development. As per the Council approved Strategic Development Plan, charging admission should be considered after the site's remaining buildings have been completed and programming is further developed.
- Staff have initiated conversations with local Indigenous communities and others to discuss the conservation and exhibit and program plans for First Nations Bunkhouse and Japanese Duplex. House posts will be addressed in the Interpretive Plan.
- A plan for boats at the Britannia site, including the Fleetwood, Burnaby, Silver Ann, Portage Queen, Iona and Starliner, will be addressed in the Interpretive Plan.
- The landscape plan including arrival points, visitor flow, soft and hard landscaping, wayfinding and interpretive signage throughout the site including on the docks and floats, will be addressed in the Interpretive Plan.

**Steveston Tram**

- The feasibility of operating the tram in Steveston is being reviewed and is the subject of a future report to Council anticipated in Q4 2019.
- Funding for exterior signage is approved and will be addressed in the Interpretive Plan.
- Enhanced interior exhibits should be considered and will be addressed in the Interpretive Plan.

**Steveston Museum**

- Potential exhibit updates/changes and additional program opportunities will be considered and addressed in the Interpretive Plan.

**Branscombe House**

- Enhancing the space through exhibit development and additional programming will be addressed in the Interpretive Plan.

**Scotch Pond**

- As this is not currently operated as a publically accessible community space, planning for the future of Scotch Pond will require a slightly different approach than the other sites but will be considered as part of the Interpretive Plan.

- Scotch Pond continues to be managed by the Scotch Pond Heritage Cooperative and provides moorage and storage for members of the Cooperative. Members of the Cooperative have brought the need for dredging to the City's attention. A review of the condition of the site and facility, including floats, piles and the net shed facility will be undertaken in order to understand the current and future capital investments that will be required in order to maintain this facility.

In addition to the more site-specific items noted above, a comprehensive wayfinding and interpretive plan that connects and interprets these sites and other points of interest throughout Steveston Village will be addressed in the Interpretive Plan.

### Next Steps

Staff will continue to build on the current offer of programs and activities at the Steveston Historic Sites based on existing Council direction and within current resources.

A priority for Q4 2019 will be to support the historic societies in their expressed goal of working more collaboratively across sites and engage them in the development of the Interpretive Plan. This collaboration will be key to both the successful development and execution of the Interpretive Plan. The development of the plan will be a complex process requiring the input of multiple local community groups, Indigenous communities and individuals.

### **Financial Impact**

There is no financial impact at this time. Any recommendations of the Interpretive Plan that require additional funding will be the subject of future reports to Council and the annual budget processes.

### **Conclusion**

Developing a Steveston Heritage Sites Interpretive Plan will guide future conservation, interpretation, exhibit and program development of City-owned sites in Steveston in a holistic manner. This will ensure that Steveston's historic sites continue to be a valued community asset.



Marie Fenwick  
Director, Arts, Culture and Heritage Services  
(604-276-4288)



# City of Richmond

## Report to Committee

**To:** General Purposes Committee

**Date:** October 18, 2019

**From:** Laurie Bachynski  
Director, Corporate Business Service  
Solutions

**File:** 08-4150-03-01/2019-Vol 01

**Re:** **Municipal and Regional District Tax (MRDT) Revenue from Online  
Accommodation Platforms**

### Staff Recommendation

1. That staff be directed to submit the necessary documentation to Destination BC for allocation of future Online Accommodation Platform (OAP) Municipal and Regional District Tax (MRDT) revenue to affordable housing initiatives in accordance with the City's Affordable Housing Strategy.
2. That Municipal and Regional District Tax Imposition Bylaw No. 9631, Amendment Bylaw No. 10099, to add "affordable housing initiatives" as a permitted use for Online Accommodation Platform (OAP) MRDT revenue be introduced and given first, second and third reading.

Laurie Bachynski  
Director, Corporate Business Service Solutions  
(4335)

Att. (3)

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Law	<input checked="" type="checkbox"/>	
Affordable Housing	<input checked="" type="checkbox"/>	
Bylaws	<input checked="" type="checkbox"/>	
Finance	<input checked="" type="checkbox"/>	
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 

## Staff Report

### Origin

The City of Richmond is a designated recipient of a 3% Municipal and Regional District Tax (MRDT), commonly known as the “hotel tax”, for the period July 1, 2017 to June 30, 2022. These funds are administered by the City through partnerships with the Richmond Hotel Association and Tourism Richmond.

The purposes for which these funds may be expended are established in the *Provincial Sales Tax Act* and accompanying Designated Accommodation Area Tax Regulation 93/2013 and are prescribed in the City of Richmond Municipal and Regional District Tax Imposition Bylaw No. 9631 as follows:

- a) tourism marketing, programs and projects;
- b) sport hosting marketing, programs and projects; and
- c) destination enhancement initiatives, including capital and non-capital investments in and operation of tourism attractions (including construction or renovation of infrastructure); major events; tourism product development; and direct sales.

In October 2018, changes were made to the legislation that allow the City to use MRDT funds collected through Online Accommodation Platforms (OAPs), such as Airbnb, for affordable housing initiatives.

This report supports Council’s Strategic Plan 2018-2022 Strategy #6 Strategic and Well-Planned Growth and #7 A Supported Economic Sector as follows:

- 6.5 *Ensure diverse housing options are available and accessible across the housing continuum; and,*
- 7.0 *Facilitate diversified economic growth through innovative and sustainable policies, practices and partnerships.*

### Background

#### Overview

In 2018 the Province of BC made changes to the *Provincial Sales Tax Act* to expand the collection of the Municipal and Regional District Tax (MRDT) to include all short-term rental accommodations. The changes also allow local governments to use MRDT revenue collected through Online Accommodation Platforms (OAPs), such as Airbnb, to fund affordable housing initiatives.

Since October 2018 the City of Richmond has been receiving Online Accommodation Platform (OAP) MRDT revenue in addition to General MRDT revenue, both of which are described below:

**General MRDT:** revenues collected from traditional accommodation providers, including hotels and motels, bed and breakfasts, and vacation rental reservation systems that list properties with verifiable property managers.

**Online Accommodation Platform (OAP) MRDT:** new revenues collected from online marketplaces that facilitate transactions for renting short-term accommodation (many of which operate across jurisdictions) and typically list basement suites, individual rooms, or other forms of accommodation (such as trailers or motor homes).

In Richmond the General MRDT revenue is administered and managed under two contracts, the terms of which coincide with the Provincial Regulation that is in effect from July 1, 2017 to June 30, 2022. These two agreements govern the distribution of revenue among the tourism partners (the Richmond Hotel Association, Tourism Richmond, and the City of Richmond), and designate Tourism Richmond as the City's destination marketing organization. In 2018 approximately \$6.5 million of General MRDT revenue was received and used to fund tourism marketing and development in Richmond.

While General MRDT revenue cannot be used for affordable housing initiatives because of the above-noted partnerships and corresponding legal agreements, the City has the discretion to use all or part of future Online Accommodation Platform (OAP) MRDT revenue to fund affordable housing initiatives.

## **Analysis**

Since the Provincial legislation changes came into effect, \$238,466.70 in Online Accommodation Platform (OAP) MRDT revenue was received by the City of Richmond over the nine-month period from October 2018 to June 2019. This amount has been added to General MRDT revenue and used to fund tourism marketing and destination enhancement initiatives.

Starting January 1, 2020, the City can allocate Online Accommodation Platform (OAP) MRDT revenue to affordable housing initiatives. Funds would be transferred to the City's Affordable Housing Reserve and spent on future projects in accordance with the City's Affordable Housing Strategy. As directed by City Policy 5008, the Affordable Housing Reserve is intended to support a range of City activities, including the acquisition of sites for affordable housing development; administration costs related to affordable housing projects; research and analysis; and other administrative related expenditures. In the last decade, the Affordable Housing Reserve has provided funding for a range of projects including the construction of the Storeys and Kiwanis Towers developments, as well as advancing actions in the City's Affordable Housing Strategy (2017-2027) and Homelessness Strategy (2019-2029). Specific affordable housing initiatives, including those which may directly or indirectly benefit the tourism and hospitality sector, will be brought forward for Council's consideration as they are developed.

Based on the amount of revenue received to date, it is estimated that the City will receive approximately \$320,000 of Online Accommodation Platform (OAP) MRDT revenue annually. Only a rough estimate can be provided at this stage as this new tax has not yet been in place for a complete annual cycle. This amount may also fluctuate as the number of short term rental

accommodation units rented using online booking platforms changes or as the City increases enforcement of illegal short term rentals.

### Status of Short-Term Rentals in Richmond

In 2017 the City of Richmond introduced regulations to strengthen the City's bylaws related to short-term accommodation rentals (rentals of less than 30 days). There are currently two types of short-term rentals permitted in Richmond and these are described below.

- **Bed and Breakfast (B&B)** can be operated in a single detached housing dwelling unit where the home owner resides in the home and runs the business. A business licence is required and operators can host no more than six guests in up to three rooms. In addition, B&B's approved since 2017 can be no less than 500m apart.
- **Boarding and Lodging** applies when the owner or occupier of a residential unit hosts up to two guests at a time. This is a permitted use in all residential units and has existed in the Zoning Bylaw since it was first adopted. There is currently no requirement to obtain a business licence for Boarding and Lodging.

Both types of legal short-term rentals must be "hosted" by permanent residents of the residential unit. The short-term rental of an entire house or residential unit, with no permanent resident, is not permitted in Richmond under any circumstance. There are currently 67 licenced B&B's in Richmond operating 194 rooms. The number of boarding and lodging operations cannot be provided as there is currently no licensing system for this form of short-term rental.

Along with the above noted regulation changes, staff have also increased enforcement activity against illegal short-term rental operations. This has resulted in the issuance of approximately 200 tickets and the closure of over 600 illegal operations since 2017. Enforcement of illegal short-term rentals continues to be a priority for the City's bylaw enforcement department.

### Implementation

Allocating future Online Accommodation Platform (OAP) MRDT revenue to affordable housing initiatives would require an amendment to Municipal and Regional District Tax Imposition Bylaw No. 9631, as well as submission of an Affordable Housing Plan to Destination BC by November 30, 2019. It would not impact the established tourism development partnership model under which General MRDT is administered and used to fund tourism marketing and destination enhancement initiatives.

### Consultation with Tourism Partners

The Richmond Hotel Association and Tourism Richmond were consulted regarding the allocation of future Online Accommodation Platform (OAP) MRDT revenue to affordable housing initiatives, and both parties expressed their endorsement of this recommendation. Individual letters from the Richmond Hotel Association and Tourism Richmond are attached for reference.

## **Financial Impact**

It is estimated that the City will receive approximately \$320,000 annually in Online Accommodation Platform (OAP) MRDT revenue. Beginning January 1, 2020, these funds can be transferred to the City's Affordable Housing Reserve and used to fund affordable housing initiatives.

## **Conclusion**

Since October 2018 the City has been receiving a new stream of MRDT revenue from Online Accommodation Platforms (OAPs), such as Airbnb, that facilitate transactions for renting short-term accommodation. Moving forward the City has the discretion to use this revenue to fund affordable housing initiatives without impacting the established tourism development partnership model under which General MRDT is administered and used to fund tourism marketing and development in Richmond. In order to implement this change an amendment to Municipal and Regional District Tax Imposition Bylaw No. 9631 is required, as well as submission of an Affordable Housing Plan to Destination British Columbia by November 30, 2019.



Katie Ferland  
Acting Manager, Economic Development  
(604-247-4923)

- Att. 1 Municipal and Regional District Tax Imposition Bylaw No. 9631
- Att. 2 Letter of Endorsement from Richmond Hotel Association
- Att. 3 Letter of Endorsement from Tourism Richmond





City of  
Richmond

## Bylaw 9631

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### Municipal and Regional District Tax Imposition Bylaw No. 9631

The Council of the City of Richmond enacts as follows:

- 1) The Lieutenant Governor in Council is hereby requested to issue a regulation under Section 123(1) of the *Provincial Sales Tax Act* in respect to imposing a tax on accommodation purchased within the whole of the City of Richmond from and including July 1, 2017 to and including June 30, 2022.
- 2) The tax to be imposed under the provisions of the regulation referred to in section 1 of this Bylaw is requested to be three percent of the purchase price of the accommodation.
- 3) The purposes for which the amount paid to the City of Richmond out of the revenue collected from the tax to be imposed under the provisions of the regulation referred to in section 1 of this Bylaw may be expended are:
  - a) tourism marketing, programs and projects;
  - b) sport hosting marketing, programs and projects; and
  - c) destination enhancement initiatives, including capital and non-capital investments in and operation of tourism attractions (including construction or renovation of infrastructure); major events; tourism product development; and direct sales.
- 4) This Bylaw is cited as “**Municipal And Regional District Tax Imposition Bylaw No. 9631**” and is effective July 1, 2017.



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

Attn: Katie Ferland, Acting Manager, Economic Development

The Richmond Hotel Association submits this letter of endorsement to the City of Richmond with regards to the City's application of the Online Accommodations Platform Municipal and District Revenue Tax (MRDT) Revenue towards affordable housing initiatives.

The Association membership was polled for feedback and the result, without exception, was to endorse this very important initiative.

Regards,

A handwritten signature in blue ink, appearing to read 'Steve Veinot'. The signature is fluid and cursive.

Steve Veinot  
Richmond Hotel Association Chair  
Cc: Andrew Nazareth, Debbie Morris



205 South Tower, 5811 Cooney Rd  
Richmond, British Columbia  
Canada, V6X 3M1  
604 821 5474  
info@tourismrichmond.com

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

Attn: Katie Ferland, Acting Manager, Economic Development

Tourism Richmond submits this letter of endorsement to the City of Richmond with regards to the City's application of the Online Accommodations Platform Municipal and District Revenue Tax (MRDT) Revenue towards affordable housing initiatives.

We recognize the need for affordable housing initiatives and projects in Richmond. Realizing the City's vision of becoming the most appealing, livable and well-managed community in Canada requires a significant investment of time, human resources and funding.

We all work to attract people to our city. We are confident the additional revenue generated by the Online Accommodations Platform MRDT will go a long way to help create the ideal live-work-play city for residents, Tourism Richmond stakeholders and visitors alike.

Sincerely,

A handwritten signature in black ink that reads "Nancy Small". The signature is fluid and cursive, with the first name "Nancy" and last name "Small" clearly distinguishable.

Nancy Small  
Chief Executive Officer  
Tourism Richmond



**Municipal and Regional District Tax Imposition Bylaw No. 9631  
Amendment Bylaw No. 10099**

The Council of the City of Richmond enacts as follows:

1. The Municipal and Regional District Tax Imposition Bylaw No. 9631 is amended as follows:
  - a) by adding the phrase "Except as provided in Section 4," to the beginning of Section 3; and
  - b) by renumbering Section 4 so it appears as Section 5 and by adding the following as Section 4:
    - 4) The amounts paid to the City of Richmond out of the revenue collected from the tax imposed on purchases through online accommodation platforms may be expended on affordable housing initiatives.
2. This Bylaw is cited as "Municipal and Regional District Tax Imposition Bylaw No. 9631, Amendment Bylaw No. 10099" and is effective January 1, 2020.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

_____
_____
_____
_____

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

\_\_\_\_\_  
MAYOR

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



# City of Richmond

## Report to Committee

**To:** General Purposes Committee

**Date:** September 19, 2019

**From:** Claudia Jesson  
Director, City Clerk's Office

**File:** 01-0105-01

**Re:** 2020 Council and Committee Meeting Schedule

### Staff Recommendation

That the 2020 Council and Committee meeting schedule (Option 1), as shown in Attachment 1 to the staff report dated September 19, 2019, from the Director, City Clerk's Office, be approved with the following revisions as part of the regular August meeting break and December holiday season:

1. That the Regular Council meetings (open and closed) of August 10, August 24, and December 28, 2020 be cancelled;
2. That the August 17, 2020 Public Hearing be rescheduled to September 8, 2020 at 7:00 p.m. in the Council Chambers at Richmond City Hall; and
3. That the December 21, 2020 Public Hearing be rescheduled to December 14, 2020 at 7:00 p.m. in the Council Chambers at Richmond City Hall.

Claudia Jesson  
Director, City Clerk's Office

Att. 2

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

## **Staff Report**

### **Origin**

Under the *Community Charter* and the Council Procedure Bylaw, Council must provide for advance public notice of Council and Committee meetings and, at least once per year, advertise the availability of the Council meeting schedule. Accordingly, the 2020 Council meeting schedule is being presented at this time to provide certainty and advance notice of Council's regular meeting schedule.

This report supports Council's Strategic Plan 2018-2022 Strategy #8 An Engaged and Informed Community:

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

### **Analysis**

Option 1 – August Meeting Break, December Holiday Season and a change to accommodate the Union of BC Municipalities (UBCM) convention (RECOMMENDED)

It has been the City's usual practice to observe a meeting break in August and to close City Hall during the December holiday season. In 2020, City Hall will be closed on Friday, December 25 and will re-open on Monday, January 4, 2021. In accordance with the Council Procedure Bylaw No. 7560, Council resolutions are required for any changes to the prescribed Council meeting schedule.

Changes to the Committee meeting dates may also be altered at the discretion of the Chair as circumstances arise closer to the dates of the meetings and do not require a Council resolution. Following the 2019 December City Hall closure, City Hall will re-open on Thursday, January 2, 2020 and the General Purposes and Finance Committees would fall on Monday, January 6, 2020 and the Planning Committee on Tuesday, January 7, 2020.

#### July 2020 Committee Meetings

Further proposed changes to the Committee schedule is a change to the Parks, Recreation and Cultural Services Committee (PRCS) meeting scheduled that would normally fall on July 28, 2020, the day after the last Council meeting before the August meeting break. In order for Council to consider any recommendations from this meeting at the Regular Council meeting of July 27, 2020, it is proposed that the PRCS meeting be moved to the previous week, following the Public Works and Transportation Committee on Wednesday, July 22, 2020.

#### August 2020 Meeting Break

In order to accommodate an August meeting break, it is recommended that the Regular Council meetings (open and closed) of August 10 and 24, 2020 and the Committee meetings associated to those Council meeting cycles be cancelled.

With regard to the August Public Hearing, in keeping with past practice, staff propose that it be rescheduled from August 17, 2020 to September 8, 2020. This change to the Public Hearing schedule minimizes the delay, due to the August meeting break, for consideration of land use applications that have been given first reading. There would be no need for a second scheduled Public Hearing during the third week of September.

#### UBCM Convention – September 21 to 25, 2020

In 2016, Council first considered whether changes to the meeting schedule would be made to accommodate attendance at the FCM or UBCM Conventions and the direction given was that the circumstances be considered each year.

With regards to the FCM, no schedule change would be necessary to accommodate the FCM convention as the 2020 convention (June 4 - 7, 2020) does not conflict with any usual meeting days.

As the UBCM convention is scheduled for September 21 - 25, 2020 in Victoria, staff recommend that the 2020 Council and Committee schedule be adjusted accordingly to enable Council members to attend the convention. Should Option 1 be endorsed, the meeting schedule would be adjusted to accommodate the convention as follows:

- the September 15, 2020 Community Safety Committee meeting be rescheduled for September 9, 2020, following the Planning Committee meeting;
- the September 21, 2020 General Purposes Committee meeting be rescheduled for September 15, 2020;
- the September 22 and the September 23, 2020 Planning Committee and Public Works and Transportation Committee be rescheduled in tandem on September 16, 2020; and
- the September 16, 2020 Development Permit Panel meeting be rescheduled to September 17, 2020.

Matters arising from September 15<sup>th</sup> and 16<sup>th</sup> Committees would be considered at the Regular Council meeting on September 28, 2020. These adjustments would avoid a scheduling conflict for Council members wishing to attend the UBCM convention.

#### December 2020 Committee Meetings

In order to accommodate the December 2020 Holiday Season and City Hall closure, staff are proposing the following schedule adjustments:

- cancel the open and closed Regular Council meetings that would otherwise fall during the 2020 December holiday season (on December 28, 2020) and, instead hold a Special Council meeting, following the December 16, 2020 Public Works and Transportation Committee and Parks, Recreation and Cultural Services Committee meetings to consider any business arising from the Committees that is of a time-sensitive nature.

The Option 1 meeting schedule is presented in Attachment 1, which incorporates adjustments for the August meeting break, the 2020 UBCM Convention and the December Holiday Season City Hall closure.

It should be noted that the proposed December schedule, with the final Special Council meeting taking place on December 16<sup>th</sup>, will enable staff to prepare, compile and distribute the agenda packages for the first cycle of 2021 meetings before the 2020 City Hall closure. For year 2021, it is anticipated that the City Hall would re-open on Monday, January 4, 2021 and that the General Purposes and Finance Committees would be scheduled for that day.

Option 2 – Includes all proposed changes under Option 1 with no adjustments to accommodate the Union of BC Municipalities (UBCM) Convention

The July, August and December 2020 schedule would remain as proposed in Option 1.

September 2020 Meeting Schedule

With no adjustments proposed to accommodate the UBCM Convention, the September 2020 Committee and Council meetings would be scheduled in a typical arrangement with the exception of the September 21, 2020 Public Hearing, which would be rescheduled for September 8, 2020.

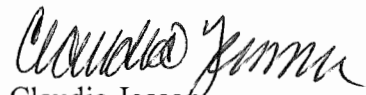
A draft meeting schedule for Option 2 is presented in Attachment 2, which incorporates adjustments for the August meeting break and the December Holiday Season City Hall closure.

**Financial Impact**

None.

**Conclusion**

It is recommended that the 2020 Council and Committee (Option 1) meeting schedule be approved as shown in Attachment 1. Should any unusual or urgent circumstances arise outside of the usual schedule, a Special Council meeting can be called with 24 hours' notice. In addition, Council and Committees may make adjustments to the meeting schedule through the year as circumstances may necessitate.



Claudia Jesson  
Director, City Clerk's Office

Att. 1: Proposed 2020 Council and Committee Meeting Schedule - Option 1

Att. 2: Proposed 2020 Council and Committee Meeting Schedule - Option 2



# 2020 MEETING SCHEDULE

OPTION 1

SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
<b>JANUARY</b>							<b>FEBRUARY</b>							<b>MARCH</b>						
			STAT 1	2	3	4							1	1	GP 2	FC 3	PC 4	5	6	7
5	GP 6	FC 7	PC 8	9	10	11	2	GP 3	FC 4	PC 5	6	7	8	8	CO 9	CS 10	DP 11	12	13	14
12	CO 13	CS 14	DP 15	16	17	18	9	CO 10	CS 11	DP 12	13	14	15	15	GP 16	PH 17	PWT 18	19	20	21
19	GP 20	PH 21	PWT 22	23	24	25	16	STAT 17	GP 18	PH 19	PWT 20	21	22	22	CO 23	PRC 24	DP 25	26	27	28
26	CO 27	PRC 28	DP 29	30	31		23	CO 24	PRC 25	DP 26	27	28	29	29	30	31				
<b>APRIL</b>							<b>MAY</b>							<b>JUNE</b>						
			1	2	3	4						1	2		GP 1	FC 2	PC 3	FCM 4	FCM 5	FCM 6
5	GP 6	FC 7	PC 8	9	STAT 10	11	3	GP 4	FC 5	PC 6	7	8	9	7	FCM 8	CO 9	CS 10	DP 11	12	13
12	STAT 13	CO 14	CS 15	DP 16	17	18	10	CO 11	CS 12	DP 13	14	15	16	14	GP 15	PH 16	PWT 17	18	19	20
19	GP 20	PH 21	PWT 22	23	24	25	17	STAT 18	GP 19	PH 20	PWT 21	22	23	21	CO 22	PRC 23	DP 24	25	26	27
26	CO 27	PRC 28	DP 29	30			24	CO 25	PRC 26	DP 27	28	29	30	28	29	30				
							31													
<b>JULY</b>							<b>AUGUST</b>							<b>SEPTEMBER</b>						
			STAT 1	2	3	4							1			1	2	3	4	5
5	GP 6	FC 7	PC 8	9	10	11	2	STAT 3	4	5	6	7	8	6	STAT 7	GP 8	FC 9	PC 10	CS 11	12
12	CO 13	CS 14	DP 15	16	17	18	9	10	11	DP 12	13	14	15	13	CO 14	GP 15	PH 16	PWT 17	18	19
19	GP 20	PH 21	PWT 22	23	24	25	16	17	18	19	20	21	22	20	UBCM 21	UBCM 22	UBCM 23	UBCM 24	UBCM 25	26
26	CO 27	28	DP 29	30	31		23	24	25	DP 26	27	28	29	27	CO 28	PRC 29	DP 30			
							30	31												
<b>OCTOBER</b>							<b>NOVEMBER</b>							<b>DECEMBER</b>						
				1	2	3	1	GP 2	FC 3	PC 4	5	6	7			PC 1	2	3	4	5
4	GP 5	FC 6	PC 7	8	9	10	8	CO 9	CS 10	STAT 11	DP 12	13	14	6	CO 7	CS 8	DP 9	10	11	12
11	STAT 12	CO 13	CS 14	DP 15	16	17	15	GP 16	PH 17	PWT 18	19	20	21	13	GP 14	PH 15	PWT 16	17	18	19
18	GP 19	PH 20	PWT 21	22	23	24	22	CO 23	PRC 24	DP 25	26	27	28	20	21	22	23	24	STAT 25	26
25	CO 26	PRC 27	DP 28	29	30	31	29	GP 30						27	STAT 28	29	30	31	STAT 1 JAN	2 JAN
														3 JAN						

- CO** Regular Council Mtg., 7:00pm  
Regular (Closed) Council Mtg., 4:00pm
- CS** Community Safety, 4:00pm
- DP** Development Permit Panel, 3:30pm
- FC** Finance, following 1st General Purposes Meeting of each month
- GP** General Purposes, 4:00pm

- PC** Planning, 4:00pm
- PH** Public Hearing, 7:00pm
- PRC** Parks, Recreation & Cultural Services, 4:00pm
- PWT** Public Works & Transportation, 4:00pm
- FCM** FCM
- UBCM** UBCM

Note: All meeting dates are subject to change.

# 2020 MEETING SCHEDULE

OPTION 2

SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
<b>JANUARY</b>							<b>FEBRUARY</b>							<b>MARCH</b>						
			STAT 1	2	3	4							1	1	GP 2	FC 3	4	5	6	7
5	GP 6	FC 7	8	9	10	11	2	GP 3	FC 4	5	6	7	8	8	CO 9	CS 10	DP 11	12	13	14
12	CO 13	CS 14	DP 15	16	17	18	9	CO 10	CS 11	DP 12	13	14	15	15	GP 16	PH 17	PWT 18	19	20	21
19	GP 20	PH 21	PWT 22	23	24	25	16	STAT 17	GP 18	PH 19	PWT 20	21	22	22	CO 23	PRC 24	DP 25	26	27	28
26	CO 27	PRC 28	DP 29	30	31		23	CO 24	PRC 25	DP 26	27	28	29	29	30	31				
<b>APRIL</b>							<b>MAY</b>							<b>JUNE</b>						
			1	2	3	4						1	2		GP 1	FC 2	3	FCM 4	FCM 5	FCM 6
5	GP 6	FC 7	8	9	STAT 10	11	3	GP 4	FC 5	6	7	8	9	7	FCM 8	CO 9	CS 10	DP 11	12	13
12	STAT 13	CO 14	CS 15	DP 16	17	18	10	CO 11	CS 12	DP 13	14	15	16	14	GP 15	PH 16	PWT 17	18	19	20
19	GP 20	PH 21	PWT 22	23	24	25	17	STAT 18	GP 19	PH 20	PWT 21	22	23	21	CO 22	PRC 23	DP 24	25	26	27
26	CO 27	PRC 28	DP 29	30			24	CO 25	PRC 26	DP 27	28	29	30	28	29	30				
							31													
<b>JULY</b>							<b>AUGUST</b>							<b>SEPTEMBER</b>						
			STAT 1	2	3	4							1			1	2	3	4	5
5	GP 6	FC 7	8	9	10	11	2	STAT 3	4	5	6	7	8	6	STAT 7	GP 8	FC 9	10	11	12
12	CO 13	CS 14	DP 15	16	17	18	9	10	11	DP 12	13	14	15	13	CO 14	CS 15	DP 16	17	18	19
19	GP 20	PH 21	PWT 22	23	24	25	16	17	18	19	20	21	22	20	GP 21	UBCM 22	PWT 23	UBCM 24	UBCM 25	26
26	CO 27	28	DP 29	30	31		23	24	25	DP 26	27	28	29	27	CO 28	PRC 29	DP 30			
							30	31												
<b>OCTOBER</b>							<b>NOVEMBER</b>							<b>DECEMBER</b>						
				1	2	3	1	GP 2	FC 3	4	5	6	7			PC 1	2	3	4	5
4	GP 5	FC 6	7	8	9	10	8	CO 9	CS 10	STAT 11	DP 12	13	14	6	CO 7	CS 8	DP 9	10	11	12
11	STAT 12	CO 13	CS 14	DP 15	16	17	15	GP 16	PH 17	PWT 18	19	20	21	13	GP 14	PH 15	PWT 16	17	18	19
18	GP 19	PH 20	PWT 21	22	23	24	22	CO 23	PRC 24	DP 25	26	27	28	20	21	22	23	24	STAT 25	26
25	CO 26	PRC 27	DP 28	29	30	31	29	GP 30						27	STAT 28	29	30	31	STAT 1 JAN	2 JAN
														3 JAN						

October 23, 2019

- CO** Regular Council Mtg., 7:00pm  
Regular (Closed) Council Mtg., 4:00pm
- CS** Community Safety, 4:00pm
- DP** Development Permit Panel, 3:30pm
- FC** Finance, following 1st General Purposes Meeting of each month
- GP** General Purposes, 4:00pm

- PC** Planning, 4:00pm
- PH** Public Hearing, 7:00pm
- PRC** Parks, Recreation & Cultural Services, 4:00pm
- PWT** Public Works & Transportation, 4:00pm
- FCM** FCM
- UBCM** UBCM

Note: All meeting dates are subject to change.





# City of Richmond

## Report to Committee

**To:** General Purposes Committee

**Date:** August 30, 2019

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

**File:** 10-6600-10-02/2019-  
Vol 01

**Re:** 2020 District Energy Utility Rates and Bylaw Housekeeping Amendments

### Staff Recommendation

1. That the Alexandra District Energy Utility Bylaw No. 8641, Amendment Bylaw No. 10085 be introduced and given first, second and third readings; and
2. That the Oval Village District Energy Utility Bylaw No. 9134, Amendment Bylaw No. 10086 be introduced and given first, second and third readings; and
3. That the City Centre District Energy Utility Bylaw No. 9895, Amendment Bylaw No. 10087 be introduced and given first, second and third readings.

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

Att. 8

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

## Staff Report

### Origin

The purpose of this report is to recommend 2020 Alexandra District Energy Utility (ADEU), Oval Village District Energy Utility (OVDEU), and City Centre District Energy Utility (CCDEU) district energy utility rates. This report also proposes some housekeeping amendments to the ADEU and OVDEU Bylaws to ensure consistency across all DEU service area Bylaws. See Attachment 1 for a brief overview of the DEU service areas.

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

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

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

*2.2 Policies and practices that support Richmond's sustainability goals.*

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.*

### Analysis

LIEC is a service provider appointed by Council to deliver energy services to its customers on behalf of the City. City Council is the regulator and thus sets customer rates for the ADEU, OVDEU and CCDEU service areas. In accordance with this structure, LIEC staff have assessed the following factors when developing the 2020 rate recommendation:

- **Financially self-sustainable:** The three service areas were established on the basis that all capital and operating costs would be recovered through revenues from user fees. The financial models for all three service areas have built in a rate increase of 4.0% annually to recover the capital, financing, operations, sales, general and administration costs to ensure the financial viability of the systems. The rate increase was based on the historical increase of conventional utility rates; this is consistent with the 4.0% average rate increase observed since the beginning of the DEU operations.

- **Concession Agreement between LIEC and Corix:** LIEC executed a concession agreement with Corix Utilities to design, construct, finance, operate and maintain the OVDEU. Under the agreement Corix recovers all capital and operating costs, as well as their return on investment. Corix's expenses are reviewed by LIEC in accordance with prudent utility practice. All obligations under the Concession Agreement have been met. Under the annual rate review process, as required under the Concession Agreement, Corix has submitted to LIEC a request for a 4.0% rate increase for 2020, as projected in the approved long term financial model, in order to continue the provision of the same level of service.
- **LIEC Cost Drivers:** Expenditures required to provide utility service include capital, operations, utilities, financing and administration costs. These costs are susceptible to non-discretionary increases due to material and equipment costs increases, rises in electricity and natural gas rates and general inflation. These costs are projected to increase in line with the requested 4.0% rate increase in 2020.
- **Competitive Rate:** The rate should provide end users with annual energy costs that are competitive to conventional system energy costs, based on the same level of service. For a residential customer, BC Hydro's rates are expected to increase in 2020. While natural gas commodity costs are expected to have a marginal increase in the Lower Mainland, Fortis BC customers will see increase in their rates in 2020 due to an increase in delivery charges and the escalation of the Provincial carbon tax. It is estimated that customers using energy from a conventional utility system in a Business as Usual (BAU) scenario would see a blended rate increase of around 2.5% in 2020<sup>1</sup>, while the eight-year average blended BAU rate increase is estimated to be at 4.0% (see Table 1 below). LIEC customer rates have been increasing at or below the same pace as those of conventional utilities.

Table 1: Annual Percent Increase and 8-Year Average Comparison of Business as Usual (BAU) Rates

	2013	2014	2015	2016	2017	2018	2019	2020	8 Year Avg.
<b>DEU Rate</b>	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	<b>4.0%</b>
<b>Blended BAU Rate</b>	2.3%	6.5%	3.3%	4.5%	7.1%	2.4%	3.3%	2.5%	<b>4.0%</b>

### Recommended Customer Rates

The DEU customer rates are inclusive of all capital, utility and operating costs required to provide energy services to the connected customers. The rates include replacement costs for the energy generation and distribution equipment; costs that would be borne by the customer if they weren't connected to a DEU system.

<sup>1</sup> The 2.5% blended increase for 2020 is based on an estimated 2.0% increase of electricity cost and a 3.1% increase in natural gas cost assuming that all energy was provided for heating. Non-fuel BAU costs are assumed to be 25% of total costs and that they increase by the CPI (2.0%).

LIEC utilities are still early in their operational life. The development of City Centre neighbourhoods is still in progress and the systems are continuously expanding. The utility (electricity and natural gas), operational, and maintenance costs are still largely based on the projections of the financial model. The initial capital investments required to start up the systems were significant and future infrastructure investment are still needed to be made in order to connect more customers and ensure future repayments and long term viability.

Taking into consideration the above factors, a 4.0% rate increase is recommended for the ADEU, OVDEU, and CCDEU services for 2020. The proposed rate increase follows the principle of full cost recovery. All capital, financing, operations, sales, general and administration costs, plus a marginal level of compensation for the risks and liabilities associated with the ownership and operation of the utilities (estimated at 2-5% in next 5 years), are recovered through revenues from user fees and the service fee<sup>2</sup>, making LIEC a financially self-sustaining utility. The recommended rate increase also ensures the revenue necessary to recover these costs and obligations under the Concession Agreement with Corix. The proposed rate increase also follows LIEC financial models' rate increases. Not following these calculated rate increases could have a negative impact on the utility's financial performance by deferring payback, thus increasing the capital repayment deferral account balance and/or under-recovery of LIEC's operating expenses.

LIEC's Board of Directors has reviewed and approved the recommended 2019 LIEC rates for services. Attachments 6, 7 and 8 summarize the proposed 2020 rate for service for the ADEU, OVDEU and CCDEU service areas.

The recommended rate outlined in the proposed Alexandra District Energy Utility Bylaw No. 8641, Amendment Bylaw No. 10085, the proposed Oval Village District Energy Utility Bylaw No. 9134, Amendment Bylaw No. 10086, and the proposed City Centre District Energy Utility Bylaw No. 9895, Amendment Bylaw No. 10087 represents full cost recovery for the delivery of energy within the LIEC service areas.

### Housekeeping Amendments

Housekeeping amendments are being proposed in the Alexandra District Energy Utility Bylaw No. 8641, Amendment Bylaw No. 10085, and Oval Village District Energy Utility Bylaw No. 9134, Amendment Bylaw No. 10086. The purpose of these amendments is to make the ADEU and OVDEU Bylaw definitions and structure more consistent with the more recently developed City Centre District Energy Utility Bylaw No. 9895, and to give developers more clarity on how service connection fees are calculated. These amendments will ensure consistency across all three Service area Bylaws.

### **Financial Impact**

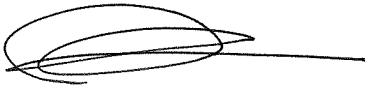
None.

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<sup>2</sup> The service fee is for LIEC's services of advancing district energy opportunities in the City, which results in the numerous benefits to the local community. With or without LIEC, the City would need to fund these costs in order to successfully implement district energy initiatives for the City.

## Conclusion

The recommended 4.0% increase for the 2020 LIEC service rates supports Council's objective to keep the annual energy costs for LIEC customers competitive with conventional energy costs, based on the same level of service. This rate increase also ensures sufficient revenues to offset the capital investment and operating costs. Staff will continuously monitor energy costs and review the rate to ensure fairness for consumers and cost recovery for LIEC.



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- Att.1: District Energy In Richmond
- Att.2: Alexandra Neighbourhood and ADEU Service Area Informational Map
- Att.3: Green House Gas Emissions Reduction Graph
- Att.4: Oval Village Neighbourhood and OVDEU Service Area Informational Map
- Att.5: City Centre Area and CCDEU Service Area Informational Map
- Att.6: ADEU Proposed 2020 Rates for Services
- Att.7: OVDEU Proposed 2020 Rates for Services
- Att.8: CCDEU Proposed 2020 Rates for Services

## 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.

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 <sup>2</sup>	4.4M ft <sup>2</sup>
Oval Village District Energy Utility	9	1,990	2.2M ft <sup>2</sup>	6.4M ft <sup>2</sup>
City Centre District Energy Utility	8 <sup>(1)</sup>	3,239 <sup>(1)</sup>	4.5Mft <sup>2</sup> <sup>(1)</sup>	48M ft <sup>2</sup>
DEU-Ready Developments <sup>(2)</sup>	17	4,524	5.3M ft <sup>2</sup>	N/A
<b>Total Connected Floor Area</b>			<b>4.1M ft<sup>2</sup> <sup>(3)</sup></b>	<b>58.8M ft<sup>2</sup></b>

(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)

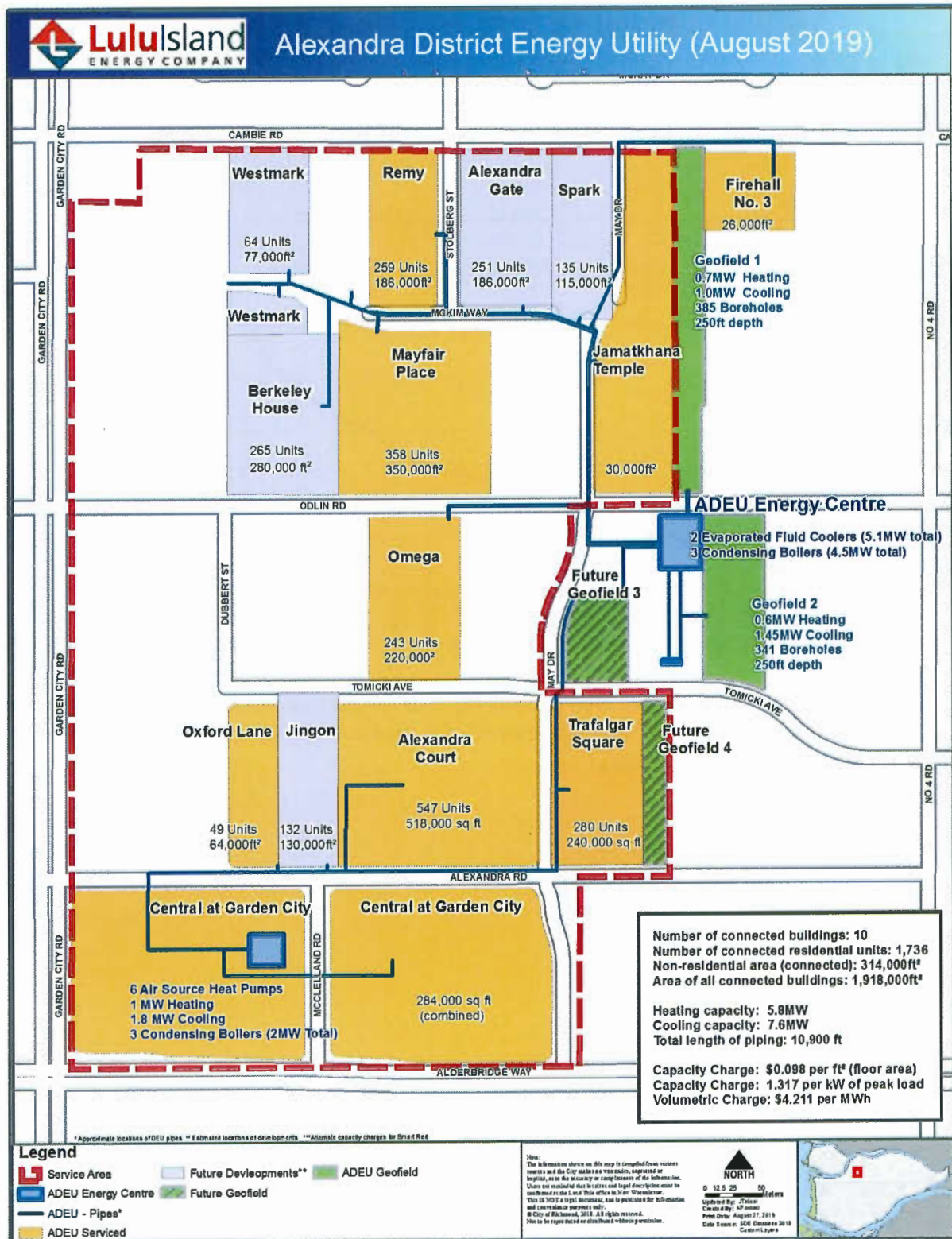
OVDEU services eight buildings in the OVDEU service area, containing over 1,700 residential units. Energy is currently supplied from the two interim energy centres with natural gas boilers which combined provide 11 MW of heating capacity. When enough buildings are connected to the system, a permanent 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.

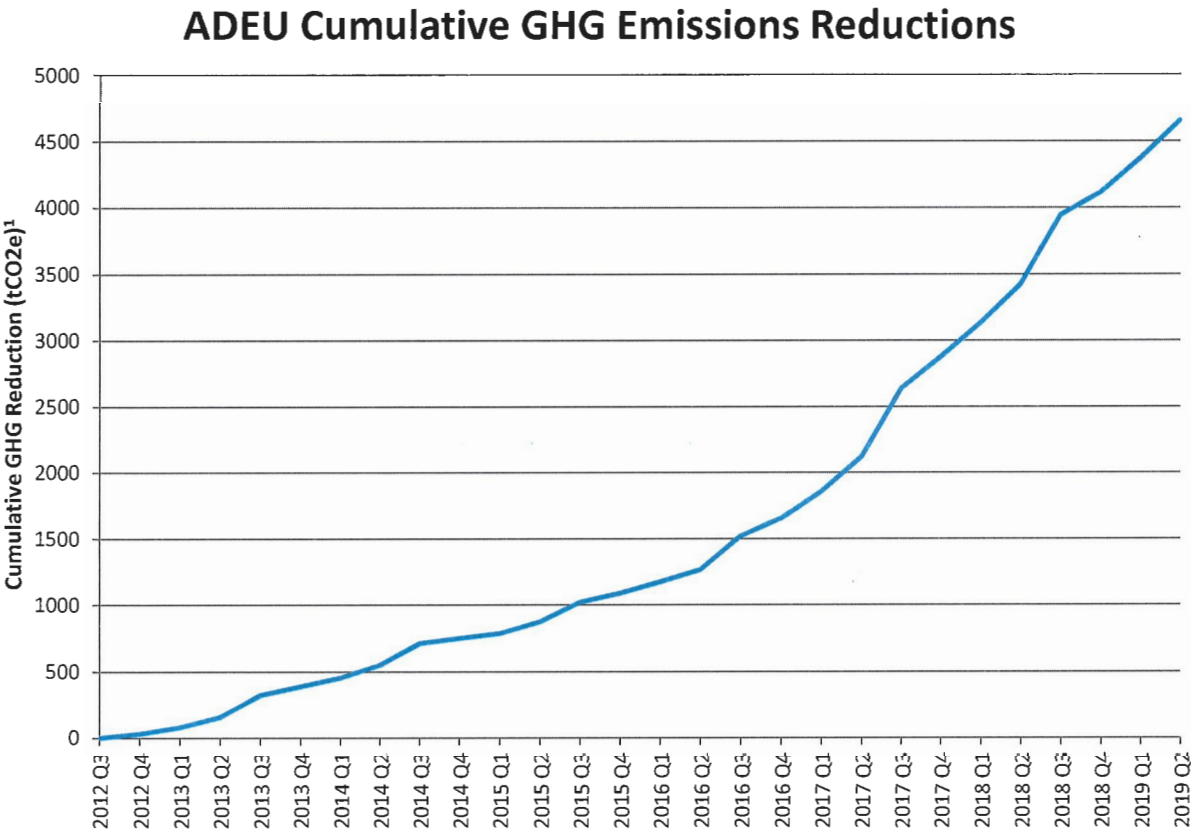


## Attachment 2 – Alexandra Neighbourhood and ADEU Service Area Informational Map



R:\Engineering\Planning\Shared\Map\Map\Map Projects\DEU\_Maps\ADEU Updated Maps\ADEU\_Proposed\_Letter\_August\_2019.pdf

Attachment 3 – ADEU Green House Gas (GHG) Emission Informational Graph

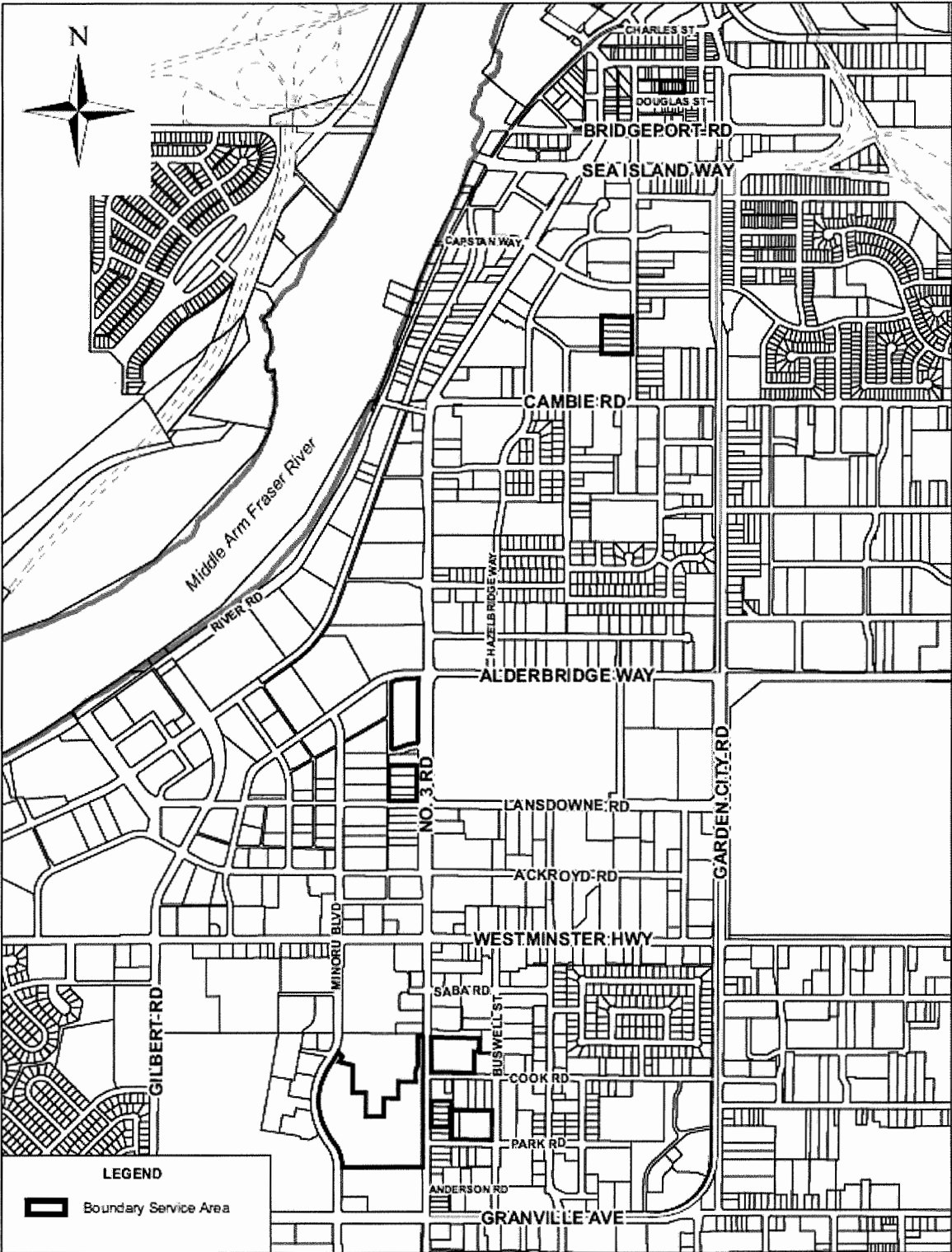


<sup>1</sup> Assumed that all energy was provided for heating. The business-as-usual (BAU) assumed that 40% of the building heating load would be provided from electricity and the remaining 60% would be from gas make-up air units.

## 6242601



Attachment 5 – City Centre Area and CCDEU Service Area Informational Map



## Attachment 6 – ADEU Proposed 2020 Rates for Services

**Table 1: Proposed Rates for Services, excluding Area A**

	ADEU	
	2019	2020
<b>Capacity Charge One:</b> Monthly charge per square foot of the building gross floor area	\$0.098	\$0.102
<b>Capacity Charge Two:</b> Monthly charge per kilowatt of the annual peak heating load supplied by DEU	\$1.317	\$1.370
<b>Volumetric Charge:</b> Charge per megawatt hour of energy consumed by the building	\$4.211	\$4.379

**Table 2: Proposed Rates for Services, Area A**

	Area A	
	2019	2020
<b>Volumetric Charge:</b> Charge per megawatt hour of energy consumed	\$75.28	\$78.29

**Attachment 7 – OVDEU Proposed 2020 Rates for Services**

OVDEU		
	2019	2020
<b>Capacity Charge One:</b> Monthly charge per square foot of the building gross floor area	\$0.0536	\$0.0557
<b>Volumetric Charge:</b> Charge per megawatt hour of energy consumed by the building	\$32.990	\$34.310
<b>Excess Demand Fee -</b> for each watt per square foot of the aggregate of the estimated peak heat energy demand that exceeds 6 W/ft <sup>2</sup>	\$0.156	\$0.162



**Attachment 8 – CCDEU Proposed 2020 Rates for Services**

<b>CCDEU</b>		
	<b>2019</b>	<b>2020</b>
<b>Capacity Charge One:</b> Monthly charge per square foot of the building gross floor area	\$0.1090	\$0.1134
<b>Volumetric Charge:</b> Charge per megawatt hour of energy consumed by the building	\$0.000	\$0.000
<b>Excess Demand Fee -</b> for each watt per square foot of the aggregate of the estimated peak heat energy demand that exceeds 6 W/ft <sup>2</sup>	\$0.140	\$0.146



**Alexandra District Energy Utility Bylaw No. 8641  
Amendment Bylaw No. 10085**

The Council of the City of Richmond enacts as follows:

1. The **Alexandra District Energy Utility Bylaw No. 8641**, as amended, is further amended at the second recital by deleting the words “space and water heating and cooling” and replacing them with the words “space heating and cooling and domestic hot water heating”.
2. The **Alexandra District Energy Utility Bylaw No. 8641**, as amended, is further amended by deleting the words “building mechanical system” wherever they appear in the Bylaw and replacing them with the words “Building Mechanical System”.
3. The **Alexandra District Energy Utility Bylaw No. 8641**, as amended, is further amended at Section 1.2 (Definitions), by:
  - a) inserting the word “heating” after the words “domestic hot water” in the definition of “Building Mechanical System”;
  - b) inserting the words “from time to time” after the word “Council” in the definition of “City Engineer”;
  - c) deleting the definition of “City Solicitor” and replacing it with the following:

“**City Solicitor**” means the individual appointed by Council from time to time to be the City Solicitor of the Law Division of the City, or his or her designate;”
  - d) deleting the words “Site(s) and/or” from the definition of “Designated Property”;
  - e) inserting the words “by Council from time to time” after the words “so appointed” in the definition of “Director, Building Approvals”;
  - f) deleting the words “including ventilation systems and electrical pumps” in the definition of “Heat Exchanger”;
  - g) deleting the words “, including Heat Exchangers,” in the definition of “Meter Set”;
  - h) deleting the words “a Meter Set” and replacing them with the words “an Energy Transfer Station” in the definition of “Services”;



- i) deleting the words “providing a Service Connection” in the definition of “Services” and replacing them with the words “providing, supplying and installing Service Connections, Energy Transfer Stations and/or any components thereof”;
  - j) deleting the words “the City or such other Person” in the definition of “Service Provider” and replacing them with the words “such Person or Persons”; and
  - k) inserting the word “the” before the words “Strata Property Act” in the definition of “Strata Lot”.
4. The **Alexandra District Energy Utility Bylaw No. 8641**, as amended, is further amended at Section 1.2 (Definitions), by inserting the following definitions in alphabetical order as new subsections, and renumbering the remaining subsections in Section 1.2:
- “**Energy Transfer Station**” means, collectively, a Heat Exchanger and Meter Set and all related pipes, fittings and other equipment which control the transfer, and measure of Energy from the Distribution System to a Building Mechanical System;”
- “**ETS and Service Connection Installation Fee**” means the fee payable to the Service Provider under this Bylaw as specified in Schedule B (Fees);”.
5. The **Alexandra District Energy Utility Bylaw No. 8641**, as amended, is further amended at Section 1.2 (Definitions), by deleting the definition of “Site” and renumbering the remaining subsections in Section 1.2.
6. The **Alexandra District Energy Utility Bylaw No. 8641**, as amended, is further amended at Section 2.1 (Authorization of DEU) by deleting the words “the heating and cooling of space and water” and replacing them with the words “space heating and cooling and domestic hot water heating”.
7. The **Alexandra District Energy Utility Bylaw No. 8641**, as amended, is further amended at Section 2.2 (Ownership of DEU) by:
- a) deleting the words “vested in the City or its successors and assigns” and replacing them with the words “vested in the City or the Service Provider, or their respective successors and assigns”; and
  - b) deleting the words “Meter Sets and Heat Exchangers” and replacing them with the words “and Energy Transfer Stations”.
8. The **Alexandra District Energy Utility Bylaw No. 8641**, as amended, is further amended at Section 3.1 (Mandatory Use of DEU) by:
- a) deleting the words “Site or” before the words “new building or buildings proposed for construction”; and
  - b) inserting the word “heating” after the words “domestic hot water”.

9. The **Alexandra District Energy Utility Bylaw No. 8641**, as amended, is further amended at Section 3.2 (Permissive Use of DEU) by deleting the words “property located outside the Service Area” and replacing them with the words “an existing building located either inside the Service Area or located outside the Service Area”.
10. The **Alexandra District Energy Utility Bylaw No. 8641**, as amended, is further amended at Section 3.3 (Exemption from Mandatory Use of DEU for all buildings on Site) by:
  - a) deleting the word “Site” everywhere it appears in this Section and replacing it with the words “parcel of real property”; and
  - b) inserting the word “heating” after the words “domestic hot water”.
11. The **Alexandra District Energy Utility Bylaw No. 8641**, as amended, is further amended by inserting the following after Section 3.3 as a new Section 3.4:

#### **“3.4 Operation**

The City may operate the DEU and provide the Services directly, or through one or more other Service Providers.”.

12. The **Alexandra District Energy Utility Bylaw No. 8641**, as amended, is further amended at Section 5.2(a) by deleting the word “either”.
13. The **Alexandra District Energy Utility Bylaw No. 8641**, as amended, is further amended by deleting PART 6 (CONNECTING FOR SERVICES) in its entirety and replacing it with the following:

### **“PART 6: SERVICE CONNECTIONS AND ENERGY TRANSFER STATIONS**

#### **6.1 Service Connection and Energy Transfer Station**

In order to provide the Services and bill a Customer for Energy delivered, the Service Provider will, subject to Section 6.3 (Supply and Installation of Service Connection and Energy Transfer Station by Customer) and Section 6.6 (Additional Service Connections, Energy Transfer Stations) below, serve each Designated Property with one Service Connection and one Energy Transfer Station. The technical specifications of all Service Connections and Energy Transfer Stations and the components thereof will be determined by the Service Provider.

#### **6.2 Supply Installation of Energy Transfer Station and Service Connection by Service Provider**

The Service Provider will:

- (a) together with the Director, Building Approvals, designate the location of the Energy Transfer Station and Service Connection on the Designated Property and determine the amount of space that must be left unobstructed around them to ensure sufficient and safe access thereto; and

(b) upon payment of the applicable ETS and Service Connection Installation Fee set out in Schedule B (Fees) to this Bylaw:

(i) provide, supply and install the Energy Transfer Station; and

(ii) provide, supply and install the Service Connection from the DEU to the Delivery Point on the Designated Property using the route which is the most suitable to the Service Provider.

### **6.3 Supply and Installation of Service Connection and Energy Transfer Station by Customer**

An Owner or Customer may make an application to the Service Provider requesting prior written approval for the Owner or Customer, at its sole cost and expense, to:

(a) provide, supply and install the Energy Transfer Station, or any component thereof; and/or

(b) provide, supply and install the Service Connection from the DEU to the Delivery Point on the Designated Property using the route which is the most suitable to the Service Provider,

and the Service Provider, may, in its sole discretion:

(c) approve such application subject to the Service Provider being satisfied with the design, materials, equipment, location and installation of the Service Connection and Energy Transfer Station, and each component thereof; and

(d) waive or reduce payment of the applicable ETS and Service Connection Installation Fee set out in Schedule B (Fees) to this Bylaw.

### **6.4 Transfer of Service Connections and Energy Transfer Stations Supplied and Installed by Owner**

The Owner or Customer will, upon request of the Service Provider or the City, at any time and from time to time, execute, acknowledge and deliver, or will cause be done, executed, acknowledged and delivered, all such further acts, bills of sale, assignments, transfers, conveyances, powers of attorney and assurances as may be required by the Service Provider or the City to evidence the transfer of legal and beneficial ownership of any Service Connections, Energy Transfer Stations, or any components thereof, procured, supplied or installed by the Owner or Customer, to the Service Provider or the City, in such form as requested by the Service Provider or the City. Without limiting the generality of the foregoing, in such bills of sale, assignments, transfers, conveyances, powers of attorney and assurances, the Service Provider or City may require the Owner or Customer to provide indemnities, security, representations and/or warranties in favour of the Service Provider or the City with respect to the title, condition, design and ongoing operation of any Service Connections, Energy Transfer Stations, or any components thereof.

**6.5 Customer Requested Routing**

If a Customer requests:

- (a) that its piping or Service Connection enter the Designated Property at a different point of entry or follow a different route from the point or route designated by the Service Provider; and/or
- (b) that the Energy Transfer Station, or any component thereof, be installed at a different location from the location designated by the Service Provider,

then, provided that:

- (c) the Customer pays the Service Provider in advance for all additional costs as determined by the Service Provider to install the Service Connection and Energy Transfer Station, or any component thereof, in accordance with the Customer's request; and
- (d) the Service Provider is satisfied that approving the Customer's request will not have an adverse effect on the operations of the DEU or create any other undesirable consequences, including but not limited to public health and safety concerns,

the Service Provider may accept the request. If the request is accepted, the Service Provider may either approve the requested routing or entry point or installation locations as originally requested or may, with the Customer's agreement, modify the requested routing or entry point or installation locations.

**6.6 Additional Service Connections, Energy Transfer Stations**

A Customer may apply to the Service Provider for one or more additional Service Connections at a Designated Property, which additional Service Connection(s) together with the related Energy Transfer Station(s) may be provided at the sole discretion of the Service Provider. If the Service Provider agrees to install an additional Service Connection and Energy Transfer Station, the Service Provider may charge the Customer additional ETS and Service Connection Installation Fees for the provision, supply, delivery and installation of the additional Service Connection and/or related Energy Transfer Station. The Service Provider may bill each additional Service Connection from a separate meter and account.

**6.7 Site Preparation**

Customers will be responsible for all necessary site preparation including but not limited to clearing building materials, construction waste, equipment, soil and gravel piles over the proposed service line route, to standards established by the Service Provider. The Service Provider may recover from Customers any additional costs associated with delays or site visits necessitated by inadequate or substandard site preparation.

**6.8 Customer Requested Alterations**

A Customer may apply to the Service Provider to remove, relocate or alter a Service Connection and/or an Energy Transfer Station, any component thereof, or related equipment

servicing a Designated Property, which removal, relocation or alteration may be provided at the sole discretion of the Service Provider. If the Service Provider agrees to remove, relocate, or alter a Service Connection and/or Energy Transfer Station, any component thereof, or related equipment, then in addition to the provisions of section 11.4 (Basis of Fees):

- (a) the Service Provider will give the Customer an estimate of the cost; and
- (b) if any of the changes to the Service Connection and/or Energy Transfer Station, any component thereof, or related equipment require the Service Provider to incur ongoing incremental operating and maintenance costs, the Service Provider may recover these costs from the Customer through the billing process established by this Bylaw.

#### **6.9 Easement, Statutory Right of Way and Section 219 Covenant**

- (a) An Owner of a Designated Property that is to receive Services under this Bylaw must sign and deliver to the Service Provider a section 219 covenant and statutory right of way to be registered against title to the Designated Property in favour of the City, in the form or forms supplied by the City and/or the Service Provider, for the installation, operation, maintenance and related services on the Designated Property of all necessary facilities for supplying the Services to the Designated Property. Each such section 219 covenant and statutory right of way will have priority over any other financial encumbrances registered against title to the Designated Property; and
- (b) If one or more privately-owned intervening properties are located between the Designated Property and the DEU, then the Customer will be responsible for all costs of obtaining licenses, statutory rights of way, easements, leases or other agreements, the form and content of which shall be as determined in the sole discretion of the City, for non-exclusive access to, on, over and under such properties in favour of the City, for the purpose of performing installation, operation, maintenance and related services on each intervening property of all necessary facilities for supplying the Services to the Designated Property.

#### **6.10 Maintenance by Service Provider**

Subject to Section 6.11 of this bylaw, the Service Provider will maintain the Service Connection and Energy Transfer Station.

#### **6.11 Maintenance by Customer**

Each Customer and Owner of Designated Property must maintain and repair the mechanical systems in all buildings on their Designated Properties, to the Delivery Points, including:

- (a) keeping the Building Mechanical Systems free of foreign material so as to prevent fouling of the Heat Exchangers; and

- (b) treating all fluid in the Building Mechanical System sufficiently to prevent corrosion of the Heat Exchangers.

#### **6.12 Service Calls**

A Customer or Owner may apply to the Service Provider to temporarily interrupt service to a Designated Property by closing the appropriate valves or by such other means as the Service Provider may find appropriate, and all applicable fees as specified in Schedule B (Fees) shall apply.

#### **6.13 Protection of Equipment**

The Customer must take reasonable care of and protect all Service Connections, Energy Transfer Stations, all components thereof, and related equipment on the Customer's Designated Property. The Customer's responsibility for expense, risk and liability with respect to all Service Connections, Energy Transfer Stations and related equipment is set out in Section 18.4 (Responsibility for Equipment) below.

#### **6.14 Damage**

The Customer must advise the Service Provider immediately of any damage to the Service Connection, Energy Transfer Station, or any components thereof.

#### **6.15 No Obstruction**

A Customer must not construct or permit to be constructed any permanent structure which, in the sole opinion of the Service Provider, obstructs access to a Service Connection, Energy Transfer Station, or any components thereof.

#### **6.16 No Unauthorized Changes**

Subject to Section 6.3 (Supply and Installation of service Connection and Energy Transfer Station by Customer) above, no Service Connection, Energy Transfer Station or any component thereof or related equipment will be installed, connected, moved or disconnected except by the Service Provider's authorized employees, contractors or agents or by other Persons acting with the Service Provider's written permission.

#### **6.17 Removal of Service Connection**

If the supply of Services to a Customer's Designated Property is discontinued or terminated for any reason then, the Service Provider may, but is not required to, remove Service Connections and/or Energy Transfer Stations, any component thereof and related equipment from the Customer's Designated Property.”.

14. The **Alexandra District Energy Utility Bylaw No. 8641**, as amended, is further amended by deleting PART 7 (HEAT EXCHANGERS, METER SETS AND METERING) in its entirety and replacing it with the following:

**“PART 7: METERING**

### **7.1 Measurement**

The quantity of Energy delivered to a Designated Property will be metered using apparatus approved by the Service Provider. The amount of Energy registered by the Meter Set during each billing period will be converted to megawatt hours and rounded to the nearest one-tenth of a megawatt hour.

### **7.2 Testing Meters**

A Customer may apply to the Service Provider to test a Meter Set, and, upon payment of the application for meter test fee set out in Schedule B (Fees), the Service Provider will notify such Customer of the date and time the test is to occur, and the Customer is entitled to be present for the test. If the testing indicates that the Meter Set is inaccurate in its measurement by 10% or more, then:

- (a) the Customer is entitled to return of the meter testing fee paid pursuant to this Section;
- (b) the cost of removing, replacing and testing the Meter Set will be borne by the Service Provider subject to Section 19.4 (Responsibility for Equipment on Designated Property) of this bylaw; and
- (c) the Service Provider will estimate the resulting billing overpayment or shortfall, and settle with the Customer accordingly, provided any such settlement will not extend beyond 12 months before the month in which the test takes place.

### **7.3 Defective Meter Set**

If a Meter Set ceases to register, then the Service Provider will estimate the volume of Energy delivered to the Customer according to the procedures set out in Section 13.7 (Incorrect Register) of this bylaw.”.

15. The **Alexandra District Energy Utility Bylaw No. 8641**, as amended, is further amended at Section 9.1 (Access to Designated Property) by deleting the words “its authorized employees, contractors and agents have the right of entry, at any reasonable time, onto a Customer’s Designated Property, for the purpose of reading, testing, repairing or removing Service Connections, Meter Sets, Heat Exchanger, and ancillary equipment,” and replacing them with the words “its authorized officers, employees, agents, servants, contractors and subcontractors have the right of entry, at any reasonable time and except in the case of emergency, upon reasonable notice, onto a Customer’s Designated Property, for the purpose of reading, testing, repairing or removing Service Connections, Energy Transfer Stations and any component thereof, and ancillary equipment,”.
16. The **Alexandra District Energy Utility Bylaw No. 8641**, as amended, is further amended at Section 9.2 (Access to Equipment) by inserting the words “and except in the case of emergency, upon reasonable notice,” after the words “The Customer must at all reasonable times”.
17. The **Alexandra District Energy Utility Bylaw No. 8641**, as amended, is further amended at PART 10 by deleting the title “PART 10: APPLICATION AND SERVICE CONNECTION

INSTALLATION FEES” and replacing it with the words “PART 10: APPLICATION AND RECREATION FEES”.

18. The **Alexandra District Energy Utility Bylaw No. 8641**, as amended, is further amended by deleting section 10.1 (Fees for applications and installations) in its entirety and replacing it with the following:

**“10.1 Fees for applications**

Each person who submits an application to receive Services under this Bylaw must pay the applicable fee set out in Schedule B (Fees).”.

19. The **Alexandra District Energy Utility Bylaw No. 8641**, as amended, is further amended by deleting section 10.5 (Basis of Fees) in its entirety and marking it “Repealed.”

20. The **Alexandra District Energy Utility Bylaw No. 8641**, as amended, is further amended by deleting PART 11 (RATES, CHARGES, FEES AND OTHER COSTS) in its entirety and replacing it with the following:

**“PART 11: RATES, CHARGES, FEES AND OTHER COSTS**

**11.1 Fees and Rates Payable**

Each Customer must pay to the Service Provider:

- (a) the applicable fees as specified in Schedule B (Fees), as amended from time to time;
- (b) the applicable Rates for the Services as specified in Part 1 of Schedule C (Rates and Charges), as amended from time to time.

**11.2 Electrical Costs**

The Customer shall pay all costs of electricity consumed by an Energy Transfer Station or any component thereof, including electricity consumed by electrical pumps and other equipment installed for the operation of the Energy Transfer Station.

**11.3 Basis of Fees**

- (a) The fees specified in Schedule B (Fees) shall be estimated fees based on the full costs of providing, maintaining and/or expanding the Services, including, without limitation the capital and overhead costs of purchasing, renting, acquiring, providing, supplying, delivering and installing the Service Connection, and Energy Transfer Station or any component thereof, at a Designated Property, and costs of design, construction, administration, operations and other related activities associated with the Services, and may be different for each Designated Property based upon the use, capacity and consumption of each Designated Property, and the Service Connection and Energy Transfer Station installed thereon.



- (b) Where an Owner, Customer or other person is to have work done or Services received at cost, all fees payable shall be payable in advance before commencement of the work.
- (c) After completion of the work, the Service Provider will notify the Owner, Customer or other person of the actual cost.
- (d) If the actual cost is more than the estimated cost, the Owner, Customer or other person will be liable for and must pay the Service Provider the shortfall within 30 days after demand by the Service Provider.
- (e) If the actual cost is less than the estimated cost, the Service Provider will refund to the Owner, Customer or other person the excess, except that if the Customer owes any money under this Bylaw at that time, the Service Provider may apply the excess against such debt.
- (f) Calculation of the costs or estimated costs the City or Service Provider incurs or expects to incur under this Bylaw will include, without duplication, amounts spent by the City or Service Provider using its own work force or engaging an independent contractor for gross wages, employee fringe benefits, materials, equipment rentals at rates paid by the City or Service Provider or set by the City or Service Provider for its own equipment, and fees and other charges payable to an independent contractor, plus an amount equal to 20% of those costs to cover the City's or Service Provider's overhead and administrative expenses.”.

21. The **Alexandra District Energy Utility Bylaw No. 8641**, as amended, is further amended by deleting Section 13.2 in its entirety and replacing it with the following:

**“13.2 Form of Bill**

Each bill sent to a Customer by the Service Provider for Services provided will include:

- (a) the amounts of any fees, rates and charges, costs and taxes thereon, that are due and payable to the Service Provider;
- (b) the date when the bill is due and payable;
- (c) acceptable places and methods of payment; and
- (d) the number of megawatt hours of heat energy and cooling energy supplied to the Energy Transfer Station.”.

22. The **Alexandra District Energy Utility Bylaw No. 8641**, as amended, is further amended by deleting Section 13.12 in its entirety and replacing it with the following:

**“13.12 Adjustment for Building Mechanical System**

If:

- (a) the City or a Customer, discovers or is notified, that a Building Mechanical System is using the DEU for less than 70% of all the annual space heating and cooling and domestic hot water heating requirements for a building on a Designated Property, contrary to section 22.2 of this Bylaw;
- (b) the General Manager, Engineering & Public Works provides the Customer with written notice that the City is satisfied that the Customer did not know or could not reasonably have known of the non-compliance with section 22.2 of this Bylaw (the “**GM Notice**”);
- (c) the Customer carries out all necessary repairs and works to bring the Building Mechanical System into compliance with section 22.2 of this Bylaw or to the satisfaction of the General Manager, Engineering & Public Works (the “**Repair Works**”) within 12 months of the date of the GM Notice, or such longer or shorter period as may be agreed to by the City in writing (the “**Repair Period**”); and
- (d) the Customer supplies to the City, in form and content satisfactory to the General Manager, Engineering & Public Works, a letter signed by the registered professional responsible for the design of the Repair Works, confirming that all Repair Works have been completed,

then:

- (e) Part 20 (Offences) of this Bylaw will not apply to the Customer for the time period, as estimated by the City, during which the Customer was not in compliance with section 22.2 of this Bylaw; and
- (f) the City may adjust the Customer’s bill to provide a credit in accordance with section 13.13 below.”.

23. The **Alexandra District Energy Utility Bylaw No. 8641**, as amended, is further amended by deleting Section 14.1 in its entirety and replacing it with the following:

**“14.1 When Required**

The Service Provider may, in the circumstances specified herein, charge and demand, and the Service Provider may collect or receive, from Customers for the Services received, a greater or lesser compensation than that specified in bills to the Customers, provided that in the case of a minor adjustment to a Customer's bill, back-billing treatment may not be applied.”.

24. The **Alexandra District Energy Utility Bylaw No. 8641**, as amended, is further amended at Section (Tampering/Fraud), by:

- a) inserting the words “and the City” after the words “Service Provider” in Section 14.4(b); and
- b) deleting Section 14.4(c) in its entirety and replacing it with the following:

“(c) under-billing resulting from circumstances described above will bear interest computed at the rate and times specified in Schedule B (Fees) until the amount under-billed is paid in full.”.

25. The **Alexandra District Energy Utility Bylaw No. 8641**, as amended, is further amended at Section 15.1 (Late Payment Charge), by deleting the words “or by an agent acting on behalf of the Service Provider”.
26. The **Alexandra District Energy Utility Bylaw No. 8641**, as amended, is further amended at Section 15.2 (Returned Cheque Charge), by deleting the words “Fees Schedule” and replacing them with the words “Schedule B (Fees)”.
27. The **Alexandra District Energy Utility Bylaw No. 8641**, as amended, is further amended at Section 15.3 (Collection of Taxes), by deleting the words “If the City is the Service Provider, then any amount due from the Customer” and replacing them with the words “Any amount due from a Customer to the Service Provider”.
28. The **Alexandra District Energy Utility Bylaw No. 8641**, as amended, is further amended at Section 16.2(a) by deleting the word “perceived” and replacing it with the words “believed to existed or anticipated”.
29. The **Alexandra District Energy Utility Bylaw No. 8641**, as amended, is further amended at Section 17.1 (Discontinuance with Notice and Refusal Without Notice), by:
  - a) deleting Section 17.1(a) and replacing it with the following:

“(a) the Customer has failed to pay the bill for Services and/or Service Related Charges on or before the due date;”;
  - b) deleting the words “the Service Provider’s bill” in Section 17.1(c) and replacing them with the words “the bill for Services”;
  - c) deleting the words “the Service Provider’s bill” in Section 17.1(d) and replacing them with the words “the bill for Services”;
  - d) deleting the words “bills and/or Service Related Charges to the Service Provider” in Section 17.1(e) and replacing them with the words “bills for Services and/or Service Related Charges”;
  - e) deleting the words “the Heat Exchanger electrical pumps,” in Section 17.1(g) and replacing them with the words “the Energy Transfer Station or any component thereof, including any electrical pumps, and other equipment installed for the operation of the Energy Transfer Station,”;
  - f) deleting the words “all Heat Exchangers have been negatively affected; or” in Section 17.1(g) and replacing them with the words “of the Energy Transfer Stations have been negatively affected;”;

g) inserting the words “; or” after the words “jurisdiction over the environment” in Section 17.1(h); and

h) inserting the following after Section 17.1(h) as a new Section 17.1(i):

“(i) the Customer is otherwise in breach of the Energy Services Agreement.”.

30. The **Alexandra District Energy Utility Bylaw No. 8641**, as amended, is further amended at Section 17.2 by:

(a) deleting the word “or” at the end of Section 17.2(h);

(b) deleting the period at the end of Section 17.2(i) and replacing it with the words “; or”; and

(c) adding the following after Section 17.2(i) as a new section 17.2(j):

“(j) the Customer has sold, assigned, conveyed or otherwise disposed of the Customer's Designated Property, or any subdivided portion thereof, and has not obtained from the assignee, purchaser or transferee, and delivered to the Service Provider, a written Assignment and Assumption Agreement (General) or Assignment and Assumption Agreement (Strata), as the case may be, prior to the completion of such sale, transfer or other disposition of the Customer's Designated Property, or any subdivided portion thereof.”.

31. The **Alexandra District Energy Utility Bylaw No. 8641**, as amended, is further amended at Section 18.2 (Continuing Obligation) by deleting the words “Heat Exchangers, Meter Sets” and replacing them with the words “any Energy Transfer Station, any component thereof.”.

32. The **Alexandra District Energy Utility Bylaw No. 8641**, as amended, is further amended by deleting Section 19.1 in its entirety and replacing it with the following:

#### **“19.1 Responsibility for Delivery of Energy**

The Service Provider, and the City if the City is not the Service Provider, and their respective elected officials, directors, officers, employees, servants, contractors, representatives and agents are not responsible or liable for any loss, damage, costs or injury (including death) incurred by any Customer or any Person claiming by or through the Customer caused by or resulting from, directly or indirectly, any discontinuance, suspension or interruption of, or failure or defect in the supply or delivery or transportation of, or refusal to supply, deliver or transport Energy, or provide Services, unless the loss, damage, costs or injury (including death) is directly attributable to the gross negligence or wilful misconduct of the Service Provider or the City if the City is not the Service Provider, and their respective elected officials, directors, officers, employees, servants, contractors, representatives and agents provided, however, that the Service Provider and the City, and their respective elected officials, directors, officers, employees, servants, contractors, representatives and agents are not responsible or liable for any loss of profit, loss of revenues, or other economic loss even if the loss is directly attributable to the gross negligence or wilful misconduct of the Service

Provider or the City, or their respective elected officials, directors, officers, employees, servants, contractors, representatives and agents.”.

33. The **Alexandra District Energy Utility Bylaw No. 8641**, as amended, is further amended at Section 19.4 (Responsibility for Heat Exchanger and Meter Set) by:

- a) deleting the words “Heat Exchanger and Meter Set” in the title and replacing them with the words “Equipment on Designated Property”;
- b) deleting the words “Heat Exchangers, Meter Sets or related equipment” in the first paragraph and replacing them with the words “Service Connections, Energy Transfer Stations, any component thereof, and all related equipment located at, in, on, over, under, across or along”; and
- c) deleting the words “Heat Exchangers, Meter Sets or related Equipment on” in the last paragraph and replacing them with the words “Service Connections, Energy Transfer Stations or related equipment at, in, on, over, under, across or along”.

34. The **Alexandra District Energy Utility Bylaw No. 8641**, as amended, is further amended by at Section 19.5 (Customer Indemnification”) by:

- a) inserting the words “the City is” before the words “not the Service Provider”;
- b) inserting the words “at or” after the words “presence of Energy”; and
- c) inserting the words “equipment or” before the word “facilities”.

35. The **Alexandra District Energy Utility Bylaw No. 8641**, as amended, is further amended by deleting PART 21 (BULIDING PERMIT REQUIREMENTS FOR DEU COMPATIBLE BUILDING MECHANICAL SYSTEMS) in its entirety and replacing it with the following:

**“PART 21: BULIDING PERMIT REQUIREMENTS FOR DEU COMPATIBLE BUILDING MECHANICAL SYSTEMS**

**21.1 Building Permit Application**

A person who applies, under the Building Regulation Bylaw, for a permit that is to authorize the installation or alteration of a Building Mechanical System must include in, or submit with, the application:

- (a) an acknowledgment signed by the Owner that the building is located on a Designated Property;
- (b) a duly signed section 219 covenant and a statutory right of way in accordance with section 6.9 of this Bylaw, to be registered against title to the Designated Property prior to building permit being issued;
- (c) mechanical and other plans and documentation as the City Engineer may require, signed or certified by the registered professional responsible for design of the Building Mechanical System;

- (d) a certificate signed by the Service Provider, acting as the City's agent for this limited purpose, that the specifications, design, mechanical and other plans relating to the Building Mechanical System are compatible with the DEU;
- (e) an energy modelling report, signed by the registered professional who is responsible for design of the Building Mechanical System, estimating the:
  - (i) peak heat energy demand for space heating;
  - (ii) peak heat energy demand for domestic hot water;
  - (iii) combined peak heat energy demand for any uses other than space heating and domestic hot water; and
  - (iv) hour by hour consumption of energy;
- (f) a cheque in the amount of:
  - (i) the ETS and Service Connection Installation Fee, as specified in Schedule B (Fees); and
  - (ii) building permit application DEU review fee, as specified in Schedule B (Fees). For certainty, the building permit application DEU review fee shall, notwithstanding section 11.4, be a fixed fee and not an estimated fee;
- (g) the proposed location of the Energy Transfer Station, certified by the Service Provider as approved;
- (h) the proposed location of the Service Connection, certified by the Service Provider as approved;
- (i) the proposed location of Distribution System components in or on the Designated Property, certified by the Service Provider as approved;
- (j) the proposed location of the Delivery Points, certified by the Service Provider as approved;
- (k) the proposed schedule for installation or alteration of the Building Mechanical System;
- (l) the proposed commencement date for the delivery of Energy by the Service Provider to the Energy Transfer Station; and
- (m) such other information as the Service Provider or City Engineer may require.

## **21.2 Submission of copy of application**

An applicant must submit a copy of the building permit application to the City Engineer.

**21.3 Approval of Energy Modelling Report**

The report submitted under section 21.1(f) is subject to approval by the City Engineer.

**21.4 Approval of Locations - General**

The location of each of the:

- (a) Energy Transfer Station, submitted under section 21.1(h);
- (b) Service Connection, submitted under section 21.1(i);
- (c) Distribution System components in or on the Designated Property, submitted under section 21.1(j); and
- (d) Delivery Points, submitted under section 21.1(k);

is subject to approval by the Director, Building Approvals and City Engineer.

**21.5 Approval of schedule**

The proposed schedule for installation or alteration of the Building Mechanical System is subject to approval by the City Engineer.

**21.6 Design of Building Mechanical System**

The design of the Building Mechanical System is subject to approval by the Director, Building Approvals and City Engineer following certification by the Service Provider under section 21.1(d).

**21.7 Approval of building permit**

The building permit is subject to approval by the:

- (a) Director, Building Approvals under the Building Regulation Bylaw; and
- (b) Director, Building Approvals and City Engineer under this By-law.

**21.8 No work before permit issuance**

A person must not begin to install or alter a Building Mechanical System until the Director, Building Approvals has issued the building permit.

**21.9 Signed Energy Services Agreement required**

No building permit for a Building Mechanical System will be issued until an Energy Services Agreement has been signed relating to the Designated Property.”.

36. The **Alexandra District Energy Utility Bylaw No. 8641**, as amended, is further amended at Section 22.2 (Prohibited Components) by deleting the word “21.1(d)” and replacing them with the word “21.1(e)”.

37. The **Alexandra District Energy Utility Bylaw No. 8641**, as amended, is further amended at Section 22.4 (Service Provider’s scheduling) by:

- a) deleting the words “is to co-ordinate” and replacing them with the words “will co-ordinate”; and
  - b) deleting the words “, Heat Exchangers and Meter Sets” and replacing them with the words “and Energy Transfer Stations”.
38. The **Alexandra District Energy Utility Bylaw No. 8641**, as amended, is further amended by deleting Section 22.6 (Adjustment of Increased Installation costs) in its entirety and marking it “Repealed.”.
39. The **Alexandra District Energy Utility Bylaw No. 8641**, as amended, is further amended at Section 22.7 (No occupancy allowed) by deleting the words “City any shortfall under section 22.6(a)” and replacing them with the words “Service Provider all applicable fees and charges in accordance with section 11.4”.
40. The **Alexandra District Energy Utility Bylaw No. 8641**, as amended, is further amended by deleting Schedule B (Fees) in its entirety and replacing it with a new Schedule B attached as Schedule A to this Amendment Bylaw.
41. The **Alexandra District Energy Utility Bylaw No. 8641**, as amended, is further amended by deleting Schedule C (Rates and Charges) in its entirety and replacing it with a new Schedule C attached as Schedule B to this Amendment Bylaw.
42. This Bylaw is cited as “**Alexandra District Energy Utility Bylaw No. 8641, Amendment Bylaw No. 10085**”

FIRST READING

SECOND READING

THIRD READING

ADOPTED

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

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



**Schedule A to Amendment Bylaw No. 10085**  
***SCHEDULE B to BYLAW NO. 8641***

**Fees**

Section	Application	Fee
4.1, 10.1	Application for service to Designated Property	No fee
3.2, 10.1	Application for voluntary use of energy utility system	By estimate
3.3	Application for exemption of some buildings on a parcel of real property from use of energy utility system	By estimate
6.2, 6.3, 6.6 & 10.1	ETS and Service Connection Installation Fee	By estimate
6.5	Customer requested routing	By estimate
6.8	Application to remove, relocate, or alter Energy Transfer Station, any component thereof, or related equipment or distribution system extension servicing	\$400.00
6.12	Service call during Service Provider's normal business hours	\$150.00
6.12	Service call outside Service Provider's normal business hours	\$400.00
7.2	Application for meter test	\$400.00
10.3	Reactivation fee	By estimate
10.4	Re-identification of Meter Set	By estimate
12.2 & 14.6	Interest on security deposit and over-billed amounts	Bank of Canada prime rate minus 2 % per annum payable monthly
15.1	Late Payment Charge	\$100.00
15.2	Cheque returned to the Service Provider	\$100.00
21.1(g)(iii)	Building permit application that includes DEU review fee charged in addition to building permit application fee under Building Regulation Bylaw	2% of the Building Permit fee

**Schedule B to Amendment Bylaw No. 10085*****SCHEDULE C to BYLAW NO. 8641******Rates and Charges*****PART 1 - RATES FOR SERVICES**

*The following charges, as amended from time to time, will constitute the Rates for Services for the Service Area excluding shaded Area A as shown in Schedule A to this Bylaw:*

- (a) Capacity charge – a monthly charge of \$0.102 per square foot of Gross Floor Area, and a monthly charge of \$1.370 per kilowatt of the annual peak heating load supplied by DEU as shown in the energy modeling report required under Section 21.1(c); and*
- (b) Volumetric charge – a charge of \$4.379 per megawatt hour of Energy returned from the Energy Transfer Station at the Designated Property.*

**PART 2 - RATES FOR SERVICES APPLICABLE TO AREA A**

*The following charges will constitute the Rates for Services applicable only to the Designated Properties identified within the shaded area (Area A) shown in Schedule A to this bylaw:*

- (a) Volumetric charge – a charge of \$78.29 per megawatt hour of Energy returned from the Energy Transfer Station at the Designated Property calculated on each of (i) an energy use of 2644 MWh per annum (“Basic Supply Amount”), and (ii) any energy use in excess of the Basic Supply Amount.*



**Oval Village District Energy Utility Bylaw No. 9134  
Amendment Bylaw No. 10086**

The Council of the City of Richmond enacts as follows:

1. The **Oval Village District Energy Utility Bylaw No. 9134**, as amended, is further amended the second recital by deleting the words “space and domestic water heating” and replacing them with the words “space heating and domestic hot water heating”.
2. The **Oval Village District Energy Utility Bylaw No. 9134**, as amended, is further amended at Section 4 (Ownership of DEU) by deleting the words “Service Connections, Meter Sets and Heat Exchangers” and replacing them with the words “Energy Transfer Station, Service Connections, and any components thereof.”.
3. The **Oval Village District Energy Utility Bylaw No. 9134**, as amended, is further amended at Section 8 (Rates and Charges), by:
  - a) inserting the word “Fees,” in the title before the word “Rates”;
  - b) inserting the word “fees,” before the words “rates and charges” in the first sentence; and
  - c) deleting the words “Schedule D” and replacing them with the words “Schedules C and D”.
4. The **Oval Village District Energy Utility Bylaw No. 9134**, as amended, is further amended by deleting Section 15 (Severability) in its entirety and replacing it with the following:

“15. **Severability.** Each provision of this Bylaw and the General Terms and Conditions is intended to be severable and if any provision is determined by a court of competent jurisdiction to be illegal or invalid or unenforceable for any reason whatsoever such provision shall be severed from this Bylaw and will not affect the legality, validity or enforceability of the remainder of or any other provision of this Bylaw or the General Terms and Conditions.”.
5. The **Oval Village District Energy Utility Bylaw No. 9134**, as amended, is further amended by deleting the words “building mechanical system” wherever they appear in Schedule B of the Bylaw and replacing them with the words “Building Mechanical System”.
6. The **Oval Village District Energy Utility Bylaw No. 9134**, as amended, is further amended at Section 1.1 (Definitions) of Schedule B, by:

- a) deleting the words “Heat Exchangers and Meter Sets” in the definition of “DEU” and replacing them with the words “Energy Transfer Stations and any component thereof”;
  - b) deleting the words “including ventilation systems and electrical pumps” from the definition of “Heat Exchanger”;
  - c) deleting the words “, including Heat Exchangers” from the definition of “Meter Set”;
  - d) deleting the words “a Meter Set” in the definition of “Services” and replacing them with the words “an Energy Transfer Station”;
  - e) deleting the words “providing a Service Connection” in the definition of “Services” and replacing it with the words “providing, supplying and installing Service Connections, Energy Transfer Stations and/or any component thereof”; and
  - f) inserting the word “the” before the words “Strata Property Act” in the definition of “Strata Lot”.
7. The **Oval Village District Energy Utility Bylaw No. 9134**, as amended, is further amended at Section 1.1 (Definitions) of Schedule B, by inserting the following definitions in alphabetical order as new subsections, and renumbering the remaining subsections in section 1.1:
- “**City**” means the City of Richmond;
- “**Energy Transfer Station**” means, collectively, a Heat Exchanger and Meter Set and all related pipes, fittings and other equipment which control the transfer, and measure of Energy from the Distribution System to a Building Mechanical System;
- “**ETS and Service Connection Installation Fee**” means the fee payable to the Service Provider under this Bylaw as specified in Schedule C (Fees);
- “**General Terms and Conditions**” means the terms and conditions set out in this Schedule B;”.
8. The **Oval Village District Energy Utility Bylaw No. 9134**, as amended, is further amended at Section 2.5 (Refusal of Application) of Schedule B, by deleting the words “Section 15” and replacing them with the words “Part 15”.
9. The **Oval Village District Energy Utility Bylaw No. 9134**, as amended, is further amended at Section 3.2(a) of Schedule B, by deleting the word “either”.
10. The **Oval Village District Energy Utility Bylaw No. 9134**, as amended, is further amended at Schedule B, by deleting PART 4 (CONNECTING FOR SERVICES) in its entirety and replacing it with the following:

**“PART 4: SERVICE CONNECTIONS AND ENERGYTRANSFER STATIONS**

**4.1 Service Connection and Energy Transfer Station**

In order to provide the Services and bill a Customer for Energy delivered, the Service Provider will, subject to Section 4.6 (Supply and Installation of Service Connection and Energy Transfer Station by Customer) below, serve each Designated Property with one Service Connection and one Energy Transfer Station. The technical specifications of all Service Connections and Energy Transfer Stations and the components thereof will be determined by the Service Provider.

#### **4.2 Supply and Installation of Energy Transfer Station and Service Connection by Service Provider**

The Service Provider will:

- (a) together with the Director, Building Approvals, designate the location of the Energy Transfer Station and Service Connection on the Designated Property and determine the amount of space that must be left unobstructed around them to ensure sufficient and safe access thereto; and
- (b) upon payment of the applicable ETS and Service Connection Installation Fee set out in Schedule C (Fees) to this Bylaw:
  - (i) provide, supply and install the Energy Transfer Station; and
  - (ii) provide, supply and install the Service Connection from the DEU to the Delivery Point on the Designated Property using the route which is the most suitable to the Service Provider.

#### **4.3 Supply and Installation of Service Connection and Energy Transfer Station by Customer**

An Owner or Customer may make an application to the Service Provider requesting prior written approval for the Owner or Customer, at its sole cost and expense, to:

- (a) provide, supply and install the Energy Transfer Station, or any component thereof; and/or
- (b) provide, supply and install the Service Connection from the DEU to the Delivery Point on the Designated Property using the route which is the most suitable to the Service Provider,

and the Service Provider, may, in its sole discretion:

- (c) approve such application subject to the Service Provider being satisfied with the design, materials, equipment, location and installation of the Service Connection and Energy Transfer Station, and each component thereof; and
- (d) waive or reduce payment of the applicable ETS and Service Connection Installation Fee set out in Schedule C (Fees) to this Bylaw.

#### **4.4 Transfer of Service Connections and Energy Transfer Stations Supplied and Installed by Owner**

The Owner or Customer will, upon request of the Service Provider or the City, at any time and from time to time, execute, acknowledge and deliver, or will cause be done, executed, acknowledged and delivered, all such further acts, bills of sale, assignments, transfers, conveyances, powers of attorney and assurances as may be required by the Service Provider or the City to evidence the transfer of legal and beneficial ownership of any Service Connections, Energy Transfer Stations, or any components thereof, procured, supplied or installed by the Owner or Customer, to the Service Provider or the City, in such form as requested by the Service Provider or the City. Without limiting the generality of the foregoing, in such bills of sale, assignments, transfers, conveyances, powers of attorney and assurances, the Service Provider or City may require the Owner or Customer to provide indemnities, security, representations and/or warranties in favour of the Service Provider or the City with respect to the title, condition, design and ongoing operation of any Service Connections, Energy Transfer Stations, or any components thereof.

#### **4.5 Customer Requested Routing**

If a Customer requests:

- (a) that its piping or Service Connection enter the Designated Property at a different point of entry or follow a different route from the point or route designated by the Service Provider; and/or
- (b) that the Energy Transfer Station, or any component thereof, be installed at a different location from the location designated by the Service Provider,

then, provided that:

- (c) the Customer pays the Service Provider in advance for all additional costs as advised by the Service Provider to install the Service Connection and Energy Transfer Station, or any component thereof, in accordance with the Customer's request; and
- (d) the Service Provider is satisfied that approving the Customer's request will not have an adverse effect on the operations of the DEU or create any other undesirable consequences, including but not limited to public health and safety concerns,

the Service Provider may accept the request. If the request is accepted, the Service Provider may either approve the requested routing or entry point or installation locations as originally requested or may, with the Customer's agreement, modify the requested routing or entry point or installation locations.

#### **4.6 Additional Service Connections, Energy Transfer Stations**

A Customer may apply to the Service Provider for one or more additional Service Connections at a Designated Property, which additional Service Connection(s) together with the related Energy Transfer Station(s) may be provided at the sole discretion of the Service Provider. If the

Service Provider agrees to install an additional Service Connection and Energy Transfer Station, the Service Provider may charge the Customer additional ETS and Service Connection Installation Fees for the provision, supply, delivery and installation of the additional Service Connection and/or related Energy Transfer Station. The Service Provider may bill each additional Service Connection from a separate meter and account.

#### **4.7 Site Preparation**

Customers will be responsible for all necessary site preparation including but not limited to clearing building materials, construction waste, equipment, soil and gravel piles over the proposed service line route, to standards established by the Service Provider. The Service Provider may recover from Customers any additional costs associated with delays or site visits necessitated by inadequate or substandard site preparation.

#### **4.8 Customer Requested Alterations**

A Customer may apply to the Service Provider to remove, relocate or alter a Service Connection and/or an Energy Transfer Station, any component thereof, or related equipment servicing a Designated Property, which removal, relocation or alteration may be provided at the sole discretion of the Service Provider. If the Service Provider agrees to remove, relocate, or alter a Service Connection and/or Energy Transfer Station, any component thereof, or related equipment, then in addition to the provisions of section 9.4 (Basis of Fees):

- (a) the Service Provider will give the Customer an estimate of the cost; and
- (b) if any of the changes to the Service Connection and/or Energy Transfer Station, any component thereof, or related equipment require the Service Provider to incur ongoing incremental operating and maintenance costs, the Service Provider may recover these costs from the Customer through the billing process established by this Bylaw.

#### **4.9 Easement, Statutory Right of Way and Section 219 Covenant**

- (a) An Owner of a Designated Property that is to receive Services under this Bylaw must sign and deliver to the Service Provider a Section 219 covenant and statutory right of way to be registered against title to the Designated Property in favour of the City, in the form or forms supplied by City and/or the Service Provider, for the installation, operation, maintenances and related services on the Designated Property of all necessary facilities for supplying the Services to the Designated Property. Each such Section 219 covenant and statutory right of way will have priority over any other financial encumbrances registered against title to the Designated Property; and
- (b) If one or more privately-owned intervening properties are located between the Designated Property and the DEU, then the Customer will be responsible for all costs of obtaining licenses, statutory rights of way, easements, leases or other agreements, the form and content of which shall be as determined in the sole discretion of the City, for non-exclusive access to, on, over and under such properties in favour of the City, for the purposes of performing installation, operation, maintenances and related services on each

intervening property of all necessary facilities for supplying the Services to the Designated Property.

#### **4.10 Maintenance by Service Provider**

Subject to Section 4.11 (Maintenance by Customer) below, the Service Provider will maintain the Service Connection and Energy Transfer Station.

#### **4.11 Maintenance by Customer**

Each Customer and Owner of Designated Property must maintain and repair the Building Mechanical Systems in all buildings on their Designated Properties, to the Delivery Points, including:

- (a) keeping the Building Mechanical Systems free of foreign material so as to prevent fouling of the Heat Exchangers; and
- (b) treating all fluids in the Building Mechanical System sufficiently to prevent corrosion of the Heat Exchangers.

#### **4.12 Service Calls**

A Customer or Owner may apply to the Service Provider to temporarily interrupt service to a Designated Property by closing the appropriate valves or by such other means as the Service Provider may find appropriate, and the applicable fees as specified in Schedule C (Fees) shall apply.

#### **4.13 Protection of equipment**

The Customer must take reasonable care of and protect all Service Connections, Energy Transfer Stations, all components thereof, and related equipment on the Customer's Designated Property. The Customer's responsibility for expense, risk and liability with respect to all Service Connections, Energy Transfer Stations and related equipment is set out in Section 17.4 (Responsibility for Equipment) below.

#### **4.14 Damage**

The Customer must advise the Service Provider immediately of any damage to the Service Connection, Energy Transfer Station, or any components thereof.

#### **4.15 No Obstruction**

A Customer must not construct or allow to be constructed any permanent structure which, in the sole opinion of the Service Provider, obstructs access to a Service Connection or Energy Transfer Station, or any components thereof.

#### **4.16 No Unauthorised Changes**



Subject to Section 4.3 (Supply and Installation of service Connection and Energy Transfer Station by Customer) above, no Service Connection, Energy Transfer Station or any component thereof or related equipment will be installed, connected, moved or disconnected except by the Service Provider's authorized employees, contractors or agents or by other Persons acting with the Service Provider's written permission.

#### **4.17 Removal of Equipment**

If the supply of Services to a Customer's Designated Property is discontinued or terminated for any reason then, the Service Provider may, but is not required to, remove Service Connections and/or Energy Transfer Stations, any component thereof and related equipment from the Customer's Designated Property.”.

11. The **Oval Village District Energy Utility Bylaw No. 9134**, as amended, is further amended at Schedule B, by deleting PART 5 (HEAT EXCHANGERS, METER SETS AND METERING) in its entirety and replacing it with the following:

#### **“PART 5: METERING**

##### **5.1 Measurement**

The quantity of Energy delivered to a Designated Property will be metered using apparatus approved by the Service Provider. The amount of Energy registered by the Meter Set during each billing period will be converted to megawatt hours and rounded to the nearest one-tenth of a megawatt hour.

##### **5.2 Testing Meters**

A Customer may apply to the Service Provider to test a Meter Set, and, upon payment of the application for meter test fee set out in Schedule C (Fees), the Service Provider will notify such Customer of the date and time the test is to occur, and the Customer is entitled to be present for the test. If the testing indicates that the Meter Set is inaccurate in its measurement by 10% or more, then:

- (a) the Customer is entitled to return of the meter testing fee paid pursuant to this Section;
- (b) the cost of removing, replacing and testing the Meter Set will be borne by the Service Provider subject to Section 17.4 (Responsibility for Energy Transfer Station) below; and
- (c) the Service Provider will estimate the resulting billing overpayment or shortfall, and settle with the Customer accordingly, provided any such settlement will not extend beyond 12 months before the month in which the test takes place.

##### **5.3 Defective Meter Set**

If a Meter Set ceases to register, then the Service Provider will estimate the volume of Energy delivered to the Customer according to the procedures set out in Section 11.7 (Incorrect Register) below.”,

12. The **Oval Village District Energy Utility Bylaw No. 9134**, as amended, is further amended at Section 7.1 (Access of Designated Property) of Schedule B, by deleting the words “Meter Sets, Heat Exchangers” and replacing them with the words “Energy Transfer Stations and any components thereof.”.
13. The **Oval Village District Energy Utility Bylaw No. 9134**, as amended, is further amended at Part 8 (Application and Service Connection Fees) of Schedule B, by deleting the words “Service Connection Installation” in the title of this Part and replacing them with the word “REACTIVATION”.
14. The **Oval Village District Energy Utility Bylaw No. 9134**, as amended, is further amended at Schedule B, by deleting Section 8.1 (Fees for applications and installations) in its entirety and replacing it with the following:

**“8.1 Fees for applications**

Each person who submits an application to receive Services under this Bylaw must pay the applicable fee set out in Schedule C (Fees).”.

15. The **Oval Village District Energy Utility Bylaw No. 9134**, as amended, is further amended at Schedule B, by deleting Section 8.3 in its entirety and replacing it with the following:

**“8.3 Reactivation Fees**

If Services are terminated

- (a) for any of the reasons described in Part 15 (Discontinuance of Service and Refusal of Services) of this bylaw; or
- (b) to permit a Customer to make alterations to their Designated Property,

and the same Customer or the spouse, employee, contractor, agent or partner of the same Customer requests reactivation of Services to the Designated Property within 12 months of the date of Services termination, then the applicant for reactivation must pay the greater of:

- (c) the costs the Service Provider incurs in de-activating and re-activating the Services; or
- (d) the sum of the applicable minimum Rates and charges set out in Schedule D (Rates and Charges) which would have been paid by the Customer between the time of termination and the time of reactivation of Services.”.

16. The **Oval Village District Energy Utility Bylaw No. 9134**, as amended, is further amended at Schedule B, by deleting Section 9.1 (Rates Payable) in its entirety and replacing it with the following:

**“9.1 Fees and Rates Payable**

Each Customer must pay to the Service Provider:

- (a) the applicable fees as specified in Schedule C (Fees), as amended from time to time; and
- (b) the applicable Rates for the Services as specified in Part 1 of Schedule D (Rates and Charges), as amended from time to time.”.

17. The **Oval Village District Energy Utility Bylaw No. 9134**, as amended, is further amended at Schedule B, by deleting Section 9.3 (Electrical pump costs) in its entirety and replacing it with the following:

**“9.3 Electrical costs**

The Customer shall pay all costs of electricity consumed by an Energy Transfer Station or any component thereof, including electricity consumed by electrical pumps and other equipment installed for the operation of the Energy Transfer Station.”.

18. The **Oval Village District Energy Utility Bylaw No. 9134**, as amended, is further amended at Section 9.4 (Basis of Fees) in Schedule B, by:

- a) deleting Section 9.4(a) in its entirety and replacing it with the following:

“(a) The fees specified in Schedule C (Fees) shall be estimated fees based on the full costs of providing, maintaining and/or expanding the Services, including, without limitation the capital and overhead costs of purchasing, renting, acquiring, providing, supplying, delivering and installing the Service Connection, and Energy Transfer Station or any component thereof, at a Designated Property, and costs of design, construction, administration, operations and other related activities associated with the Services, and may be different for each Designated Property based upon the use, capacity and consumption of each Designated Property, and the Service Connection and Energy Transfer Station installed thereon.”; and

- b) inserting the following after Section 9.4(e) as a new Section 9.4(f):

“(f) Calculation of the costs or estimated costs the City or Service Provider incurs or expects to incur under this Bylaw will include, without duplication, amounts spent by the City or Service Provider using its own work force or engaging an independent contractor for gross wages, employee fringe benefits, materials, equipment rentals at rates paid by the City or Service Provider or set by the City or Service Provider for its own equipment, and fees and other charges payable to an independent contractor, plus an amount equal to 20% of those costs to cover the City’s or Service Provider’s overhead and administrative expenses.”.

19. The **Oval Village District Energy Utility Bylaw No. 9134**, as amended, is further amended at Section 10.5 (Application of Deposit) of Schedule B, by deleting the words “Section 15” and replacing them with the words “Part 15”.

20. The **Oval Village District Energy Utility Bylaw No. 9134**, as amended, is further amended at Section 10.7 (Failure to Provide Security Deposit) of Schedule B, by deleting the words “Section 15” and replacing them with the words “Part 15”.

21. The **Oval Village District Energy Utility Bylaw No. 9134**, as amended, is further amended at Section 11.2 (Form of Bill) of Schedule B, by deleting the words “Heat Exchanger and Meter Set” in Section 11.2(d) and replacing them with the words “Energy Transfer Station”.
22. The **Oval Village District Energy Utility Bylaw No. 9134**, as amended, is further amended at Section 11.7 (Incorrect Register) of Schedule B, by deleting the words “Section 12” and replacing them with the words “Part 12”.
23. The **Oval Village District Energy Utility Bylaw No. 9134**, as amended, is further amended at Section 15.1 (Discontinuance With Notice and Refusal Without Notice) of Schedule B, by:
- a) deleting the words “Heat Exchanger electrical pumps” in Section 15.1(g) and replacing them with the words “Energy Transfer Station or any component thereof, including any electrical pumps and other equipment installed for the operation of the Energy Transfer Station”;
  - b) deleting the words “all Heat Exchangers” in Section 15.1(g) and replacing them with the words “of the Energy Transfer Stations”;
  - c) adding the words “; or” after the word “environment” at the end of Section 15.1(h); and
  - d) adding the following after Section 15.1(h) as a new Section 15.1(i):  
“(i) the Customer is otherwise in breach of the Energy Services Agreement.”.
24. The **Oval Village District Energy Utility Bylaw No. 9134**, as amended, is further amended at Section 15.2 (Discontinuance or Refusal Without Notice) of Schedule B, by:
- a) renumbering sections 15.2(d) and 15.2(e) as sections 15.2(c)(i) and 15.2(c)(ii), and renumbering the remaining subsections in section 15.2;
  - b) deleting the word “or” from the newly numbered section 15.2(g);
  - c) deleting the period at the end of the newly numbered section 15.2(h) and replacing with “;”; and
  - d) adding the following after the newly numbered section 15.2(h) as new sections 15.2(i) and 15.2(j):  
“(i) the Customer’s Energy Services Agreement is terminated for any reason; or  
(j) the Customer has sold, assigned, conveyed or otherwise disposed of the Customer's Designated Property, or any subdivided portion thereof, and has not obtained from the assignee, purchaser or transferee, and delivered to the Service Provider, a written Assignment and Assumption Agreement (General) or Assignment and Assumption Agreement (Strata), as the case may be, prior to the completion of such sale, transfer or other disposition of the Customer's Designated Property, or any subdivided portion thereof.”.

25. The **Oval Village District Energy Utility Bylaw No. 9134**, as amended, is further amended at Section 16.1 (Termination by the Service Provider) of Schedule B, by:

- a) inserting the words “unless the Energy Services Agreement provides otherwise,” after the words “orders and policies,”; and
- b) deleting the word “Section” and replacing it with the word “Part”.

26. The **Oval Village District Energy Utility Bylaw No. 9134**, as amended, is further amended at Section 16.2 (Continuing Obligation) of Schedule B, by deleting the words “Heat Exchangers, Meter Sets” and replacing them with the words “any Energy Transfer Station, any component thereof,”.

27. The **Oval Village District Energy Utility Bylaw No. 9134**, as amended, is further amended at Schedule B, by deleting Section 17.1 (Responsibility for Delivery of Energy) in its entirety and replacing it with the following:

**“17.1 Responsibility for Delivery of Energy**

The Service Provider, and the City if the City is not the Service Provider, and their respective elected officials, directors, officers, employees, servants, contractors, representatives and agents are not responsible or liable for any loss, damage, costs or injury (including death) incurred by any Customer or any Person claiming by or through the Customer caused by or resulting from, directly or indirectly, any discontinuance, suspension or interruption of, or failure or defect in the supply or delivery or transportation of, or refusal to supply, deliver or transport Energy, or provide Services, unless the loss, damage, costs or injury (including death) is directly attributable to the gross negligence or wilful misconduct of the Service Provider or the City if the City is not the Service Provider, and their respective elected officials, directors, officers, employees, servants, contractors, representatives and agents provided, however, that the Service Provider and the City, and their respective elected officials, directors, officers, employees, servants, contractors, representatives and agents are not responsible or liable for any loss of profit, loss of revenues, or other economic loss even if the loss is directly attributable to the gross negligence or wilful misconduct of the Service Provider or the City, or their respective elected officials, directors, officers, employees, servants, contractors, representatives and agents.”.

28. The **Oval Village District Energy Utility Bylaw No. 9134**, as amended, is further amended at Section 17.4 (Responsibility for Heat Exchanger and Meter Set) of Schedule B, by:

- a) deleting the words “Heat Exchanger and Meter Set” in the title and replacing them with the words “Equipment on Designated Property”;
- b) deleting the words “Heat Exchangers, Meter Sets or related equipment on the Customer’s Designated Property” in the first paragraph, and replacing them with the words “Service Connections, Energy Transfer Stations, any components thereof, and all related equipment located at, in, on, over, under, across or along the Customer’s Designated Property”; and

- c) deleting the words “Heat Exchangers, Meter Sets or related equipment at the Customer’s Designated Property” in the last paragraph, and replacing them with the words “Service Connections, Energy Transfer Stations or related equipment at, in, on, over, under, across or along the Customer’s Designated Property”.
29. The **Oval Village District Energy Utility Bylaw No. 9134**, as amended, is further amended at Section 17.5 (Customer Indemnification) of Schedule B, by:
- a) inserting the words “at or” after the words “or the presence of Energy”; and
  - b) inserting the words “equipment or” before the word “facilities”.
30. The **Oval Village District Energy Utility Bylaw No. 9134**, as amended, is further amended at Section 18.1 (Offence) of Schedule B, by deleting the word “Section” and replacing it with the word “Part”.
31. The **Oval Village District Energy Utility Bylaw No. 9134**, as amended, is further amended at Section 18.2(a) of Schedule B, by deleting the word “4.9” and replacing it with the word “4.11”.
32. The **Oval Village District Energy Utility Bylaw No. 9134**, as amended, is further amended at Section 19.1 (Building Permit Application) of Schedule B, by:
- a) deleting the word “4.7” in Section 19.1(b) and replacing it with the word “4.9”;
  - b) deleting the words “service connection installation fee” in Section 19.1(f)(ii) and replacing them with the words “ETS and Service Connection Installation Fee”;
  - c) deleting the words “Heat Exchanger and Meter Set” in Section 19.1(g) and replacing them with the words “Energy Transfer Station”;
  - d) deleting the words “Heat Exchanger and Meter Set” in Sections 19.1(k) and replacing them with the words “Energy Transfer Station”;
  - e) inserting the following after Section 19.1(g) as a new Section 19.1(h), and renumbering the remaining subsections in Section 19.1:
    - “(h) the proposed location of the Service Connection, certified by the Service Provider as approved;”.
33. The **Oval Village District Energy Utility Bylaw No. 9134**, as amended, is further amended at Section 19.4 (Approval of Locations - General) of Schedule B, by:
- a) deleting the words “Heat Exchanger and Meter Set” in Section 19.4(a) and replacing them with the words “Energy Transfer Station”;
  - b) deleting the word “19.1(h)” in Section 19.4(b) and replacing it with the word “19.1(i)”;
  - c) deleting the word “19.1(i)” in Section 19.4(c) and replacing it with the word “19.1(j)”;
- and

- d) inserting the following after Section 19.4(a) as a new Section 19.4(b) and renumbering the remaining subsections in Section 19.4:

“(b) Service Connection, submitted under section 19.1(h);”.

34. The **Oval Village District Energy Utility Bylaw No. 9134**, as amended, is further amended at Section 20.4 (Service Provider’s Scheduling) of Schedule B, by deleting the words “, Heat Exchanger and Meter Sets” and replacing them with the words “and Energy Transfer Stations”.
35. The **Oval Village District Energy Utility Bylaw No. 9134**, as amended, is further amended by deleting **Schedule C (Fees)** of the Bylaw in its entirety and replacing it with a new Schedule C as attached as Schedule A to this Amendment Bylaw.
36. The **Oval Village District Energy Utility Bylaw No. 9134**, as amended, is further amended by deleting **Schedule D (Rates and Charges)** of the Bylaw in its entirety and replacing it with a new Schedule D as attached as Schedule B to this Amendment Bylaw.
37. This Bylaw is cited as “**Oval Village District Energy Utility Bylaw No. 9134, Amendment Bylaw No. 10086**”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

\_\_\_\_\_  
MAYOR

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

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





**Schedule A to Amendment Bylaw No. 10086****SCHEDULE C****Fees**

<b>Bylaw Section</b>	<b>General Terms and Conditions Section(s)</b>	<b>Application</b>	<b>Fee</b>
	2.1, 8.1	Application for service to Designated Property	No fee
6	8.1	Application for voluntary use of energy utility system	BY ESTIMATE
	4.2 & 4.3 & 4.6 & 8.1	ETS and Service Connection Installation Fee	BY ESTIMATE
	4.5	Customer requested routing	BY ESTIMATE
	4.8	Application to remove, relocate, or alter Energy Transfer Station, any component thereof, or related equipment or distribution system extension servicing	\$400.00
	4.12	Service call during Service Provider's normal business hours	\$150.00
	4.12	Service call outside Service Provider's normal business hours	\$400.00
	5.2	Application for meter test	\$400.00
	8.3	Reactivation fee	BY ESTIMATE
	8.4	Re-identification of Meter Set	BY ESTIMATE
	10.2 & 12.6	Interest on security deposit and over-billed amounts	Bank of Canada prime rate minus 2% per annum payable monthly
	13.1	Late Payment Charge	\$100.00
	13.2	Cheque returned to the Service Provider	\$100.00
	19.1(f)(iii)	Building permit application DEU review fee charged in addition to building permit application fee under Building Regulation Bylaw.	2% of the Building Permit fee

**Schedule B to Amendment Bylaw No. 10086****SCHEDULE D****Rates and Charges****PART 1 - RATES FOR SERVICES**

The following charges, as amended from time to time, will constitute the Rates for Services:

- (a) capacity charge - a monthly charge of \$0.0557 per square foot of gross floor area; and
- (b) volumetric charge – a monthly charge of \$34.310 per megawatt hour of Energy returned from the Energy Transfer Station at the Designated Property.

**PART 2 - EXCESS DEMAND FEE**

Excess demand fee of \$0.162 for each watt per square foot of the aggregate of the estimated peak heat energy demand referred to in section 19.1(e) (i), (ii), and (iii) that exceeds 6 watts per square foot.



**City Centre District Energy Utility Bylaw No. 9895  
Amendment Bylaw No. 10087**

The Council of the City of Richmond enacts as follows:

1. The **City Centre District Energy Utility Bylaw No. 9895** is amended by deleting **Schedule D (Rates and Charges)** of the Bylaw in its entirety and replacing it with a new Schedule D as attached as Schedule A to this Amendment Bylaw.
2. This Bylaw is cited as “**City Centre District Energy Utility Bylaw No. 9895, Amendment Bylaw No. 10087**”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

\_\_\_\_\_  
MAYOR

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



**Schedule A to Amendment Bylaw No. 10087**

**SCHEDULE D**

**Rates and Charges**

**PART 1 - RATES FOR SERVICES**

The following charges, as amended from time to time, will constitute the Rates for Services:

- (a) capacity charge - a monthly charge of \$0.1134 per square foot of gross floor area;  
and
- (b) volumetric charge – a monthly charge of \$0.00 per megawatt hour of Energy  
returned from the Energy Transfer Station at the Designated Property.

**PART 2 - EXCESS DEMAND FEE**

Excess demand fee of \$0.146 for each watt per square foot of the aggregate of the estimated peak heat energy demand referred to in section 19.1(f) (i), 19.1(f) (ii) and 19.1(f) (iii) that exceeds 6 watts per square foot.



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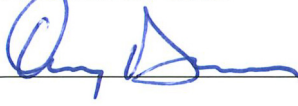
**To:** General Purposes Committee **Date:** October 1, 2019  
**From:** Cecilia Achiam **File:** 12-8275-01/2019-Vol 01  
General Manager, Community Safety  
**Re:** **Review of Licencing and Enforcement of Short-Term Rentals**

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**Staff Recommendation**

1. That Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 10066, to clarify the definition of Boarding and Lodging, be introduced and given first reading;
2. That a business licencing program for Short-Term Boarding and Lodging be introduced and:
  - a. That a new Regular Full-Time Licence Clerk position be approved and a position compliment control number assigned in order to administer the business licencing program; and
  - b. That each of the following Bylaws be introduced and given first, second and third readings in order to implement a licencing program, including new ticketing provisions, for Short-Term Boarding and Lodging:
    - i. Business Licence Bylaw No. 7360, Amendment Bylaw No. 10067;
    - ii. Business Regulation Bylaw No. 7538, Amendment Bylaw No. 10068;
    - iii. Municipal Ticket Information Bylaw No. 7321, Amendment Bylaw No. 10069;
    - iv. Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 10070; and
    - v. Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10089; and
3. That the addition of two full-time bylaw enforcement officers, as described in this staff report "Review of Licencing and Enforcement of Short-Term Rentals" dated October 1, 2019, from the General Manager, Community Safety be considered as a one-time expenditure, to be reviewed annually.

Cecilia Achiam  
General Manager, Community Safety  
(604-276-4122)

REPORT CONCURRENCE	
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>
Economic Development	<input checked="" type="checkbox"/>
Finance Department	<input checked="" type="checkbox"/>
Law	<input checked="" type="checkbox"/>
Affordable Housing	<input checked="" type="checkbox"/>
Policy Planning	<input checked="" type="checkbox"/>
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b> 
<b>APPROVED BY CAO</b> 	

## Staff Report

### Origin

During the January 14, 2019 Council meeting, Council made the following referral:

*That staff be instructed to report back on a licencing program, including an analysis of resources for its implementation, to regulate boarding and lodging in order to create a public registry.*

During the March 25, 2019 Council Meeting, Council made the following referral:

*That staff review the bed and breakfast business license application process, specifically the screening process for owners of multiple properties.*

During the May 27, 2019 Council Meeting, Council made the following referral:

- 1) That the City conduct more assertive enforcement of short-term rentals, including issuance of multiple tickets, and proactive enforcement; and*
- 2) That staff explore hiring additional Bylaw staff to actively investigate every short-term rental and bed and breakfast listing in Richmond and report back.*

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.*

### Analysis

#### History

Issues related to short-term rentals were discussed at several meetings of Council in 2017. Short-term rentals include any residential unit rented for less than 30 days. In consideration of the issues related to regulation of short-term rentals, Council considered the following impacts:

- **Effect on Rental Housing Stock** – Residential units offered for short-term rental can decrease the availability of long term rentals. The vacancy rate has improved slightly since the start of the short-term rental program, from 0.6 to 0.7%. However, the rental vacancy rate is influenced by a range of direct factors – from rental construction trends to provincial regulations.
- **Land Use Conflicts** – Short-term rentals may have a number of impacts on residential neighbourhoods, including parking and noise, and these continue to be the main issues of concern expressed by complainants.
- **Level Playing Field** – When the short-term rental enforcement program began, those offering short-term rentals were not subject to the same taxes paid by hotels. However,

the Province changed the regulations and the Municipal and Regional District Tax (“MRDT”) now applies to all short-term rentals.

- **Health, Fire and Safety** – Hotels must comply with certain building and fire code standards whereas short-term rentals are located in houses or strata lots and not subjected to the same requirements. Under the current regulations, bed and breakfast businesses are inspected but other forms of short-term rentals are not (including those offering boarding and lodging).
- **Economic Benefits** – Short-term rentals can provide economic benefits to residents and the local economy by generating supplementary income for homeowners and providing alternate forms of accommodation for visitors. There is also a benefit to the City through collection of the MRDT to fund tourism marketing and development.

In consideration of the impacts and benefits of short-term rentals, Council established the following principles to guide the development of regulations:

- Preserve affordable long-term housing;
- Provide opportunities for revenue to assist in home ownership;
- Continue to enable sport hosting and cultural exchanges; and
- Prohibit illegal hotel operations and “party houses”.

As a result, staff were directed to limit short-term rentals to boarding and lodging<sup>1</sup> and bed and breakfast businesses<sup>2</sup>, as already permitted in Richmond Zoning Bylaw No. 8500 (the “Zoning Bylaw”). The feedback from public consultation indicated a general desire to retain “boarding and lodging” use for the purpose of sport hosting, home stay and student exchange type programs that are well-established in the community. Staff also confirmed that these long-standing practices rarely generated any complaints or concerns from the community.

Staff were further directed to enhance regulations related to bed and breakfasts and strengthen the enforcement against illegal operations. As part of the bylaw changes to enhance regulations, the requirements to run a bed and breakfast now include that the operator must own the premises and must be an individual and not a corporation. In Richmond, all legal short-term rentals are required to be “hosted” with the operator living on the premise. As such, a legal short-term rental does not displace rental units, either entire suites or homes.

Along with changes to the rules governing bed and breakfast businesses, staff also undertook a targeted enforcement campaign to identify illegal short-term rentals. In 2017, the CAO authorized four temporary Bylaw Officers for a six month period to specifically address the proliferation of short-term rental listings in Richmond to be funded from vacancies in Community Bylaws. These temporary resources were devoted to enforcement of short-term rentals, to identify as many addresses from the listing sites as possible and to develop a procedure to investigate and enforce all suspected illegal operations. Since this enhanced enforcement period, the staffing level in Community Bylaws has returned to its full regular

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<sup>1</sup> Boarding and lodging means sleeping unit accommodation, without cooking facilities, that is supplied for not more than 2 boarders.

<sup>2</sup> Bed and breakfast is the commercial accommodation of guests for periods of 30 days or less in a single detached dwelling unit.



compliment and enforcement of illegal short-term rentals has become part of the regular work load of the property use inspection section.

With the dedicated resources and efforts in 2017, the number of short-term rental listings in Richmond has seen a significant decrease from almost 1,600 listings in 2016 to holding steady between 600-800, depending on the season. It should be noted that this is the total number of listings and includes both legal and illegal operations. In addition, each listing does not represent a separate address as many properties have multiple listings and/or advertise on multiple sites.

As a comparison of magnitude, there is approximately 4,700 active short-term rental listings in Vancouver in March 2019<sup>3</sup>. While it is likely impossible to fully eliminate illegal short-term rental operations, the results achieved by the City have seen a significant improvement.

#### Best Practices for Regulating Short-Term Rentals

A report, recently presented to the Federation of Canadian Municipalities from the Urban Politics and Governance research group from McGill University (report can be found at <http://upgo.lab.mcgill.ca/airbnb/>), looked at the impact of short-term rentals on Canadian housing markets. This report made three key recommendations:

1. Hosts should only be allowed one operation and should not be permitted to operate short-term rentals at multiple locations;
2. Cities should not allow full-time, entire-home rentals; and
3. Platforms should be responsible for enforcement and engaged in the process to identify and discontinue illegal operations.

Staff have carefully reviewed these recommendations and can confirm that these are either already addressed in the City's current regulations or will be by the proposed business licencing program and bylaw changes outlined in this report.

#### Enforcement Data

As directed by Council, enforcement of illegal short-term rentals is one of the highest priorities by staff in Community Bylaws. Addresses are identified and case files are opened based on complaints received as well as by enforcement staff monitoring internet postings.

Since the start of the targeted enforcement campaign in 2017, staff have identified and shut down over 600 illegal operations and collected \$94,000 in fines (see Tables 1 and 2). While progress on shutting down illegal operations is continuing, it has been staff's experience that illegal short-term rental operators are getting increasingly more sophisticated and it is more difficult and requires more time to collect evidence for enforcement. As an example, internet listings used to include addresses but this is rarely the case for current listings. It is also common to find multiple listings for one address.

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<sup>3</sup> <https://www.cbc.ca/news/canada/british-columbia/city-of-vancouver-cracks-down-on-820-short-term-rentals-1.5056914>

The statistics in Tables 1 & 2 indicate that there has been less short-term rental enforcement (investigation of illegal short-term rentals) within the property use portfolio over time due to the reduction of listings and less dedicated resources. Enforcement staff follow up on every listing they find but do not always have time to undertake proactive enforcement and files can be time consuming and take several months to be resolved.

Table 1: Summary of Enforcement of Illegal Short-term Rentals

Action	2017	2018	2019 YTD	Total
Number of Addresses identified	289	272	63	624
Home Inspections	404	685	76	1156
Tickets issued	87	87	21	190
Order to comply (verbal or written)	286	243	51	580
Operations that have ceased short-term rental	289	271	53	614

Table 2: Tickets and Revenue collected from Illegal Short-Term Rentals

Year	Tickets Issued	Revenue Collected
2017	87	\$ 41,800
2018	87	\$46,200
2019 YTD	21	\$6,000

#### Recommendation 1 – Bylaw Changes to Clarify Boarding and Lodging

Boarding and lodging is currently defined in the Zoning Bylaw as “...sleeping unit accommodation, without cooking facilities in the sleeping units, that is supplied for remuneration for not more than 2 boarders, and which may or may not include meal service...”. The proposed bylaw amendments clarify that boarding and lodging is a secondary use and can only occur when it is secondary to the main principal residential use. This means that boarding and lodging must be “hosted” in that it can occur only in conjunction with a permanent resident within the same residential unit. Renting out entire units (entire houses, secondary suites or condos without a permanent resident living in the same unit) for less than 30 days is not permitted. This is an important pillar of the current regulations and is consistent with recommendations for best practices in regulating short-term rentals. Prohibiting entire home rentals prevents “party houses” and the conversion of long term housing over to short-term rentals.

Approval of this recommendation requires only a bylaw amendment and has no associated costs. While each of the recommendations may be considered separately, the bylaw amendment put forward in this recommendation is needed to strengthen enforcement regardless of any changes to service levels.

## Recommendation 2 - Business Licencing Program for Short-Term Boarding and Lodging

While bed and breakfast businesses are permitted in single family zones only, boarding and lodging is permitted in nearly all residential zones, including multi-family units. Regardless of the location, legal short-term rentals in Richmond are required to be hosted by a permanent resident of the home or suite. While there is a well-established licencing regime for bed and breakfast businesses in Richmond, there is currently no requirement for boarding and lodging to be licenced. This poses a number of problems related to enforcement, tracking the locations and verifying legal operations.

This report recommends a licencing program specific to short-term boarding and lodging, including bylaw amendments, fees and ticketing to recover the cost of administering the program. The new program would only apply to for-profit operations and would exempt not-for-profit short-term boarding and lodging such as sport hosting and cultural exchanges. A licencing program for short-term boarding and lodging would enable the City to pursue agreements with internet providers, such as Airbnb, to publish business licence numbers to confirm legal operations and not allow listings of illegal operations.

Licencing short-term boarding and lodging will not affect the number of residential units available for long term housing but it will provide several benefits. A licensing program would mean that all forms of legal short-term rentals are licenced and on a level playing field in terms of taxation and safety standards. This includes hotels, bed and breakfasts and boarding and lodging. It would also increase transparency throughout the community around what is permitted related to short-term rentals and provide assurance to visitors that they are staying in a legal accommodation. Any licencing program put in place by the City would not exempt individual owners from the requirement to comply with their strata bylaws or renters from getting the permission of the property owner to provide boarding and lodging.

While the Business Licence Bylaw No. 7360 (the “Business Licence Bylaw”) requires licences in order to carry on commercial undertakings of any kind, this has not been interpreted to include boarding and lodging. The bylaw amendments proposed by this report include changes to the Business Licence Bylaw and to the Business Regulation Bylaw No. 7538 (the “Business Regulation Bylaw”) to add short-term boarding and lodging as a regulated business and make it clear that a licence is required for commercial (for-profit) operations.

The proposed new licencing program will also include application requirements for those applying to host boarding and lodging. All applicants will be required to provide identification to prove that they live in the unit and that they have the permission of the property owner and the Strata Corporation (where applicable). The strata will retain its authority to allow/prohibit short-term rentals regardless of the proposed licencing regime. Identifying the host of each operation will ensure that hosts cannot operate short-term rentals in more than one location. A business licence process will provide access to the residential unit for inspections to check compliance for other bylaws such as the Building Regulation Bylaw No. 7230. The proposed fee for this licence will be \$143, the same as the base fee for other businesses.

A licencing program for boarding and lodging, as described in this report, will represent an increase in service level that will require additional resources and staff but is cost neutral to the

operating budget. Staff will have to review and process applications, undertake inspections and maintain a registry. While there are currently 70 licenced bed and breakfast operations, it is expected that there will be many more licenced boarding and lodging operations.

If endorsed, it is proposed that one full-time clerk position be added to the licencing group, at a cost of \$80,000, in order to service the additional workload. There are currently 600-800 listings for short-term rentals and there could be more once a legal scheme is put in place. It is estimated that the cost of an additional clerk will be recovered by an increase in fees collected. There is no net cost to this program but Council approval is required in order to create a new position.

### Recommendation 3 – Hiring Staff for Proactive Enforcement of Illegal Short-Term Rentals

At the start of the short-term rental enforcement campaign in 2017, the CAO approved four temporary staff for six months to provide dedicated enforcement. Since that time, enforcement of illegal operations has been distributed among the four permanent staff in the property use group that provide enforcement of several other community bylaws in addition to illegal short-term rentals. Since June 2019, the CAO has approved two additional temporary staff in response to recent Council's direction conduct more assertive enforcement and this recommendation proposes that this funding be extended for at least another year.

Past experience indicated Community Bylaws will not be able to sustain an increase in service level to conduct more assertive enforcement on short-term rentals without additional staff. If Council wishes to establish a higher level of service specifically for the enforcement of illegal short-term rentals, it would require additional bylaw enforcement officers. The additional officers would be dedicated to enforcement of illegal short-term rentals in the spring and summer, when there are the most listings, and can help the team on other bylaw enforcement matters in the winter if the workload decreases. Alternatively, staff could be redeployed from other areas of Community Bylaws but this would result in a corresponding decrease in service level to other areas and is not recommended.

A bylaw enforcement officer working in this capacity (enforcement of illegal short-term rentals) has a cost of \$120,000 annually (salary, benefits, inspection vehicle and equipment) and collects approximately \$20,000 in bylaw fines (tickets). If endorsed, staff will request funding for a one-time expenditure so that there is no on-going impact to the operating budget or taxes. This funding would be reviewed each year based on the need and effectiveness of the additional resources and to determine if further funding is warranted as part of the budget process. While adding additional staff will result in more enforcement, it is unclear whether this will be effective in preventing new illegal operations or if there will be a continuing need for enforcement once other measures, like the licencing program for boarding and lodging, are in place.

In addition to an increase to staff resources, staff investigated third-party internet listing services that could be used to help with enforcement of illegal short-term rentals. These programs use data from multiple sources (Airbnb, Expedia, Hotels.com, etc.) to identify addresses of current listings and provide statistics about how many are operating and what type of accommodation is being offered.

There are several internet listing services currently in the marketplace but their effectiveness is limited and the price to obtain minimum service is \$50,000 annually. None of the services are able to identify addresses within multi-family properties (condos or townhouses) and they do not search the Chinese language sites. In consideration of limited effectiveness and the cost, this is not recommended as a cost effective approach at this time.

#### Bed and Breakfast Application and Licencing Requirements

Current regulations for bed and breakfast businesses require that they be operated by an individual who owns and resides in the house. The house cannot be owned by a corporation and the business cannot be run by someone who is not an owner and occupier of the house. The Business Licence Bylaw requires individuals to provide government issued identification and a utility or tax bill to prove their residence. Staff also undertake an inspection of the home.

Council recently considered an appeal by an individual who was refused a business licence for a bed and breakfast because the home is owned by a corporation. While it appeared as though this individual was potentially the single shareholder of the corporation, staff were able to locate another residential property owned by the same individual. As a result, staff were asked to review the process of screening property owners who apply for a bed and breakfast business.

Searching property records for properties owned by the same person is possible but cannot be relied upon under the current Provincial regulations. Staff have no way to determine if the identities of a person listed on one record is the same as the identity of a person on another record (even if their name is the same). It is recommended that this type of search be used to inform the process in cases where the owner volunteers ownership information of other properties or is appealing to Council to overturn a rejection. Performing a search on all applications will be onerous and ineffective. It is not recommended at this time. Staff will continue to monitor the provincial property record system and revisit the feasibility of enabling owner-occupiers who wish to operate a bed and breakfast business under a corporate registration in the future.

#### Summary of Recommendations and Response to Council Referrals

This report responds to three separate referrals from Council related to short-term rentals. In response, staff recommend a number of changes to bylaws and service level increases that can be approved separately or altogether. Each recommendation incrementally increases the City's response to enforcement of illegal short-term rentals. There are additional expenses associated with recommendations 2 and 3; however, a portion of these costs will be recovered by additional licence fees and bylaw fines. Table 3 summarizes how each of the Council referrals has been addressed in this report and Table 4 summarizes the revenue and cost related to each separate recommendation.

Table 3 – Summary of Responses to Council Referrals

<b>Referral</b>	<b>Recommended Response</b>	<b>Benefits</b>
<i>That staff be instructed to report back on a licencing program, including an analysis of resources for its implementation, to regulate boarding and lodging in order to create a public registry.</i>	Clarify language in the Zoning Bylaw that boarding and lodging is a secondary use and can only occur in dwelling with a principal resident.	This prevents whole home rental and ensures that long term housing is not converted to short-term rental.
	Hire new Licencing Clerk to administer short-term boarding and lodging business licence program.	Clerk will be responsible to review applications, maintain registry and schedule inspections.
	Update Business Regulation, Business Licence, Municipal Ticket Information, Bylaw Notice and Consolidated Fees bylaws to implement new licencing program for short-term boarding and lodging.	Bylaw changes will ensure a level playing field with all types of short-term rentals and clarify that short-term rentals are “hosted” and do not allow whole home rentals or rentals from anywhere but a person’s principal residence.
<i>That staff review the bed and breakfast business license application process, specifically the screening process for owners of multiple properties.</i>	No change to existing process.	Appeals to this requirement should continue to be handled on an individual basis based on the specific circumstances of the business in question.
<i>That the City conduct more assertive enforcement of short-term rentals, including issuance of multiple tickets, and proactive enforcement.</i>	No direction needed from Council at this time, staff have been instructed to issue multiple tickets.	Consistent enforcement with significant consequences will encourage compliance.
<i>That staff explore hiring additional Bylaw staff to actively investigate every short-term rental and bed and breakfast listing in Richmond and report back.</i>	One-time finding to hire two additional Bylaw Enforcement Offices to be dedicated to enforcement of illegal short-term rentals.	Dedicated resources will provide proactive and consistent enforcement of illegal short-term rentals and need for on-going funding will be reviewed each year.

Table 4 – Summary of Revenues and Costs of Recommended Initiatives

Recommendation		Expense	Revenue from tickets and licences	Net Funding Request
1	Clarify language in Zoning Bylaw	N/A	N/A	N/A
2	Licencing Program for Short-Term Boarding and Lodging <ul style="list-style-type: none"> <li>• Addition of Licencing Clerk</li> <li>• Bylaw changes to support program</li> </ul>	\$80,000	\$80,000	\$0
3	One-time funding for 2 Additional Bylaw Officers dedicated to Short-Term Rentals	\$240,000	\$40,000	\$200,000
	<b>TOTAL</b>	<b>\$320,000</b>	<b>\$120,000</b>	<b>\$200,000</b>

### Financial Impact

The recommendations in this report can be considered and approved separately and the expenses and revenue of each option are shown in Table 4. The only recommendation with an associated net cost is Recommendation 3. Should Council approve Recommendation 3, staff will make a request for a one-time expenditure of \$200,000. This funding will be renewed annually and will have no impact on the operating budget or on taxes.

### Conclusion

The City's current regulations only permit short-term rentals to occur in licenced bed and breakfasts in single family zones or as boarding and lodging in all residential zones. This prevents legal short-term rentals from depleting long term rental stock while providing an opportunity for residents to generate additional income to assist with the rising cost of housing.

If approved, the recommendations in this report provide improvements to the licencing program for legal short-term rentals and the enforcement program for illegal operations. Each recommendation can be considered separately but it is recommended that all three be approved.



Carli Williams, P.Eng.  
Manager, Community Bylaws and Licencing  
(604-276-4136)



**Richmond Zoning Bylaw No. 8500  
Amendment Bylaw No. 10066  
(Boarding & Lodging, Hosted)**

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

1. Richmond Zoning Bylaw No. 8500, as amended, is further amended at Section 3.4 by deleting and replacing the definition of **Boarding and lodging** with the following:

**“Boarding and lodging** means a **secondary use** of a **dwelling unit** by a resident of the **dwelling unit**, to supply **sleeping unit** accommodation, without cooking facilities in the **sleeping units** for remuneration for not more than 2 **boarders**, and which may or may not include meal service, but does not include senior citizen lodges, **hotels, motels, congregate housing, bed and breakfasts, agri-tourist accommodation, minor or major community care facilities, secondary suite or coach house.**”

2. This Bylaw is cited as **“Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 10066”**.

FIRST READING

PUBLIC HEARING

SECOND READING



THIRD READING

OTHER CONDITIONS SATISFIED

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MAYOR

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CORPORATE OFFICER

CITY OF RICHMOND
APPROVED by 
APPROVED by Director or Solicitor 





**Business Licence Bylaw No. 7360,  
Amendment Bylaw No. 10067**

The Council of the City of Richmond enacts as follows:

1. **Business Licence Bylaw No. 7360**, as amended, is further amended by inserting the following as new Section 2.5:

**“2.5 Short Term Boarding and Lodging**

2.5.1 Every **short term boarding and lodging applicant** must at the time of application:

- (a) certify that they reside in the premises as their **principal residence** and provide proof that the premises are the **applicant’s principal residence**. To demonstrate that the premises is their **principal residence**, an **applicant** must be able to produce copies of the **applicant’s** government issued picture identification showing the **applicant’s** address as the premises, and copies of either one or both of the following:
  - (i) a tax assessment for the current year for the lot upon which the premises are constructed showing the **applicant** as payor, or
  - (ii) a utility bill (electricity, district energy, gas, internet, cable or telephone) issued within the previous 3 months for the premises showing the **applicant** as payor, or
  - (iii) such other evidence as required by the **City** from time to time;
- (b) provide proof that the **registered owner(s)** of the premises has consented to the use of the premises for **short term boarding and lodging** by providing one of the following, as applicable:
  - (i) if the **applicant** is an **individual registered owner**, a copy of legal title to the premises showing the **applicant** as an **individual registered owner**, or
  - (i) if the **applicant** is a director of the **corporate registered owner** of the premises, a copy of legal title to the premises showing the **corporate registered owner** as owner, and a copy of a corporate search showing the **applicant** as a director of the **corporate registered owner**, or

(ii) if the **applicant** is not the **registered owner** of the premises, a copy of legal title to the premises identifying the **registered owner** and a declaration from the **registered owner** of the premises certifying that use of the premises as for **short term boarding and lodging** by the **applicant** is permitted;

(c) if the premises are a strata lot, provide proof that the use of the premises for **short term boarding and lodging** is permitted by the applicable strata bylaws by providing a letter from the applicable strata council acknowledging that the use of the premises as for **short term boarding and lodging** by the **applicant** is permitted; and

(d) pay the required annual boarding and lodging licence fee specified in the Consolidated Fee Bylaw No. 8636 for the Short Term Boarding and Lodging Use category of this bylaw.

2.5.2 Notwithstanding the forgoing, the provision of section 2.5.1 above do not apply where the **short term boarding and lodging** is provided on a not-for profit basis (for example cultural exchanges and sports hosting) by a person where the premises is their **primary residence**.”.

2. **Business Licence Bylaw No. 7360**, as amended, is further amended at Part 3 by adding the following as a new Section 3.7B following the Section 3.7A:

“**3.7B BOARDING AND LODGING USE CATEGORY** means the use of premises or facilities for **Boarding and Lodging**, as permitted by this bylaw, the **Business Regulation Bylaw**, and the **Zoning Bylaw**.”.

3. **Business Licence Bylaw No. 7360**, as amended, is further amended at Section 7.1 by adding the following as the definition of “**boarding and lodging**” in alphabetical order:

“**Boarding and Lodging** means boarding and lodging as defined in the **City’s zoning bylaw**.”.

4. **Business Licence Bylaw No. 7360**, as amended, is further amended at Section 7.1 by adding the following as the definition of “**short term boarding and lodging**” in alphabetical order:

“**Short Term Boarding and Lodging** means **boarding and lodging**, where the rental period is less than 30 days.”.

5. **Business Licence Bylaw No. 7360**, as amended, is further amended at Section 7.1 by adding the following as the definition of “**corporate registered owner** in alphabetical order:

“**Corporate Registered Owner** means with respect to land, any corporation who is the registered owner of an estate in fee simple.”.

6. **Business Licence Bylaw No. 7360**, as amended, is further amended at Section 7.1 by deleting the definition of “**individual registered owner**” and replacing it with the following:

“**Individual Registered Owner** means an individual registered owner as defined in the **City’s zoning bylaw**.”.

7. **Business Licence Bylaw No. 7360**, as amended, is further amended at Section 7.1 by adding the following as the definition of “**registered owner**” in alphabetical order:

“**Registered Owner** means an **individual registered owner** or a **corporate registered owner**.”.

8. This Bylaw is cited as “**Business Licence Bylaw No. 7360, Amendment Bylaw No. 10067**.”.

FIRST READING

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CORPORATE OFFICER

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



**Business Regulation Bylaw No. 7538,  
Amendment Bylaw No. 10068**

The Council of the City of Richmond enacts as follows:

1. **Business Regulation Bylaw No. 7538**, as amended, is further amended by inserting the following as new Part Twenty-Three and renumbering the remaining sections:

**“PART TWENTY-THREE: BOARDING AND LODGING REGULATIONS**

- 23.1 Without first obtaining a **licence** for **short term boarding and lodging**, persons must not provide guests with **boarding and lodging** for rental periods of less than 30 days.
- 23.2 **Boarding and lodging** shall be subject to the following regulations:
  - 23.2.1 the premises must be the **operator’s principal residence**;
  - 23.2.2 the **operator** must be an **individual registered owner** of the premises, a director of a **corporate registered owner**, or have the permission of the **registered owner**;
  - 23.2.3 if the premises are a strata lot, the **operator** must have the permission of the applicable strata council;
  - 23.2.4 the **operator** must not provide **boarding and lodging** to more than 2 guests at any one time;
  - 23.2.5 the **operator** must not provide or install any equipment or facilities used for the preparation of food in any bedroom or sleeping unit used for guest accommodation;
  - 23.2.6 the **operator** must not **market** the **boarding and lodging** they are licenced to provide without including their **licence** number in a conspicuous place in any medium or material used to **market** the **boarding and lodging**; and
  - 23.2.6 notwithstanding Section 1.1 and 23.1 of this bylaw, **boarding and lodging** provided on a not-for-profit basis (for example cultural exchange or sport hosting) or for rental periods of 30 days or longer does not require a **licence**.”

2. **Business Regulation Bylaw No. 7538**, as amended, is further amended at Part Twenty-Two: Bed & Breakfast Establishment Regulations by adding the following as new subsection 22.2.6:

“22.2.6 the **operator** must not **market** the **residential rental accommodation** they are licenced to provide without including their **licence** number in a conspicuous place in any medium or material used to **market** the **residential rental accommodation**.”

3. **Business Regulation Bylaw No. 7538**, as amended, is further amended at Section 26.1 by:

- (a) adding the following as the definition of “**corporate registered owner**” in alphabetical order:

“**corporate registered owner** means a corporate registered owner as defined in the **Business Licence Bylaw**.”;

- (b) adding the following as the definition of “**market**” in alphabetical order:

“**market** means to offer for sale, promote, canvass, solicit, advertise, or facilitate **boarding and lodging** or **residential rental accommodation**, and includes placing, posting or erecting advertisements physically or online, but does not include the mere provision of a neutral space or location for such marketing in newspapers, bulletin boards, or online.”; and

- (a) adding the following as the definition of “**registered owner**” in alphabetical order:

“**registered owner** means a registered owner as defined in the **Business Licence Bylaw**.”; and

- (b) adding the following as the definition of “**short term boarding and lodging**” in alphabetical order:

“**short term boarding and lodging** means short term boarding and lodging as defined in the **Business Licence Bylaw**.”.

4. This Bylaw is cited as **“Business Regulation Bylaw No. 7538, Amendment Bylaw No. 10068”**.

FIRST READING

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THIRD READING

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MAYOR

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CORPORATE OFFICER

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



**Municipal Ticket Information Authorization Bylaw No. 7321,  
Amendment Bylaw No. 10069**

The Council of the City of Richmond enacts as follows:

1. **Municipal Ticket Information Authorization Bylaw No. 7321**, as amended, is further amended at Schedule B 3 by adding the following to Schedule B 3 in numerical order:

**SCHEDULE B 3**

**BUSINESS REGULATION BYLAW NO. 7538**

Column 1 Offence	Column 2 Section	Column 3 Fine
Marketing without displaying licence number	22.2.6	\$750
Boarding and lodging for less than 30 days without licence	23.1	\$1000
Premises not operator's principal residence	23.2.1	\$1000
Operator not registered owner of premises or not have registered owner's permission	23.2.2	\$1000
No Strata Permission	23.2.3	\$1000
Boarding and lodging provided to more than 2 guests	23.2.4	\$1000
Food preparation in room used for guest accommodation	23.2.5	\$250
Marketing without displaying licence number	23.2.6	\$750

2. This Bylaw is cited as "**Municipal Ticket Information Authorization Bylaw No. 7321, Amendment Bylaw No. 10069**".

FIRST READING

SECOND READING

THIRD READING

ADOPTED

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MAYOR

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CORPORATE OFFICER

CITY OF RICHMOND
APPROVED for content by originating dept. <i>[Signature]</i>
APPROVED for legality by Solicitor <i>[Signature]</i>



**Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122,  
Amendment Bylaw No. 10070**

The Council of the City of Richmond enacts as follows:

1. Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, as amended, is further amended at Part One – Application by adding the following to the list in Section 1.1 in alphabetical order:  
  
“Business Regulation Bylaw No. 7538, as amended;”.
2. Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, as amended, is further amended by adding the content of the table in Schedule A attached to and forming part of this bylaw, as a new “Schedule – Business Regulation Bylaw No. 7538” in Bylaw No. 8122 in numerical order.
3. This Bylaw is cited as “**Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 10070**”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

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MAYOR

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CORPORATE OFFICER

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



**SCHEDULE A to BYLAW NO. 10070**

A1 Bylaw	A2 Description of Contravention	A3 Section	A4 Compliance Agreement Available	A5 Penalty	A6 Early Payment Option	A7 Late Payment Amount	A8 Compliance Agreement Discount
Business Regulation Bylaw No. 7538	Period of Time from Receipt (inclusive)		n/a	29 to 60 days	1 to 28 days	61 days or more	n/a
	Rentals for less than 30 days without licence	22.1	No	\$450.00	\$400.00	\$500.00	n/a
	Premises not operator's principal residence	22.2.1	No	\$450.00	\$400.00	\$500.00	n/a
	Operator not registered owner of premises or family member	22.2.2	No	\$450.00	\$400.00	\$500.00	n/a
	No access to Guest Register	22.2.3	No	\$450.00	\$400.00	\$500.00	n/a
	Failure to maintain Fire Evacuation Plan	22.2.4	No	\$450.00	\$400.00	\$500.00	n/a
	Food preparation in room used for guest accommodation	22.2.5	No	\$125.00	\$100.00	\$150.00	n/a
	Marketing without displaying licence number	22.2.6	No	\$450.00	\$400.00	\$500.00	n/a
	Boarding and lodging for less than 30 days without licence	23.1	No	\$450.00	\$400.00	\$500.00	n/a
	Premises not operator's principal residence	23.2.1	No	\$450.00	\$400.00	\$500.00	n/a
	Operator not registered owner of premises or not have registered owner's permission	23.2.2	No	\$450.00	\$400.00	\$500.00	n/a
	No Strata Permission	23.2.3	No	\$450.00	\$400.00	\$500.00	n/a
	Boarding and lodging provided to more than 2 guests	23.2.4	No	\$450.00	\$400.00	\$500.00	n/a
	Food preparation in room used for guest accommodation	23.2.5	No	\$125.00	\$100.00	\$ 150.00	n/a
	Marketing without displaying licence number	23.2.6	No	\$450.00	\$400.00	\$500.00	n/a



**CONSOLIDATED FEES BYLAW NO. 8636,  
AMENDMENT BYLAW NO. 10089**

The Council of the City of Richmond enacts as follows:

1. The **Consolidated Fees Bylaw No. 8636**, as amended, is further amended by adding the Business Licence Bylaw No. 7360, Boarding and Lodging Use Table set out in Schedule A to this Bylaw following the Business Licence Bylaw No. 7360, Residential Use Table forming part of SCHEDULE – BUSINESS LICENCE to Consolidated Fees Bylaw No. 8636.
2. This Bylaw is cited as “**Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10089**”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

\_\_\_\_\_  
MAYOR

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

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

**Business Licence Bylaw No. 7360**  
**Short Term Boarding and Lodging Use**

Description	Fee
Short Term Boarding and Lodging Business Licence	\$143.00



# City of Richmond

## Report to Committee

**To:** General Purposes Committee **Date:** October 10, 2019  
**From:** Cecilia Achiam **File:** 12-8060-01/2019-Vol 01  
General Manager, Community Safety  
**Re:** **Review of Staffing and Service Levels Related to Bylaw Enforcement  
(Excluding Short-Term Rentals)**

### Staff Recommendation

1. That "Option A – Enhanced Enforcement" as described in the report titled, "Review of Staffing and Service Levels Related to Bylaw Enforcement (Excluding Short-Term Rentals)", dated October 10, 2019, from the General Manager Community Safety, be endorsed; and
2. That a position complement control number be assigned to create a new Regular Full-Time Business License Inspector position using existing funding.

Cecilia Achiam  
General Manager, Community Safety  
(604-276-4122)

REPORT CONCURRENCE	
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>
Finance	<input checked="" type="checkbox"/>
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b> CS
<b>APPROVED BY CAO</b> 	

## Staff Report

### Origin

During the May 27, 2019 Council Meeting, Council made the following referral:

*That staff explore hiring additional Bylaw staff to:*

- (a) actively investigate every short-term rental and bed and breakfast listing in Richmond;*
  - (b) increase parking enforcement; and*
  - (c) increase dog enforcement;*
- and report back.*

Please note that a separate staff report titled “Review of Licencing and Enforcement of Short-Term Rentals”, dated October 1, 2019, to be presented at the same General Purposes meeting as this report provides detailed analysis and recommendations on establishing a licencing program for short-term rentals (STR), other than licenced bed and breakfast businesses, and the resource requirements to increase the service level of STR enforcement. The establishment of a licencing program for short-term rentals represents an increase in service level which will require additional resources to implement.

During the June 24, 2019 Council meeting, Council made the following referral:

*That bylaw enforcement staff move from complaint based to proactive investigations on all bylaw issues.*

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.*

### Findings of Fact

The majority of bylaw enforcement for the City of Richmond is undertaken by Community Bylaws and Licencing. Key areas of responsibilities include parking enforcement, licencing and regulation of businesses, taxis, illegal land use (suites and short-term rentals), property maintenance, animal control, liquor sales, business signs and soil depositions.

Bylaw officers conduct regular proactive enforcement on many issues while some are enforced on a “complaint only” basis. Most issues enforced on a complaint basis are related to single family homes, where regular street patrol is unlikely to reveal an offence that is occurring within the premise. For clarity and illustration purposes, Table 1 lists bylaw issues according to whether bylaw enforcement is carried out on a proactive versus a complaint basis.

The ranges of bylaw enforcement activities summarized in Table 1 are undertaken by 16 full-time equivalent bylaw enforcement staff (eight for parking and animal control and eight for all other bylaws). This number is supplemented by temporary staff in the summer for dog canvassing plus animal control staff that work for the City’s animal control contractor, the Regional Animal Protection Society (“RAPS”).

Table 1: Areas of Bylaw Enforcement

<b><u>Proactive Enforcement</u></b>	<b><u>Complaint Based Enforcement</u></b>
Daily Parking and safety infraction patrols	Illegal secondary suites
Hourly parking in commercial areas	Hourly parking in residential areas
Dogs off-leash	Commercial vehicle parking on private property
Illegal soil deposition	General noise complaints
Illegal short-term rentals	Burning or camping in parks
Illegal taxis	Vacant Houses
Signs	Over-height fences (between neighbours)
Unlicensed businesses	Overgrown greenery (on private property)
Unsightly premises	Specific concerns related to businesses
Overnight vehicle parking	Land use complaints
Dog licence canvassing	Dog barking
Snow removal	Dog in hot car
Boulevard Maintenance	Dog bites
Weight Restricted Road – commercial vehicles	Smoking and Vaping complaints
	Patrolling homeless camps

In areas where staff provide proactive enforcement, it is still not possible to catch all bylaw infractions and staff rely on information from the public. Regular operational occurrences such as staffing vacancies, attendance in court and administrative duties impact the ability of bylaw enforcement officers to patrol their respective areas. Some proactive enforcement is carried out in campaigns where staff specifically target one type of bylaw violation. Examples of these campaigns are illegal taxi enforcement, construction trades licence checks, dog licence canvassing and commercial vehicle enforcement.

While the City has the authority to choose how and when it conducts enforcement, staff are expected to address citizens' complaints promptly as part of the City's corporate expectation for customer service excellence. Since responding to complaints is an operational priority, staff will typically have less time for proactive enforcement at times when complaints are higher.

## **Analysis**

### **Comparison to other Cities**

In order to compare the model used to provide property use related bylaw enforcement in Richmond, staff surveyed other municipalities in the region and Province. The results of the survey are shown in Table 2 below.

The survey looked specifically at:

- Number of staff per capita as an approximation of staff availability;
- Hours of operation to differentiate between Monday to Friday (5 days) or 7 days a week service; and
- The enforcement model used by the municipality and whether it is complaint based or proactive (not including parking and animal control).

Table 2: Property Use Related Bylaw Enforcement Model by City  
(does not include parking enforcement and animal control)

Municipality	# of Bylaw Staff FTE	Population per Bylaw Staff FTE	Days/week	Enforcement Model
Delta	14	7,900	7	proactive
Coquitlam	11	13,000	7	hybrid
Surrey	39	13,000	5	hybrid
Vancouver	35	19,000	5	hybrid
New West	3	24,000	5	complaint based
Saanich	5	24,000	5	complaint based
Burnaby	10	25,000	5	complaint based
Richmond	8	28,000	7	hybrid

Most other municipalities respond to property use related bylaw violations on a complaint basis or, like Richmond, using a hybrid model where some items are by complaint and others are picked up by enforcement officers targeting a specific issue. In a comparison to the operating models of other cities, it was found that most provide non-parking/animal control bylaw enforcement 5 days a week from Monday to Friday. Richmond has recently moved to 7 days per week property use related bylaw enforcement in order to provide more timely response to complaints about noise and illegal signs and also to investigate short-term rentals.

While Table 2 is a general guide to staffing levels in other communities, there are many differences between municipalities in how they are organized and which bylaws are handled by each workgroup. Generally, the table looks only at property and business related bylaw enforcement (not including parking or animal control). According to the information collected, Richmond has the fewest number of bylaw enforcement staff per capita with a population to staff ratio of approximately 1:28,000 while delivering relatively comparable or higher level of service (7 day coverage and hybrid response).

### Richmond Bylaw Enforcement Review

#### *Property Use*

The workload managed by staff in Community Bylaws, specifically the Property Use section, varies throughout the year. While a portion of the work is driven by proactive enforcement (self-generated), the highs and lows are influenced by the number of complaints received from the public, which are higher in the spring and summer months. These files are currently handled by four full-time Bylaw Liaison Officer IIs (Bylaw II Officer), a full-time supervisor and an auxiliary officer that works one weekend day per week. In addition, the CAO has recently approved two temporary bylaw enforcement staff to provide temporary additional resources to deal with the backlog of cases from the spring and summer and to action Council's direction for more proactive enforcement in STR investigation, parking enforcement and dog patrol.

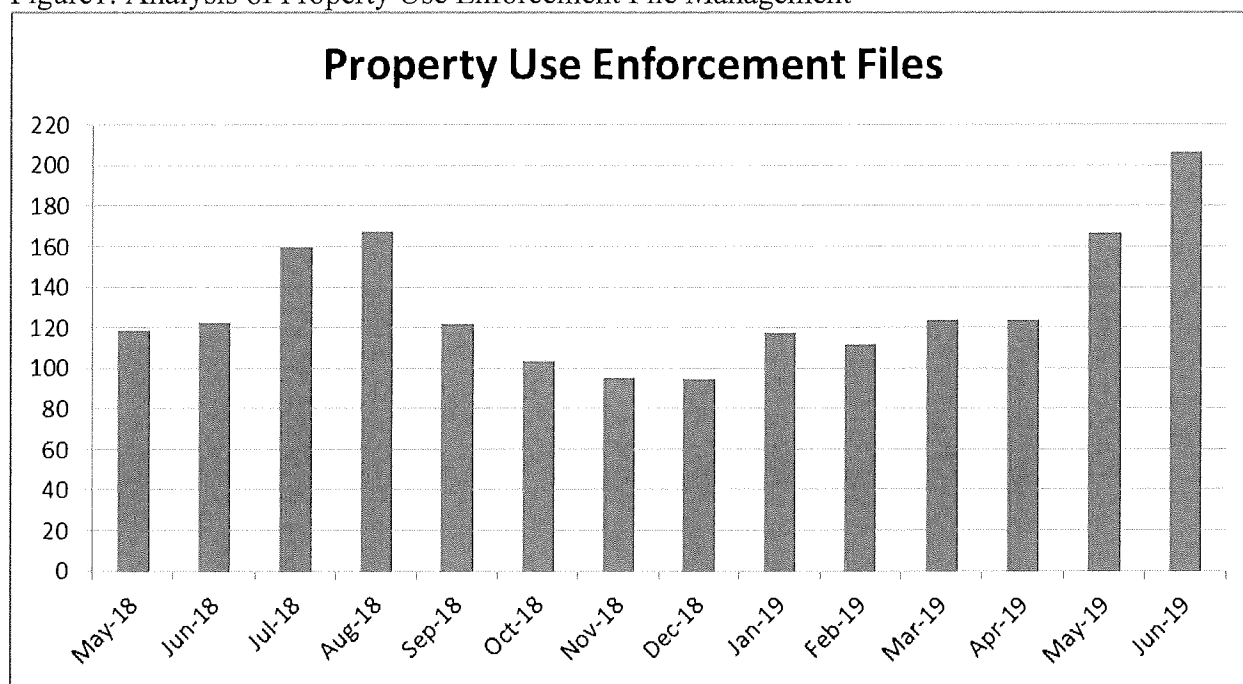
Based on regular review by the manager, Bylaw II Officers are able to handle 20-30 files at any given time so that deadlines for complaints are met and investigations are completed in a timely

manner. Currently, Officers have been assigned in excess of 40 files each which has negatively impacted productivity (accuracy and efficiency) for addressing case files. In order to manage this, Officers have been directed to prioritize complaint based calls for service, while those issues which are determined to be lower priority may wait several weeks to be resolved. This lag in service should be addressed to maintain the service level expected by Council.

Community Bylaws management has also reviewed and improved enforcement processes (complaints intake, work assignment, tracking and oversight) since 2018 and have compiled one full year of observation and analysis of Richmond's operational needs for property use enforcement.

Figure 1 summarizes the average number of files received monthly and shows the seasonal variability in open enforcement files being managed by the team in the Property Use section. These figures are reviewed every 2-3 weeks to ensure balance among the staff members in the group. The Bylaw II Officers are generally assigned to specific geographic areas within the City to encourage familiarity with their assigned areas and facilitate relationship building with local businesses and area residents. The more complex files may be assigned based on experience and aptitude of the officers.

Figure1: Analysis of Property Use Enforcement File Management



The Property Use section is currently experiencing a higher than normal volume of enforcement files. As well there are more complex and long lasting trends emerging in the community including people experiencing homelessness, cannabis legalization, illegal ride-sharing, etc. that this section (in coordinated efforts with other City departments and agencies) respond to. There is no evidence that this trend toward higher number of calls, more emerging issues and more complex response to files, will decline.



Overall, the number of files that each property use inspector manages has increased by approximately 50% year over year due to the increase in complexity of files. While it is typical to see an increase in calls in the spring and summer months when more people are outside, calls in May of 2019 had already surpassed the peak seen in August of the previous year. The calls continued to increase through the August, which was 46% higher than previous years. In response, the CAO directed staff to negotiate flexibility with the Union (CUPE) regarding shifting for improved coverage as well as two temporary property use inspectors (Bylaw Liaison Officer II) to address the spike in call volume.

### *Short-Term Rentals*

The City of Richmond's approach to enforcement of short-term rentals has been to pursue proactive enforcement. Bylaw enforcement staff will take complaints from the public in addition to reviewing listings and other information to find illegal operations. However, staff manage a number of different types of bylaw enforcement files and providing proactive enforcement is difficult during busy periods.

It is of note that since the initial review of STR listing in 2016<sup>1</sup> the number of STR listings in Richmond has decreased from approximately 1,600 (counted on November 16, 2016) to holding steady between 600-800 listings, depending on the season. It should be noted that this is the total number of listings and includes both legal and illegal operations. In addition, each listing does not represent a separate address as many properties have multiple listings and/or advertise on multiple sites.

A full review of staffing and resources to provide more proactive bylaw enforcement of illegal short term rentals which would represent a permanent increase in service levels, is provided in a separate report titled "Review of Licencing and Enforcement of Short-Term Rentals" (STR Report), dated October 1, 2019. The STR Report is intended to be presented at the same General Purposes Committee in conjunction with this report.

The recommendations in this report are independent of the STR Report and can proceed separately or in conjunction with the recommendations contained in the STR Report.

### *Parking*

Eight full-time Parking and Animal Control Officers, plus two auxiliary officers, proactively patrol for violations of the Traffic Bylaw No. 5870 (Traffic Bylaw) and the Parking (Off-Street) Bylaw No. 7403 (Parking Bylaw), seven days a week between the hours of 7:00am to 9:00pm including statutory holidays (excluding Christmas Day). Their duties also include monitoring pay parking within the city both on-street and off-street on city owned locations such as Community Centres, Minoru Precinct, Bowling Green, Gateway/Minoru Chapel and Brighthouse Lot. The Officers average 2,400 parking tickets per month based on seasonal and weather variables. Revenue collected for pay parking which includes both meter and the monthly parking permit fee has steadily increased within the last five years due to an increase of meters

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<sup>1</sup> Staff report considered by Council on January 9, 2017 titled "Regulation of Short-Term Rental Units" dated November 29, 2016. ([https://www.richmond.ca/\\_shared/assets/\\_14\\_ShortTermRentalUnits46167.pdf](https://www.richmond.ca/_shared/assets/_14_ShortTermRentalUnits46167.pdf)).

within the pay parking management program defined in Schedule K of the Traffic Bylaw. The revenue is shown below in Table 3.

Table 3: Parking Meter and Monthly Parking Permit Fee Revenue<sup>2</sup>

	<b>Meter</b>	<b>Permit</b>	<b>Total</b>
2018	777,730	256,713	1,034,443
2017	720,075	191,529	911,604
2016	740,561	223,365	963,926
2015	613,250	219,350	832,600
2014	544,853	169,159	714,012

Until such time that the geographic areas included in the pay parking management program is expanded, the current staffing levels of Parking and Animal Control Officers consistently meets the demands of enforcing the City's bylaws and patrolling the existing 55 meters located both on and off street, 135 off-street parking permits and 390 on-street parking permits. Community Bylaws will be incorporating Mobile Licence Plate Recognition (MLPR) software in a vehicle by early 2020, which is anticipated to free up Officer resources from chalking tires for timed infractions.

#### *Animal Control*

Animal Control Enforcement duties are shared between the Regional Animal Protection Society (RAPS) and the City's Community Bylaw department. Animal control services are provided at varying levels on a 24 hours, 7 days a week basis. RAPS is contractually obligated to perform animal control enforcement between the hours of 10:00am to 6:00pm, Monday through Friday, and 9:00am to 5:00pm on Saturday and Sunday (closed Statutory Holidays). Community Bylaw Parking and Animal Control Officers augment RAPS on animal control duties during their regular shifts between 7 am – 9 pm including statutory holidays (excluding Christmas day).

Bylaw staff covers animal control outside of the regular working hours of RAPS and when requested to do so for special projects, such as increased enforcement at City parks, dykes, school grounds and assisting a RAPS Officer on an animal control call when needed. As the majority of enforcement is done by RAPS, the current deployment model of eight Parking and Animal Control Officers, plus two auxiliaries, is sufficient to fulfill animal control duties outside of RAPS business hours. As part of Community Bylaw's seasonal operations, three temporary additional canvassers are hired for the summer months for public education on responsible pet ownership. The RCMP respond to animal control emergency calls between 9 pm and 7 am only.

The current animal control services contract with RAPS is administered by the Community Services division and the contract term will be expiring January 31, 2021. Staff meet with RAPS representatives regularly to verify performance to meet contractual obligations, coordinate services and trouble shoot to ensure the delivery of seamless quality service. Staff intend to

<sup>2</sup> 2017 decrease was due to change in staffing and long term construction on both Buswell Street and Leslie Road

review options to address the City's animal control needs prior to the expiration of the contract and take appropriate action to ensure quality and continuity of animal control services.

### Proactive Enforcement of all Bylaws

Bylaw enforcement is an evolving service that changes according to community concerns and emerging issues. Short-term rentals, illegal taxis and homeless camps are three of the most recent issues that have impacted the scope and service levels of bylaw enforcement. Increases in population density, new technology and economic factors will continue to drive evolution in bylaw enforcement. As people live closer together, in higher value homes, expectations change and results in increases to the number of complaints related to issues such as street parking, animal control, noise, yard maintenance and illegal land uses like suites, short-term rentals and vehicle storage.

Staff currently provide proactive enforcement of some bylaws while others are investigated on a complaint basis. Moving to proactive enforcement of all bylaws would require an increase in staffing levels as this would be an increase in service levels. The increase in staffing would affect the number of field staff required to proactively patrol and investigate issues and would require a corresponding increase in the administrative staff that answer public inquiries, process tickets and send written correspondence. An increase in enforcement work will also require more resources to pursue legal remedies in Provincial and Supreme Court and to defend appeals of tickets. It is also probable that there will be an increase in service complaints received by Mayor and Councillors and staff at the management level.

While enforcement costs related to parking, animal control and business licences are recovered from fees, enforcement of all other bylaws is a net cost to the City. These other bylaws are enforced by the property use group, the revenue and cost for that group over the last three years is shown in Table 4. While revenues have increased over the last three years, there has also been an increase in associated costs. Not accounted for in this budget is an increase in legal costs. As Community Bylaws staff manage more files, there is an increase in tickets issued and legal costs to defend tickets or take cases to higher courts to achieve compliance and to deter others from breaking the bylaws.

Table 4: Operating Budget for Property Use

<b>Three Year Operating Budget Results</b>		<b>Actual 2016</b>	<b>Actual 2017</b>	<b>Actual 2018</b>
<b>Property Use</b>	Revenue	\$157,962	\$198,349	\$213,667
	Less Expenses	\$831,080	\$1,040,148	\$915,771
	<b>Net Costs</b>	<b>\$673,118</b>	<b>\$841,799</b>	<b>\$702,103</b>

### Options

The summary of options below presents three scenarios for increasing bylaw enforcement, including implications to staff and budget. In all cases, the options below are independent of Council's decision on staffing to increase the service level of enforcement of short term rentals as presented in the STR Report.

All options provide incremental increases in service levels to address Council's concerns to a varying degree. Along with increasing service levels, each option has an increased budget impact. All of the options presented will have no impact on the level of service with respect to enforcement of illegal short-term rentals.

**Option A – Enhanced Enforcement (without on-going budget impact) –*Recommended***

There will not be an increase in the operating budget in this option. It is proposed that funds in the existing Business Licence Department auxiliary budget and higher licensing revenue be used to convert a temporary staff position to a regular full-time Business Licence Inspector position. The City issues over 14,000 business licences annually as well as regulates commercial vehicles taxis and liquor licenses. The addition of this resource without any impact to the operating budget would allow for more consistent proactive and targeted enforcement of business licensing compliance (e.g. body rub/massage parlors, karaoke, money exchange businesses, etc.) and emerging cannabis related operations. In addition to keeping pace with the annual business licensing program, the enhanced enforcement in these areas is particularly crucial to the on-going collaboration with the Richmond RCMP to combat money laundering and other criminal activities.

**Option B - Increased Staffing to Enhance Proactive Enforcement – NOT Recommended**

Option B includes the conversion of funding to one RFT Business License Inspector described in Option A.

If Council supports a permanent increase in staffing levels, it is proposed to add one more regular full-time property use inspector staff (Bylaw Liaison Officer II) to the current complement of eight (for bylaw enforcement of businesses, signs, short-term rentals, soils, land use, unsightly properties, etc). Together, these additional resources (one Business Licence Inspector and one Bylaw Liaison Officer II) would facilitate consistent follow up on unresolved enforcement files, especially where there are unpaid tickets, and staff would be able to increase the number of inspections and issue tickets for continuing offences (currently, staff may not have the resources to revisit the same non-priority file in a timely manner).

Implementation of Option B would allow staff to maintain service levels and provide consistent enforcement throughout the year and maintain the newly established seven days a week service<sup>3</sup>. This would bring the staffing level/per capital ratio (Table 2) from 1 staff/28,000 residents to 1 staff/22,000 residents. The net cost to implement this option is \$100,000.

It is anticipated that an increased and stable staffing level will lead to an increase in revenue. While it is impossible to provide an accurate estimate, it is reasonable to expect that there will be more tickets written and associated fines collected. On the other hand, more sustained enforcement may lead to more prosecution files and an increase in legal costs as a portion of tickets issued and non-compliant cases will make their way into court, so there may not be a net increase in revenue.

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<sup>3</sup> The 7 days per week coverage for property use enforcement is currently provided on a temporary basis resulting from more flexible scheduling negotiated with the Union and temporary resources approved by the CAO.

### Option C – Full Proactive Enforcement – NOT Recommended

Under this option, it is proposed to add five additional staff to bylaw enforcement and begin proactive enforcement of several key areas, including parks (smoking, burning and unlicensed/off-leash dogs), illegal suites, commercial vehicle parking and regulated businesses (massage businesses, amusement centres, karaoke, etc.) to provide dedicated resources to these key portfolios.

Option C would also be a significant change in the level of service provided to the community. In order to provide proactive enforcement, officers would be required to patrol neighborhoods and take action on bylaw violations that may not otherwise be impacting neighboring residents.

This option would represent the most proactive approach but may not lead to a corresponding increase in compliance or net revenue. The return of investment diminishes as more input does not lead to a corresponding increase in efficiency or effectiveness in services provided.

If Option C was approved, along with the additional staff in the report on short-term rentals and the additional inspector in licensing, it would put Richmond slightly better than the average in terms of bylaw enforcement officers per capita at 1 staff/17,000 residents. However, it would also be a significant budget increase without staff being able to demonstrate a corresponding return on investment. The net cost to implement this option is \$400,000.

Staff do not recommend Option C because it does not demonstrate a sufficient return on the investment.

### Summary of all Options

In all cases, it is proposed to add additional staff to the current complement of eight bylaw enforcement officers. The options provide Council with the flexibility to consider incremental increases in staffing within the context of enforcement service levels and the corresponding budget impact. Option A is without any additional level request.

Table 5: Summary of Options

Option	Enforcement Staff (ES)	ES/Per Capita	Net Budget Impact
Current	8	1/28,000	N/A
Option A – Enhanced Enforcement <b>RECOMMENDED</b>	9	1/25,000	0
Option B – Increased Staffing to Enhance Proactive Enforcement	10	1/22,000	\$100,000
Option C – Full Proactive Enforcement	13	1/17,000	\$400,000

**Financial Impact**

The annual cost of a bylaw enforcement officer is approximately \$120,000, including salary, benefits and equipment. The costs will be offset by \$100,000 with funding available in the current operating budget and an increase in revenues from fines of approximately \$20,000.

**Conclusion**

Staff was asked to explore adding additional staff and moving to proactive enforcement of all bylaws. This report provides a comprehensive review of all areas of bylaw enforcement and recommends additional staff in Community Bylaws without any additional level service request.



Carli Williams  
Manager, Community Bylaws  
and Licencing  
(604-276-4136)



Susan Lloyd  
Manager, Parking Enforcement, Animal Control  
And Administration, Community Bylaws  
(604-247-4467)



# City of Richmond

## Report to Committee

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<b>To:</b>	General Purposes Committee	<b>Date:</b>	September 17, 2019
<b>From:</b>	Marie Fenwick Director, Arts, Culture and Heritage Services	<b>File:</b>	11-7000-00/Vol 01
<b>Re:</b>	<b>Local Art Plans, Vision and Themes, Opportunities for Young and Emerging Artists and Council Approval of Private Development Public Art and Developer Contributions – New Policy</b>		



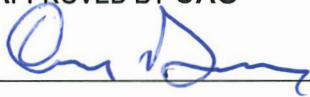
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As per Council direction, as outlined in the report titled, “Local Art Plans, Vision and Themes, Opportunities for Young and Emerging Artists and Council Approval of Private Development Public Art and Developer Contributions – New Policy” from the Director, Arts, Culture and Heritage Services dated September 17, 2019:

1. a new Public Art Program Policy (Attachment 7) be adopted, which includes per Council direction:
  - Council approval for all new Public Art plans and projects generated through the Public Art Program on private as well as City-controlled property; and
  - Council approval for the allocation of voluntary developer contributions to provide public art, contribute to the Public Art and Arts Facilities Programs Reserve Fund, or a combination of the two.
2. a new Public Art and Arts Facilities Programs Reserve Fund be established to receive funds under the new policy;
3. the Public Art Program Administrative Procedures Manual be updated to reflect these policy and procedural changes; and
4. the new Public Art Program Policy applies to Private Development applications submitted to the City after the date of Council approval of the new Policy.

Marie Fenwick  
Director, Arts, Culture and Heritage Services  
(604-276-4288)

Att. 7

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



## **Staff Report**

### **Origin**

On July 2, 2019 at the General Purposes Committee meeting, Council made the following referral:

*“Council Approval of Private Development Public Art and Developer Contributions – New Policy” from the Senior Manager, Arts, Culture and Heritage Services dated May 24, 2019 be referred back to staff for more information on:*

- *local art plans;*
- *suggestions in terms of vision and themes for art in the city such as heritage, history, culture and harmony;*
- *opportunities for young and emerging artists; and*
- *earlier reference to Council regarding public art on private property.*

The purpose of this report is to respond to this referral.

This report supports Council’s Strategic Plan 2018-2022 Strategy #3 One Community Together:

*Vibrant and diverse arts and cultural activities and opportunities for community engagement and connection.*

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.*

### **Background**

At the General Purposes Committee meeting on July 2, 2019, staff responded to a June 18, 2018 referral to direct staff to add a policy in which Council has the discretion to a) approve or refuse artwork on public or private property, b) recommend allocating equivalent funds for other projects and c) consider restrictions to local artists.

Staff presented a proposed new Public Art Policy, which gives authority to Council to approve public art plans and projects generated through the Public Art Program on private as well as on City property. The new Policy would also give Council authority to allocate public art voluntary developer contributions to other programs such as arts facilities. Council already has the authority to restrict participation to local artists at the Terms of Reference stage, so in this case, there were no proposed changes to the current Policy regarding local artist restriction.

## Analysis

### Local Art Plans, and Vision and Themes for Public Art

In the July 2, 2019 referral, staff was directed to provide suggestions in terms of vision and themes for public art in Richmond such as heritage, history, culture and harmony and to provide information about local art plans.

The themes of heritage, history, culture and harmony are already fundamental to the overall intent of the Public Art Program as described in the current Policy (Attachment 1, Item 1.2) which specifically identifies the Program's capacity to "spark community participation..., celebrate community history, identity, achievements and aspirations [and] engage citizens to take pride in cultural expression..."

All artist calls and selection processes take these themes into consideration, in accordance with the current Policy.

In addition to the current Policy's over-arching intent and goals, there are local Public Art Plans that guide the commissioning of artworks within certain neighbourhood boundaries. To date, the following area-specific Public Art Plans and themes have been endorsed by Council:

**City Centre Public Art Plan:** "Richmond: Yesterday, Today and Tomorrow" has been the thematic construct within which artists have worked since it was endorsed in 2011. The themes in the City Centre Public Art Plan are further outlined as follows:

- Honouring Yesterday: Richmond's past has many faces. These faces are what make Richmond unique and provide visitors with an understanding of Richmond's history and how immigration has shaped the diversity of our unique City.
- Celebrating Today: A city in transition with shifting demographics paired with rapid development and growth have given Richmond an exciting new profile. Still praised for its rich soil and abundant waters, Richmond is also developing as a cultural destination.
- Building Tomorrow: Richmond is a "world class" urban centre that enhances quality of life, embraces the principles of sustainable living and provides opportunities to take pleasure in public life and celebrate its unique heritage and culture.

**Capstan Village Public Art Plan:** Within the City Centre, the Capstan Village Area Public Art Plan (endorsed 2018) has a thematic framework called "A Waterfront Arts District: Geography, History and Culture" with specific themes outlined as follows:

- Arts and Geography: Public art can promote and foster environmental stewardship and awareness in consideration of the unique geography and ecology of the Capstan area.

- **Arts and History:** Public art that responds to the agricultural and industrial heritage of the Capstan area can contribute to a sense of place and foster civic pride with artworks that will facilitate dialogue and interest among residents and visitors.
- **Arts and Culture:** Capstan Village is characterized by an ethnically diverse and growing population contributing to the cultural fabric of this growing city. Public art in a variety of forms will inspire participation and dialogue, as well as enrich broad community connectivity essential for a healthy City.

**Alexandra Neighbourhood Public Art Plan:** Within the City Centre, the Alexandra Neighbourhood Public Art Plan (endorsed 2013) has a thematic framework called “Connectivity: Ecology, Infrastructure and History” with specific themes outlined as follows:

- **Connecting Ecology:** Public art can play an integral part in bringing awareness to the importance of ecological connections and addressing the sensitive nature and challenges of designing with ecosystems in mind.
- **Connecting Infrastructure:** Richmond is building a sustainable City through innovative infrastructure initiatives in the development of residential neighbourhoods, such as the Alexandra District Energy Utility.
- **Connecting History:** History includes telling the story of the land, from geologic times to the present, as well as the story of human settlement, farming and cultures that have inhabited the neighbourhood.

A Steveston Village Public Art Plan is currently under development.

#### Opportunities for Young and Emerging Artists

In the July 2, 2019 referral, staff was directed to provide more information on opportunities for young and emerging artists in the current Richmond Public Art Program. All Richmond Public Art artist calls are open and many are particularly attractive to and appropriate for emerging artists of all ages. These include programs such as Engaging Artists in the Community Program, No. 3 Road Art Columns Program, Art Wrap Program Artist Roster, Canada 150 Access Covers and Richmond Mural Program which attract artists of all backgrounds including those in the early stages of their practice.

Periodically, the Public Art Program offers opportunities that are specifically targeted at young and emerging artists. Current artist calls include the second annual Capture Photography Festival Canada Line Public Art Project, “Mentorship and Exhibition Opportunity for Musqueam Emerging Artists.” The selected artist or artist collective will work with an established Indigenous artist in the development of a large-scale photo installation at Lansdowne Canada Line Station in 2020.

Previous Public Art opportunities that have specifically targeted emerging artists include:

- *Layers* by Christian Huizenga (2016): The fence design installation in West Cambie was the outcome of an innovative educational partnership between Emily Carr University of Art + Design, Ampri Group, Stantec and the City of Richmond that provided students with training and experience in the field of public art.
- *Fluvial Fan* (2017): The pop-up garden installation installed at Richmond City Hall as part of the Canada 150 Celebrations was composed of more than 4,700 plants and 14 species native to British Columbia. The garden was designed by Landscape Architecture students from the University of British Columbia.
- *Migration No. 3 Road Art Column Exhibition 12* (2018): Two professional artists mentored four emerging Richmond artists to produce artwork that considered the theme of migration, cultural iconography, language and food.

Additional programs and opportunities for young and emerging artists can be added at any time within the current Public Art Policy; therefore, staff do not recommend changes to the current Policy.

#### Previous Referral Regarding Public Art on Private Property

In the staff report titled “Council Approval of Private Development Public Art and Developer Contributions – New Policy” presented at the July 2, 2019 General Purposes Committee Meeting, the following Public Art Program Policy changes were proposed, at the direction of Council:

#### **Council Approval** (Attachment 2)

This proposed policy change gives Council the authority to approve or refuse public artworks that are commissioned through the development applications process. Attachment 3 shows the current typical two-stage process for the selection and approval of public art. In the proposed revised process (indicated in red), Council would have authority to approve or reject artwork at both the initial phase where the Terms of Reference are set, as well as at the final stage after an artwork concept has been selected.

#### **Allocation of Developer Contributions** (Attachment 4)

This policy change has two parts:

1. The parameters of the Public Art Program Reserve Fund would be changed so that those funds may be directed to a range of programs that includes arts facilities. This will necessitate the creation of a new Public Art and Arts Facilities Programs Reserve Fund to receive funds under the new policy.

2. Council would have the authority to approve (or reject) the direction of voluntary developer contributions. In cases where the developer prefers to direct contributions to the creation of public art, this will necessitate a staff report seeking Council approval prior to the proposed development being forwarded to Planning Committee or Development Permit Panel. Attachments 5 and 6 provide diagrams to describe the current and proposed approval processes.

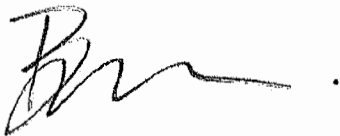
The Draft Public Art Program Policy in Attachment 7 indicates the above proposed changes in red.

### **Financial Implications**

At this time, staff are unable to quantify the financial impact with respect to the new Public Art Program Policy. However, the changes are expected to require additional resources for overall program administration, including oversight, communications and reports to Council.

### **Conclusion**

The process for selecting art for private development public art projects has been guided by the Public Art Program Policy for more than 20 years. Richmond City Council, staff and community members have important roles in the administration of the process. Additional measures proposed to improve the flow of information to Council will aid Council in formulating broad policy goals in realizing the vision for Richmond to be the most appealing, livable and well-managed community in Canada.



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Public Art Planner  
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- Att. 1: Policy 8703 - Public Art Program
- 2: Council Approval Policy
  - 3: Public Art Selection and Approvals Process
  - 4: Allocation of Developer Contributions
  - 5: Existing Process - Allocation of Private Developer Public Art Contributions
  - 6: Proposed Process - Allocation of Private Developer Public Art Contributions
  - 7: Draft Public Art Program Policy - Proposed Replacement



**Policy 8703:**

It is Council policy that:

**CONTENTS**

1.	APPLICATION AND INTENT .....	2
2.	PROGRAM GOALS .....	2
3.	PROGRAM OBJECTIVES .....	2
4.	ADMINISTRATIVE PROCEDURES .....	3
5.	CIVIC PUBLIC ART PROGRAM .....	3
6.	PRIVATE DEVELOPMENT PUBLIC ART PROGRAM .....	5
7.	COMMUNITY PUBLIC ART PROGRAM .....	7
8.	PUBLIC ART ADVISORY COMMITTEE .....	7



## RICHMOND PUBLIC ART PROGRAM

### 1. APPLICATION AND INTENT

- 1.1 Public art** is defined as artwork in the public realm, which is accessible physically or visually to the public and possesses aesthetic qualities. Public Realm includes the places and spaces, such as building facades, parks, public open spaces and streets, which provide physical or visual access to the general public.
- 1.2 Public Art Program:** Public art animates the built and natural environment with meaning, contributing to a vibrant city in which to live and visit. By placing artwork in our everyday environment, the Public Art Program sparks community participation in the building of our public spaces, offers public access to ideas generated by contemporary art, celebrates community history, identity, achievements and aspirations, encourages citizens to take pride in community cultural expression and creates a forum to address relevant themes and issues of interest and concern to Richmond's citizens.

### 2. PROGRAM GOALS

- 2.1** The Public Art Program strives to:
- a) Spark community participation** in the building of our public spaces, encouraging citizens to take pride in public cultural expression;
  - b) Provide leadership in public art planning** through civic, private developer, community and other public interest initiatives to develop the City's cultural uniqueness, profile and support of the arts;
  - c) Complement and/or develop the character of Richmond's diverse neighbourhoods** to create distinctive public spaces, which enhance the sense of community, place and civic pride;
  - d) Increase public awareness**, understanding, and enjoyment of the arts in everyday life, and provide equitable and accessible opportunities for Richmond's diverse community to experience public art;
  - e) Encourage public dialogue** about art and issues of interest and concern to Richmond residents; and
  - f) Encourage public art projects that work towards achieving a more sustainable community**, environmentally, economically, socially and culturally.

### 3. PROGRAM OBJECTIVES

- 3.1** The objectives of the Public Art Program are:
- a) Increase opportunities for the community and artists** to participate in the design of the public realm;
  - b) Develop original site-specific works of art** in order to contribute to cultural vibrancy;
  - c) Select art through an arms'-length process** incorporating professional advice and community input that ensures the quality of art and its relevance to the community and site;



- d) **Ensure that a public and transparent** process is maintained to develop and accept public art;
- e) **Enter into partnerships** with private and public organizations to further public art in the City; and,
- f) **Ensure that public art, and the environs of that art, are maintained** in a manner that will allow for continued public access to, and enjoyment of, these artworks in appropriate settings.

- 3.2 The Public Art Program will maintain a continuous, consistent and affordable funding mechanism to support the City's commitment to public art.

#### 4. ADMINISTRATIVE PROCEDURES

- 4.1 Council approval is required for all public art plans and projects on City controlled property.
- 4.2 The City will develop administrative procedures relating to the management of projects, including: selection processes, developer contributions, donation and de-accession guidelines, site considerations, documentation and maintenance (the "Public Art Program Administrative Procedures Manual").
- 4.3 The City will maintain a Public Art Program Reserve to hold public art allocations from both public and private sources for capital expenses.
- 4.4 The City will maintain a Public Art Program Operating Provision to hold public art allocations from private sources for operating expenses relating to the administration of the Public Art Program.

#### 5. CIVIC PUBLIC ART PROGRAM

##### 5.1 General

- 5.1.1 The City's policy is to provide leadership in public art by incorporating public art, at the planning stages, into the development or renovation of civic infrastructure, buildings, parks and bridges, and to encourage collaboration between the Public Art Advisory Committee, City staff, artists, engineers, design professionals and the community to enrich such projects.
- 5.1.2 The priority for civic public art projects will be to fully integrate the artwork into the planning, design and construction of civic works and to select and commission an artist to work as a member of the project consultant design team, in order to maximize opportunities for artistic expression and minimize material and construction costs.

##### 5.2 Project Identification

- 5.2.1 The City will identify and prioritise specific areas within the City and types of capital projects appropriate for the inclusion of public art. Applicable projects include:
- a) New building construction;
  - b) Major additions or renovations to existing buildings;
  - c) Park development projects;
  - d) Environmental programs; and
  - e) New engineering structures.





**5.2.2** Projects appropriate for consideration should:

- a) Have a high degree of prominence, public use and/or public realm impact;
- b) Achieve or enhance project objectives or other City objectives (e.g. beautification, liveability, multiculturalism, sustainability, cultural or environmental interpretations);
- c) Promote opportunities for meaningful community participation; and/or
- d) Complement existing public artworks or public amenities in the local area, and/or fulfil a need identified in that community.

**5.2.3** The City will undertake artist-initiated public art projects from time to time. Artists will be invited to submit proposals for concepts and locations of their own choosing, and may be asked to respond to a specific topic of community interest or importance.

**5.3 Funding**

**5.3.1** Each year, the City will commit an amount of funds equivalent to a minimum of 1% of each Capital Project Budget, to the planning, design, fabrication and installation of public art, provided that:

- a) Capital projects for equipment and land acquisition are exempt;
- b) Infrastructure utilities projects - water supply and sewerage - which are funded solely from restricted sources, are exempt; and
- c) For eligible projects, allocations are based on the construction costs of capital projects, and exclude soft costs (i.e., administration, professional and legal fees, furnishings, and permit fees).

**5.4 Donations and/or Gifts of Artwork(s)**

**5.4.1** Private donations or gifts of artworks may be accepted into the City's public art collection, provided that:

- a) The artworks are assessed on their artistic, environmental, cultural, historical and social merits before being accepted into the City's public art inventory;
- b) A suitable site can be identified; and
- c) Funds are made available for the ongoing maintenance and conservation of the artwork.

**5.5 Purchase Pre-Existing Artwork**

**5.5.1** The City may add to its public art inventory by purchasing pre-existing works of art from time to time.

**5.6 De-accession**

**5.6.1** De-accession is defined as any actions or set of procedures that result in the cessation by the City of its ownership and possession of works of art installed in public places, through sale, exchange, gift or any other means.

**5.6.2** Provided that the de-accession of the artwork is not contrary to the terms on which it was received by the City, the City may de-accession artworks from the City's inventory when necessary:

- a) Through a considered public review and assessment process;
- b) If the de-accession of the artwork is evaluated on a case by case basis; and



- c) If the de-accession of the artwork is endorsed by Council.

## **6. PRIVATE DEVELOPMENT PUBLIC ART PROGRAM**

### **6.1 General**

The City's policy is to encourage the private sector to support the integration of public artworks in the community during the rezoning and development permit processes, and the collaboration of artists, design professionals and the community in the design of that art.

### **6.2 Project Identification**

- 6.2.1** Applicable projects include new building construction, major additions or renovations to existing buildings, as follows:

- a) For residential uses containing 10 or more units; and
- b) For non-residential uses with a total floor area of 2,000 m<sup>2</sup> (21,530 ft<sup>2</sup>) or greater.

- 6.2.2** The following uses or occupancies of all or part of a development or building are exempt from contributing to the Public Art Program:

- a) Community Amenity Space, Community Care Facility, Congregate Housing, Child Care, Health Services, Education and related uses as defined under the Richmond Zoning Bylaw, as amended from time to time;
- b) Purpose-built non-market rental and subsidized social housing projects and/or units secured through the City's Affordable Housing Strategy; and

- 6.2.3** Public art should be sited in locations that meet the following criteria:

- a) Visibility and accessibility (as appropriate to the art work) for pedestrians and/or motorists;
- b) Proximity to high pedestrian activity areas, e.g. active retail areas, transit stops (especially those serving high ridership routes), places of public gathering, public open spaces and recognized pedestrian routes;
- c) Opportunities to expand on existing or future public artworks as part of an existing or proposed multi-artwork public art plan; and/or
- d) Places of special heritage or community significance.

### **6.3 Funding**

- 6.3.1** The public art contribution rate for private sector public art projects is an amount equivalent to a minimum value of 0.5% of the estimated total project construction cost:

- a) Contributions are based on construction costs and exclude soft costs (i.e., administration, professional and legal fees, furnishings, development cost charges, and permit fees);
- b) For the purpose of calculating public art contributions for private development, only floor areas that make up the calculation of density as set out under the Richmond Zoning Bylaw, as amended from time to time, are included;
- c) Floor areas for uses set-out under 6.2.2, above, are excluded; and
- d) This contribution funds the planning, design, fabrication and installation of public art.



- 6.3.2** The City will issue guidelines for calculating the public art contribution based on building types and annual Consumer Price Index adjustments.
- 6.3.3** The public art contribution rate will be reviewed periodically by Council.
- 6.3.4** For public art project contributions that are less than \$40,000, a cash contribution is to be made to the City's Public Art Reserve, for city-wide public art programs.
- 6.3.5** For public art contributions over \$40,000, the developer may choose one of the following three options:
- a) A monetary contribution to the City's Public Art Program Reserve; or
  - b) The developer may provide public artwork of a value equal to the public art contribution for the project, provided the artwork complies with this Public Art Program Policy and the Public Art Program Administrative Procedures Manual; or
  - c) The developer may negotiate a split of its contribution between both i) a monetary contribution to the Public Art Program Reserve; and ii) provision of artwork, provided the combined value of the monetary contribution and the artwork is equal to or greater than the project's public art contribution.
- 6.3.6** Where the developer chooses to provide artwork, either on their development site or on a City controlled property:
- a) A minimum of 85% of the public art contribution will be allocated to the creation of the artwork;
  - b) Where the City manages the public art selection process, 15% of the developer's public art contribution will be dedicated to the City's Public Art Program Operating Provision to support and sustain the management, administration and promotion of the Public Art Program;
  - c) Where the developer engages an independent Public Art Consultant to manage the public art selection process, 5% of the developer's public art contribution will be dedicated to the City's Public Art Program operating budget and Operating Provision to support and sustain the management, administration and promotion of the Public Art Program and a maximum of 10% of the public art budget may be directed towards the consultant fees;
  - d) Where located on City controlled land, the artwork will become the property of the City;
  - e) Where located on private land, the artwork must remain accessible at no cost to the public and be maintained in good repair for the life of the development, and not be removed or relocated except with the prior written consent of the City; and
  - f) In the event the artwork is damaged beyond repair, or becomes ineffective for reasons other than the owner's failure to maintain it, or in the event the work becomes an unreasonable burden to maintain, application to allow its removal or relocation may be made to the City.
- 6.3.8** The following are ineligible expense items for the private sector public art contributions:
- a) Maintenance costs for artwork(s);
  - b) Artwork not provided in accordance with the City's Public Art Program; and
  - c) Costs not directly related to selecting, designing, fabricating or installing the artwork(s).



## **7. COMMUNITY PUBLIC ART PROGRAM**

### **7.1 General**

**7.1.1** The Richmond Community Public Art Program supports art projects between community groups and artists of all disciplines. Artists and communities working collaboratively can explore issues, ideas and concerns, voice community identity, express historical and cultural spirit and create dialogue through art.

**7.1.2** The end product need not be a permanent work of art but should leave a legacy for the general public. The project could include:

- a)** A public event such as an exhibition, performance, play, concert, reading or dance; or
- b)** Documentary artworks such as books and videos; or
- c)** Electronic media.

### **7.2 Project Identification**

**7.2.1** Projects proposed must be publicly accessible and located or performed on public property such as City-owned or controlled parks, boulevards, and buildings. Sites owned or controlled by the Federal or Provincial governments will also be considered.

**7.2.2** Projects should demonstrate the support of the local community and document significant community involvement of a sizable number of people.

**7.2.3** Projects should demonstrate the capacity to be undertaken and completed within an approved time frame.

### **7.3 Funding**

**7.3.1** Community public art projects will be funded in part or in whole from the Public Art Program Reserve.

**7.3.2** Community partners should investigate or provide matching funds where possible, or contribute an equivalent amount through time/participation, labour, materials or contributions in-kind.

**7.3.3** The final artwork, if any, will become the property of the City, unless the City agrees otherwise

## **8. PUBLIC ART ADVISORY COMMITTEE**

### **8.1 Mandate**

**8.1.2** The "Richmond Public Art Advisory Committee" is a Council-appointed volunteer advisory committee that provides input on public art policy, planning, education and promotion.

### **8.2 Role**

**8.2.1** The Committee provides informed comment to City Council through staff on the implementation of the Public Art Program through civic, private development and community public art initiatives.

**8.2.2** The Committee acts as a resource on public art to City Council, staff, residents and developers of land and projects within the City of Richmond.

**8.2.3** The Committee's terms of reference are outlined in the *Richmond Public Art Advisory Committee Terms of Reference*.

## **ATTACHMENT 2**

Content from “Council Approval of Private Development Public Art and Developer Contributions – New Policy” report dated May 24, 2019

### **1. Council Approval Policy**

#### **Background**

The intent of the Public Art Program is to animate the built and natural environment with meaning, contributing to a vibrant city in which to live, work and visit. By placing artwork in our everyday environment, the Public Art Program sparks community participation in the building of our public spaces, celebrates community history, identity, achievements and aspirations, encourages citizens to take pride in community cultural expression, offers public access to ideas generated by contemporary art, and creates a forum to address relevant themes and issues of interest and concern to Richmond’s citizens.

In the Richmond Official Community Plan, section 4.0 Vibrant Cities and section 14.0 Development Permit Guidelines, Public Art is identified as having an important role in community building based on a development standard to be applied across the entire city with the aim of achieving high standards of urban design and public amenity. In particular, the purpose of these policies is to “promote and facilitate the integration of public art throughout Richmond that expresses the ideas of artists and the community and create opportunities to participate in the design, look and feel of Richmond.”

The goals of the Public Art Program are summarized as follows:

- Spark community participation;
- Provide leadership in public art planning;
- Complement and develop the character of Richmond’s diverse neighbourhoods;
- Increase public awareness, understanding and enjoyment of the arts in everyday life;
- Encourage public dialogue about art; and
- Encourage public art projects that work towards achieving a more sustainable community.

The Program Objectives, as updated in 2010, are based on Richmond’s experience with the program since the program initiation in 1997, research on other public art programs and best practices in public art implementation. Objectives of the Public Art Program are summarized as follows:

- Increase opportunities for the community and artists to participate;
- Develop original site-specific works of art;
- Select art through an arms-length professional process;
- Ensure that public art is developed through a public and transparent process;
- Enter into partnerships with private and public organizations;
- Ensure that public art and the environs of that art are maintained; and

- Maintain a continuous, consistent and affordable funding mechanism to support the City's commitment to public art.

Moreover, Public Art is appreciated by Richmond residents; in the recent public engagement survey for the development of the Richmond Arts Strategy, respondents cited Public Art, along with cultural diversity, and natural and cultural heritage as key points of pride in the Richmond's cultural scene.

The current Public Art Program Policy encourages developers to integrate public art in their developments and works in tandem with development applications to encourage a more livable, community minded and connected city and provide for a sustainable, non-taxpayer funding source. This City/developer partnership is unique to Public Art and differentiates it from other Arts and Culture programs and activities delivered by the City through Arts Services.

## **Analysis**

### **Public Art Selection and Approval Process**

Whether the artwork is for a City-owned site or private property, the Public Art Program depends on a rigorous selection process. This process is based on best professional practices to maintain an open and transparent process with arms-length advisory committees and selection panels composed of artists, art professionals and community representatives. The evaluation process considers both the artistic merit of the artwork and its technical considerations including safety, structural integrity, budget and maintenance. The work must also be relevant to the project-specific goals set in its terms of reference and appropriate to its location.

For a typical large-scale physical artwork, using a two-stage selection process, the selection takes approximately four months from the creation of the Artist Call/Terms of Reference to the selection of the artist and art concept and typically costs between \$5,000 and \$15,000 (these costs are included in each artwork's budget). By the time the selected concept is presented to Council for final approval, the work has been vetted through a multi-phase selection process, involving a wide range of staff/technical advisors, community stakeholders, the Richmond Public Art Advisory Committee (RPAAC), art professionals and artists.

To reduce the perception of conflict of interest, the Public Art Program Policy states that an artist selection panel shall not include any person from RPAAC, City of Richmond staff, City Council, or their respective partners, employees or families. This arms-length approach to the selection of public art, which is supported by City guidelines, a Council-appointed advisory committee and professional and public consultation processes, is intended to ensure that the process is both conscientious and community-involved in order that Council members can be confident that artworks are selected on the basis of merit, not individual taste or favouritism.

### **Proposed Replacement of Public Art Program Policy**

The Public Art Program Policy, as updated in 2010, has one reference to Council approvals:

*4.1 Council approval is required for all public art plans and projects on City controlled property.*

For artwork commissioned for private property, Council approval is currently not sought. As directed by the Council referral of June 18, 2018, the proposed Policy revision would be as follows:

*4.1 Council approval is required for all public art plans and projects on City controlled property and private property when generated through the Public Art Program.*

### **Proposed Policy Change Implications**

Council will approve the recommendation of the selection panel for artwork on private property. This can be achieved by considering the opinions and recommendations of the selection panel, staff review and public comments through RPAAC or otherwise; for example, Council may review a summary of the selection panel's comments.

This Policy change will have the following implications:

- Community members may be reluctant to serve on selection panels and advisory committees if there is a perception that their recommendations, reached after lengthy and thoughtful deliberations, will be overturned by Council;
- Additional staff resources may be required to prepare and present additional reports to Council with proposed Private Development Public Art Plans and selected artist concept proposals;
- If Council rejects a proposed artwork, there will be delays and increased costs related to a repeated selection process resulting in less money available for the final artwork;
- The development community may be unwilling to assume the risk (both financial and scheduling) that public art plans and/or artwork will be rejected and, therefore, choose not to integrate public art in their developments through the Public Art Program; and
- Council may be subject to public criticism for the selection of public art. The merit and evaluation of public art is highly subjective and changes over time. As such, the process of using an arm's length selection panel is widely considered to be best practice in the field of public art to ensure public art that is diverse, appeals to multiple audiences and reflects changing art practices.

### **Proposed Procedural Revisions**

This Policy change will have implications on timing for approvals, costs for the selection process, artist participation and participation of the development community. To address these implications, and to ensure Council has sufficient information and background to support a successful approval, it is recommended that Council be engaged at additional steps throughout the selection process, including:

- Invitation to attend Public Art Advisory Committee meeting to hear project- specific presentation by the public art consultant and developer proponent on the proposed project intention;

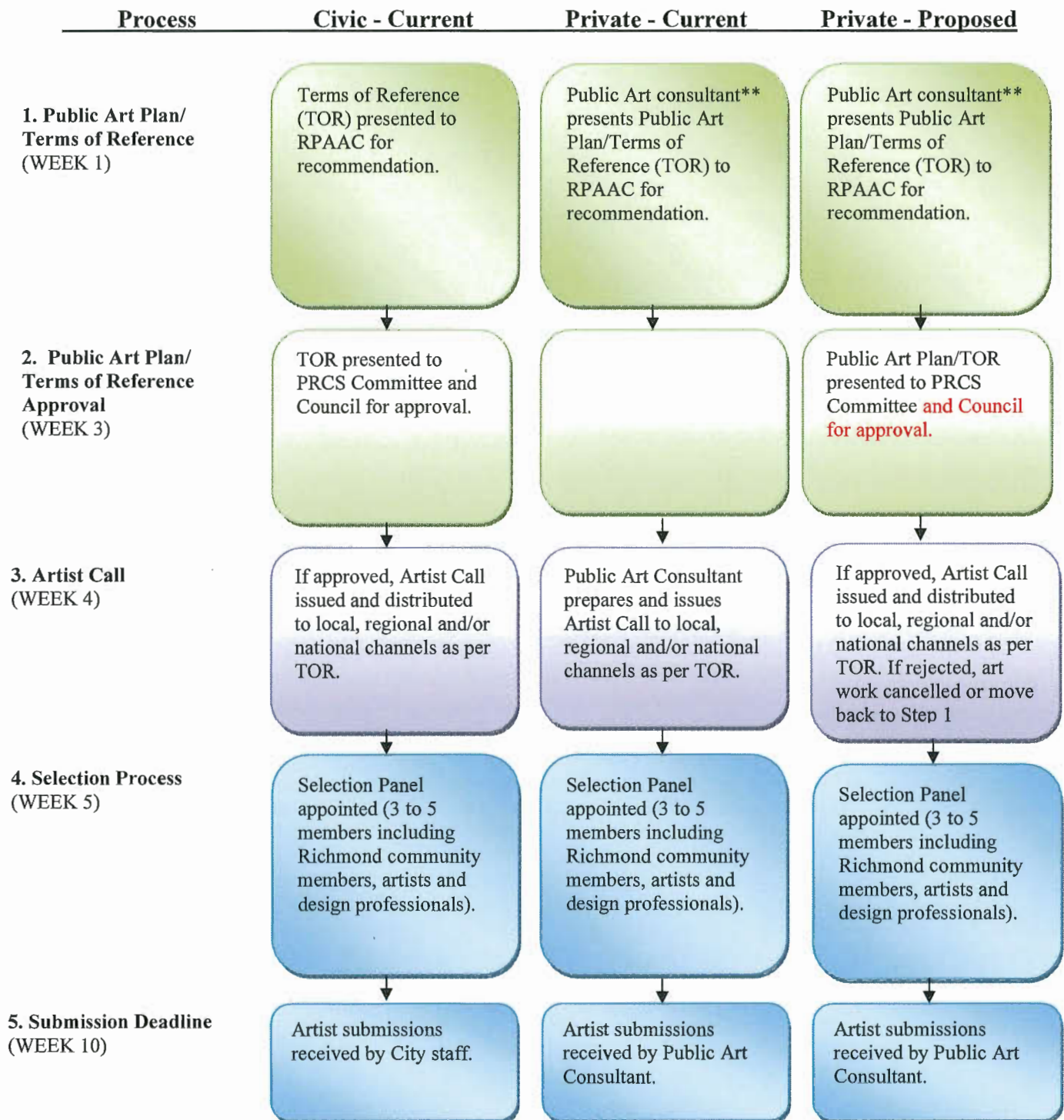
- Minutes and agenda packages of the Public Art Advisory Committee to be forwarded to Council for information;
- Private Development Public Art Plan to be presented to Committee/Council by the public art consultant; and
- Invitation to sit as non-voting observers at the public art selection meetings, with an opportunity to address the panel on Council's public art vision and priorities.

#### **Additional Considerations**

- The City is legislatively bound to comply with the approvals policy set out in the current Public Art Program Policy for any projects already underway. Developers have made contributions and entered into agreements with the City based on a Policy that does not require Council approval for public art plans and artwork on private property. Only those Private Development Art Plans and selected artworks emerging through agreements entered into after the change in Policy would be subject to Council approval.
- Neither the current policy nor the proposed changed policy will apply to artwork on private property that is commissioned outside of the Public Art Program. This change to the Policy is in opposition to the views of the Richmond Public Art Advisory Committee, and the arts community as represented by the Richmond Arts Coalition, as reported to the General Purposes Committee in the report "Review of Council Approval Process for Public Art Projects on Private Land" on June 12, 2018. "The consensus appears to be that Council's responsibility is to create policy and process and then stand behind it, supporting staff and their advisory bodies who administer it. The concept of Council approving individual art works at the final stage is not supported." as stated in a letter from the Richmond Arts Coalition dated December 18, 2017.
- This change to the Policy is in opposition to the views of the Urban Development Institute (UDI) as stated in the letters from UDI dated November, 2019 and April 5, 2019.

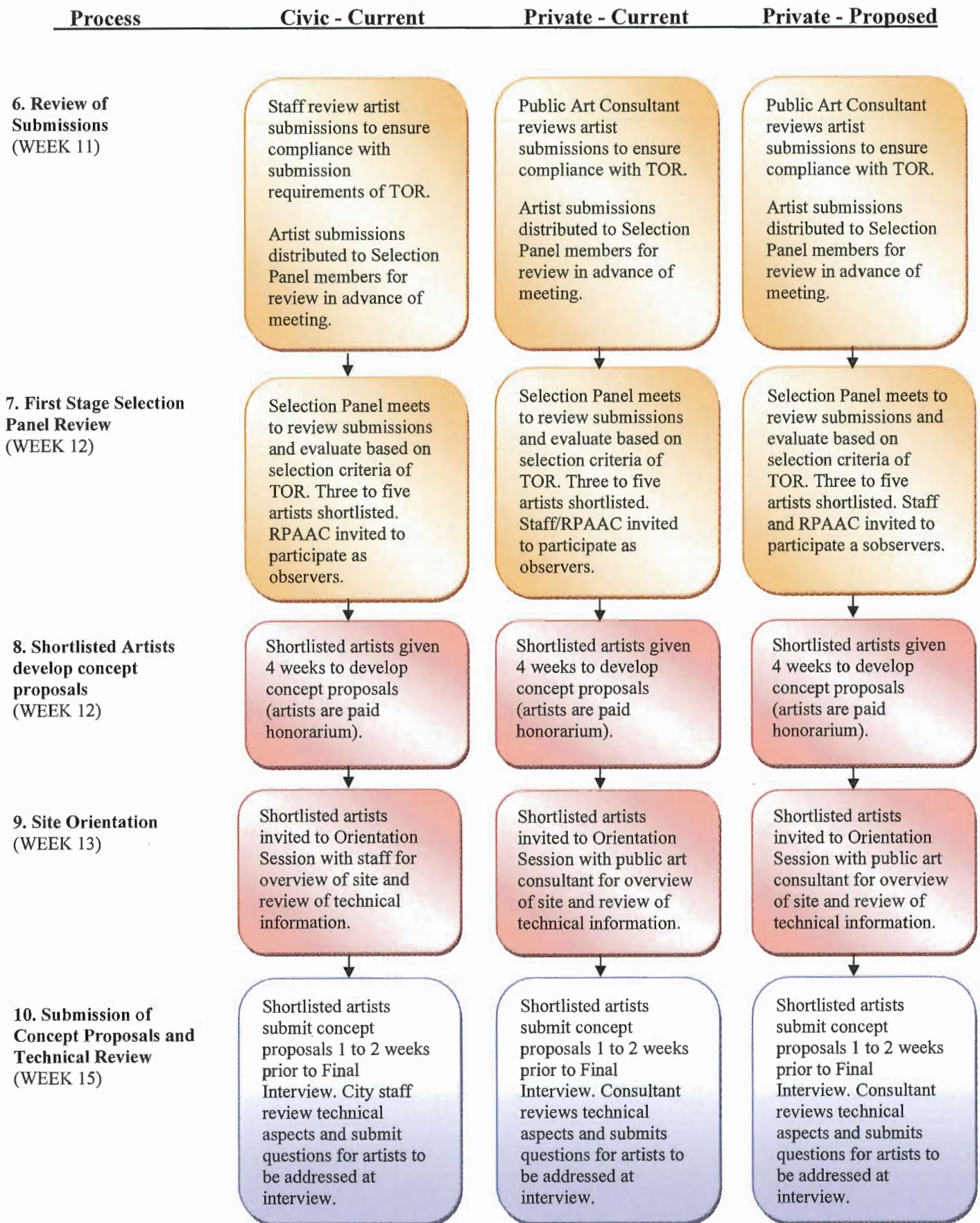


## Public Art Selection and Approvals Process\*

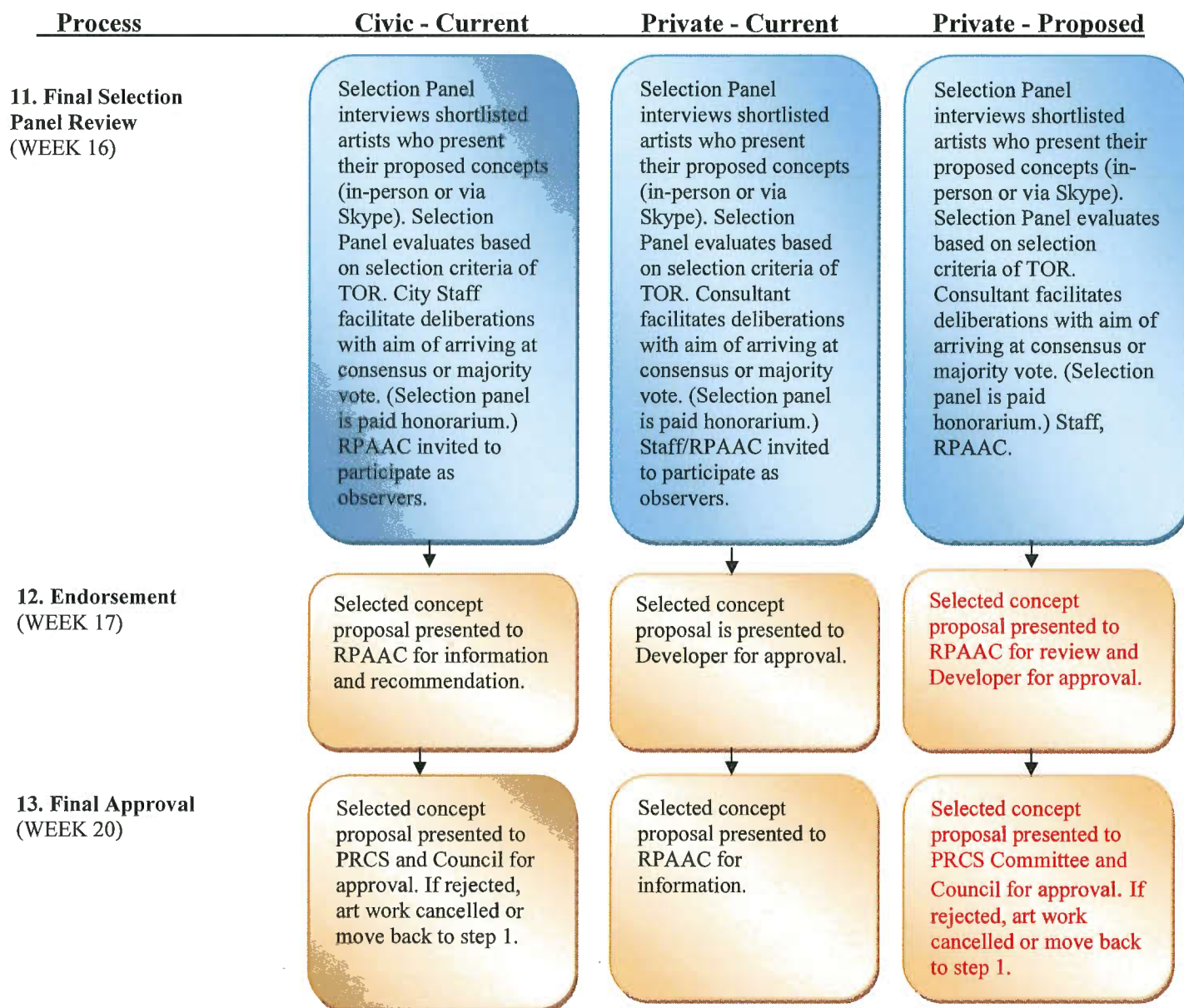


\*Based on the Two-Stage Selection, as the most common process for selecting large-scale public art work, which is typically sought for civic projects and private developments.

\*\*In some cases, City Staff may administer the selection process on behalf of the developer.







**Allocation of Developer Contributions****Background**

With the exception of artworks commissioned specifically for select civic capital projects (1 per cent of construction costs), it is voluntary Developer Contributions (0.5 per cent of private development project construction costs) that finance all regular Public Art Program artworks and activities. These developer contributions are allocated to one or both of the following funding streams:

1. Commissioning of public art on, or near, the Private Development Site consistent with (where applicable) area-specific Council-approved Civic Public Art Plans (i.e., City Centre, Richmond Olympic Oval Precinct, Capstan Village, Minoru Civic Precinct and Alexandra Neighbourhood); or
2. Deposited to the Public Art Program Reserve Fund, to finance the Civic Public Art Program (that is not tied to Capital Projects) as well as Educational and Community Public Art Programs and Activities.

Unlike other community amenities (e.g., child care or affordable housing), development incentives are not offered in exchange for Public Art contributions. The making of public art for private development is a highly collaborative process involving City staff across many departments including Planning, Parks, Public Art, Engineering and Public Works, as well as community stakeholders. The Private Development Public Program has resulted in dozens of high-profile, acclaimed works created by a diverse range of artists. To date there are 62 private developer initiated artworks in the Richmond Public Art collection.

Through the Public Art Program Reserve Fund, developer contributions also pay for Civic and Community Public Art programs that may or may not involve physical artworks. These include community engaged public art programs, professional development workshops for local artists and partnerships with diverse groups. The following community and educational programs are currently made possible with the private developer public art contributions:

- Engaging Artists in the Community Program. Recent examples include: *Minoru Stories* at the Minoru Seniors Centre, *Stepping Stones* at City Centre Community Centre and *Musqueam Workshops* at the Richmond Public Library;
- Functional public art projects on public land including shelters and benches. (e.g., Tait Park Pavilion);
- The recently endorsed Richmond Mural Program;
- Sanitary and Storm Sewer Access Cover Program and utility box vinyl wraps;

- Collaborations with community partners such as the Richmond Public Library, Richmond Art Gallery, Capture Photography Festival and others;
- Children's Arts Festival workshops with professional artists;
- Public art exhibition opportunities for local 2D artists including No. 3 Road Art Columns;
- Public Art Bus Tours such as the Indigenous Public Art Tours;
- Permanent artworks for parks and other public spaces including the recently approved *Wind Flowers* on Gilbert Road and *Pergola Garden* in West Cambie Park; and
- Professional Development Programs and Workshops for local artists interested in entering the public art field.

## **Analysis**

Council currently approves voluntary developer contributions at the Rezoning or Development Permit Stage.

As described in the February 8, 2019, report to the Parks, Recreation and Cultural Services Committee, contributions to the Public Art Program Reserve Fund must be used for Public Art Program activities. The City is legislatively bound to comply with the reserve fund use limitations. It is therefore precluded from using the funds for building or maintaining facilities, or other general operating costs of the City.

Community and educational programs are already funded through the Public Art Program Reserve Fund.

Arts facilities can be financed through existing developer-funded mechanisms. In the City Centre, the City Centre Area Plan (CCAP) provides a policy framework to secure City facilities (e.g., community centres, child care facilities and other community amenity spaces including arts facilities) through private development located on properties designated as Village Centre Bonus (VCB) sites. In situations where the City does not wish to secure physical space within a VCB-designated development, Council may direct that the developer provides a cash-in-lieu contribution to the City Centre Facility Development Fund (sub-fund of the Leisure Facilities Reserve [Bylaw 7812]) to facilitate community amenity construction on an alternative site, as determined to the satisfaction of the City. For example, the recently approved repurposing of the Minoru Place Activity Centre is being financed by developer contributions to the Leisure Facilities Reserve Fund.

Contributions to the Hamilton Area Plan Community Amenity Capital Reserve Fund, applicable to projects in the Hamilton Area, can be used for community recreation and cultural facilities (Bylaw 9276). Contributions to this reserve are made in cash unless the City chooses to accept a community amenity in lieu of cash.

## Proposed Replacement of Public Art Program Policy

The current Public Art Program Policy, as updated in 2010, identifies three programs:

1. Civic Public Art Program
2. Private Development Public Art Program
3. Community Public Art Program

As per the referral motion of March 11, 2019, Council has directed staff to add new policy that will permit developer contributions that are deposited in the Public Art Program Reserve Fund to be directed to a range of uses that includes arts facilities. The current Public Art Program Policy would remain in place to complete any projects approved under the current Policy. A new Public Art Program Policy would be established and would have the following four programs:

1. Civic Public Art Program
2. Private Development Public Art Program
3. Community Public Art Program
4. Arts Facilities Program

The Arts Facilities Program would support the development of new civic arts facilities, augment other civic arts facility capital project budgets and fund capital improvements to existing civic arts facilities. New civic arts facilities could include spaces for creation, display, performance, arts education, multimedia presentation and other arts-based activities. The spaces' primary focus must be arts related and can be either temporary or permanent and may include: community art galleries, temporary and pop-up art spaces, maker spaces, performance spaces, new media labs, screening spaces, art education spaces, art creation spaces and other speciality studio spaces, such as glass blowing, sculpture, metal work or pottery.

The current Public Art Program Reserve Fund would remain in place until all the funds have been spent in accordance with the current policy. An additional Public Art and Arts Facilities Programs Reserve Fund would be created for funds allocated after Council's endorsement of a new Policy, and would replace the current Public Art Program Reserve Fund once the latter is depleted.

Regarding the approval of how voluntary developer contributions are allocated (either to the provision of public art or deposited to the Reserve Fund), the current Public Art Program Policy, as updated in 2010, indicates that the developer determines how their contribution is to be allocated:

*6.3.5 For public art contributions over \$40,000, the developer may choose one of the following three options:*

- a) A monetary contribution to the City's Public Art Program Reserve Fund; or*
- b) The developer may provide public artwork of a value equal to the public art contribution for the project, in accordance with this Public Art Program Policy and the Public Art Program Administrative Procedures Manual; or*

- c) *The developer may negotiate a split of its contribution between both i) a monetary contribution to the Public Art Program Reserve Fund; and ii) provision of artwork, provided the combined value of the monetary contribution and the artwork is equal to or greater than the project's public art contribution.*

As per the Council referral of June 18, 2018, directing staff to add policy in which Council has the discretion to recommend how voluntary developer contributions are allocated, the proposed Policy revision would be as follows:

6.3.5 *For contributions over \$40,000, the developer may choose to make a voluntary contribution to the City's Public Art and Arts Facilities Programs Reserve Fund.*

*Council approval is required should the developer wish to provide:*

- a) *Public artwork of a value equal to the public art contribution for the project, provided the artwork complies with this Public Art Program Policy and the Public Art Program Administrative Procedures Manual; or*
- b) *A negotiated split of its contribution between both i) a monetary contribution to the Public Art and Arts Facilities Programs Reserve Fund; and ii) provision of artwork, provided the combined value of the monetary contribution and the artwork is equal to or greater than the project's public art contribution.*

Proposed Policy Change Implications

The change in Policy to give Council the discretion to determine how voluntary developer contributions are allocated (to provide public art, contribute to the Public Art and Arts Facilities Programs Reserve Fund, or a combination of the two) has the following implication:

- If Council rejects a developer's preferred choice to invest their voluntary contribution into public art on their private property, the developer may choose to opt out of participating in the program. The implication would contradict Policy 6.1 "to encourage the private sector to support the integration of public artworks."
- To establish an additional Public Art and Arts Facilities Programs Reserve Fund will necessitate a new reserve fund bylaw.

Proposed Procedural Revisions

The revised process which gives Council the discretion to determine how voluntary developer contributions are allocated will have implications on the timing for approvals and staff administration. It will necessitate an extra step in the process prior to Rezoning or Development Permit stage:

- In cases where the developer prefers to direct the voluntary contributions to art on their site, there would now be a Staff report from the Public Art Planner seeking Council's approval prior to a staff report on the proposed development being forwarded to Planning Committee or the Development Permit Panel.

- The approved allocation would then be included in the Rezoning or Development Application Report to Council.

#### Administration of Proposed Policy

The new Public Art Program Policy will apply to private development applications submitted to the City after the date of Council's adoption of the Policy. Any applications already granted first reading by Council or endorsed by the Development Permit Panel would proceed in accordance with the existing Policy. Any applications already submitted to the City received prior to adoption of the new Policy will be processed under the existing Policy. Any applications received after Policy adoption will be considered under the new Policy.

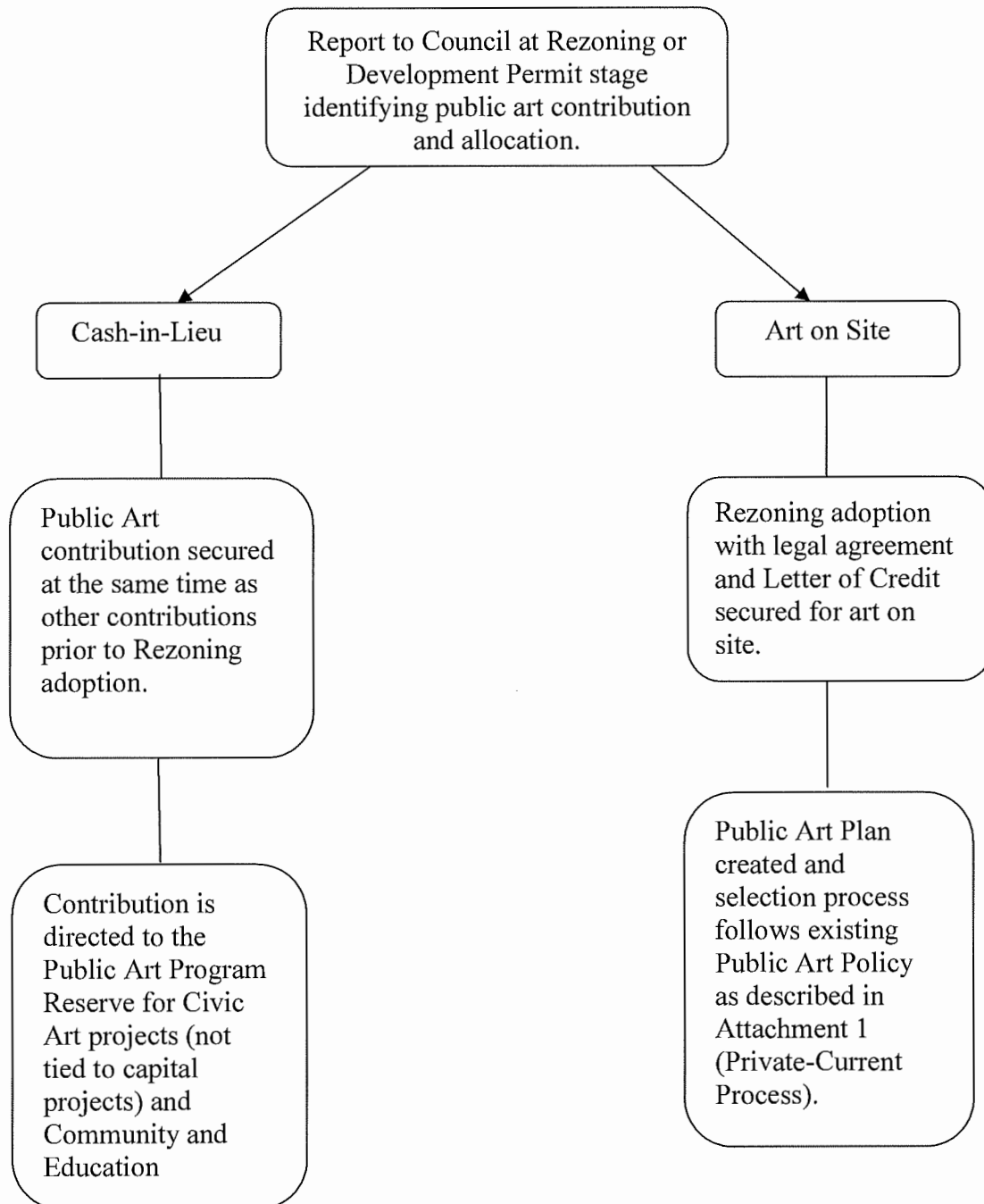
There would be a period of several years when two Policies would be in effect simultaneously: one for projects begun prior to the adoption of the new Policy and another for those received after the new Policy is adopted. Upon completion of all projects under the current Policy, the new Policy would be the only one remaining in effect.

#### Additional Considerations

- Increased resources for administration of the program may be required for additional reports to Committee/Council to seek Council approval for allocation of voluntary developer contributions.
- Should Council direct funds to development of arts facilities, some of the community public art programs listed on page 8 and 9 may be jeopardized for lack of available funding.
- Council could consider increasing the Administrative Fee allocation from 15 per cent to 20 per cent to provide additional funding for the administrative expenses by the public art consultant and staff in presenting Public Art Plans and Concept Proposals to Council. If so, the Policy would be updated accordingly.
- In comparison to existing developer funded mechanisms for securing City facilities, based on 0.5 per cent of construction costs, the contributions to the Public Art and Arts Facilities Reserve would be very slow to accumulate enough funds for substantial facility projects. For example, the voluntary developer contributions made through the Public Art Program during the exceptionally busy 10-year period of 2009 to 2019 totalled \$6.5 million (most of which was allocated to artworks). For comparison, as indicated in the November 20, 2017 Report to Council titled "Minoru Place Activity Centre Reuse Options", the estimated cost in 2017 to build a new facility equivalent to the Minoru Place Activity Centre was \$12.2 million, indicating that, even in the unlikely event that development continued at the same pace, and 100 per cent of the funds were set aside for a facility (with none going to public art or community programs), it would be decades before enough funds were collected to pay for even a small to medium-sized building.

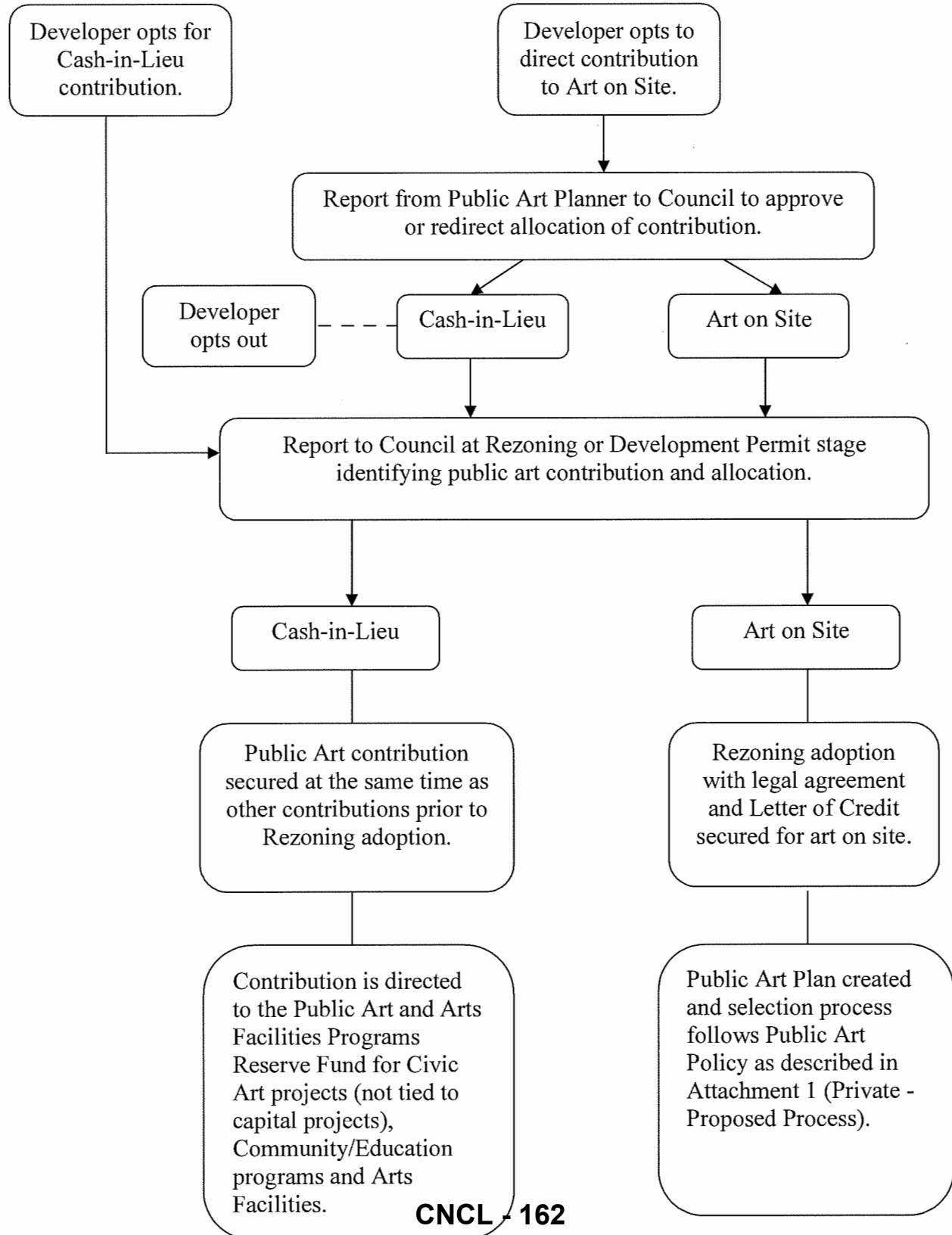


## EXISTING PROCESS

**Allocation of Private Developer Public Art Contributions**

## PROPOSED PROCESS

### Allocation of Private Developer Public Art Contributions





**Policy XXXX:**

It is Council policy that:

**CONTENTS**

1.	APPLICATION AND INTENT .....	2
2.	PROGRAM GOALS .....	2
3.	PROGRAM OBJECTIVES .....	2
4.	ADMINISTRATIVE PROCEDURES.....	3
5.	CIVIC PUBLIC ART PROGRAM.....	3
6.	PRIVATE DEVELOPMENT PUBLIC ART PROGRAM .....	5
7.	COMMUNITY PUBLIC ART PROGRAM .....	7
8.	<b>ARTS FACILITIES PROGRAM</b> .....	7
9.	PUBLIC ART ADVISORY COMMITTEE.....	8



## RICHMOND PUBLIC ART PROGRAM

### 1. APPLICATION AND INTENT

- 1.1 Public art** is defined as artwork in the public realm, which is accessible physically or visually to the public and possesses aesthetic qualities. Public Realm includes the places and spaces, such as building facades, parks, public open spaces and streets, which provide physical or visual access to the general public.
- 1.2 Public Art Program:** Public art animates the built and natural environment with meaning, contributing to a vibrant city in which to live and visit. By placing artwork in our everyday environment, the Public Art Program sparks community participation in the building of our public spaces, offers public access to ideas generated by contemporary art, celebrates community history, identity, achievements and aspirations, encourages citizens to take pride in community cultural expression and creates a forum to address relevant themes and issues of interest and concern to Richmond's citizens.

### 2. PROGRAM GOALS

- 2.1** The Public Art Program strives to:
- a) Spark community participation** in the building of our public spaces, encouraging citizens to take pride in public cultural expression;
  - b) Provide leadership in public art planning** through civic, private developer, community and other public interest initiatives to develop the City's cultural uniqueness, profile and support of the arts;
  - c) Complement and/or develop the character of Richmond's diverse neighbourhoods** to create distinctive public spaces, which enhance the sense of community, place and civic pride;
  - d) Increase public awareness**, understanding, and enjoyment of the arts in everyday life, and provide equitable and accessible opportunities for Richmond's diverse community to experience public art;
  - e) Encourage public dialogue** about art and issues of interest and concern to Richmond residents; and
  - f) Encourage public art projects that work towards achieving a more sustainable community**, environmentally, economically, socially and culturally.

### 3. PROGRAM OBJECTIVES

- 3.1** The objectives of the Public Art Program are to:
- a) Increase opportunities for the community and artists** to participate in the design of the public realm;
  - b) Develop original site-specific works of art** in order to contribute to cultural vibrancy;
  - c) Select art through an arms'-length process** incorporating professional advice and community input that ensures the quality of art and its relevance to the community and site;



- d) **Ensure that a public and transparent** process is maintained to develop and accept public art;
- e) **Enter into partnerships** with private and public organizations to further public art in the City; and,
- f) **Ensure that public art, and the environs of that art, are maintained** in a manner that will allow for continued public access to, and enjoyment of, these artworks in appropriate settings.

3.2 The Public Art Program will maintain a continuous, consistent and affordable funding mechanism to support the City's commitment to public art.

#### 4. ADMINISTRATIVE PROCEDURES

4.1 Council approval is required for all public art plans and projects on City controlled property and private property when generated through the Public Art Program.

4.2 The City will develop administrative procedures relating to the management of projects, including: selection processes, developer contributions, donation and de-accession guidelines, site considerations, documentation and maintenance (the "Public Art Program Administrative Procedures Manual").

4.3 The City will maintain a **Public Art and Arts Facilities Programs Reserve Fund** to hold public art allocations from both public and private sources for capital expenses.

4.4 The City will maintain a **Public Art Program Operating Provision** to hold public art allocations from private sources for operating expenses relating to the administration of the Public Art Program.

#### 5. CIVIC PUBLIC ART PROGRAM

##### 5.1 General

5.1.1 The City's policy is to provide leadership in public art by incorporating public art, at the planning stages, into the development or renovation of civic infrastructure, buildings, parks and bridges, and to encourage collaboration between the Public Art Advisory Committee, City staff, artists, engineers, design professionals and the community to enrich such projects.

5.1.2 The priority for civic public art projects will be to fully integrate the artwork into the planning, design and construction of civic works and to select and commission an artist to work as a member of the project consultant design team, in order to maximize opportunities for artistic expression and minimize material and construction costs.

##### 5.2 Project Identification

5.2.1 The City will identify and prioritize specific areas within the City and types of capital projects appropriate for the inclusion of public art. Applicable projects include:

- a) New building construction;
- b) Major additions or renovations to existing buildings;
- c) Park development projects;
- d) Environmental programs; and



- e) New engineering structures.

**5.2.2** Projects appropriate for consideration should:

- a) Have a high degree of prominence, public use and/or public realm impact;
- b) Achieve or enhance project objectives or other City objectives (e.g. beautification, liveability, multiculturalism, sustainability, cultural or environmental interpretations);
- c) Promote opportunities for meaningful community participation; and/or
- d) Complement existing public artworks or public amenities in the local area, and/or fulfil a need identified in that community.

**5.2.3** The City will undertake artist-initiated public art projects from time to time. Artists will be invited to submit proposals for concepts and locations of their own choosing, and may be asked to respond to a specific topic of community interest or importance.

**5.3 Funding**

**5.3.1** Each year, the City will commit an amount of funds equivalent to a minimum of 1% of each Capital Project Budget, to the planning, design, fabrication and installation of public art, provided that:

- a) Capital projects for equipment and land acquisition are exempt;
- b) Infrastructure utilities projects - water supply and sewerage - which are funded solely from restricted sources, are exempt; and
- c) For eligible projects, allocations are based on the construction costs of capital projects, and exclude soft costs (i.e., administration, professional and legal fees, furnishings, and permit fees).

**5.4 Donations and/or Gifts of Artwork(s)**

**5.4.1** Private donations or gifts of artworks may be accepted into the City's public art collection, provided that:

- a) The artworks are assessed on their artistic, environmental, cultural, historical and social merits before being accepted into the City's public art inventory;
- b) A suitable site can be identified; and
- c) Funds are made available for the ongoing maintenance and conservation of the artwork.

**5.5 Purchase Pre-Existing Artwork**

**5.5.1** The City may add to its public art inventory by purchasing pre-existing works of art from time to time.

**5.6 De-accession**

**5.6.1** De-accession is defined as any actions or set of procedures that result in the cessation by the City of its ownership and possession of works of art installed in public places, through sale, exchange, gift or any other means.

**5.6.2** Provided that the de-accession of the artwork is not contrary to the terms on which it was received by the City, the City may de-accession artworks from the City's inventory when necessary:

- a) Through a considered public review and assessment process;



- b) If the de-accession of the artwork is evaluated on a case by case basis; and
- c) If the de-accession of the artwork is endorsed by Council.

## 6. PRIVATE DEVELOPMENT PUBLIC PROGRAM

### 6.1 General

The City's policy is to encourage the private sector to support the integration of public artworks in the community during the rezoning and development permit processes, and the collaboration of artists, design professionals and the community in the design of that art.

### 6.2 Project Identification

#### 6.2.1 Applicable projects include new building construction, major additions or renovations to existing buildings, as follows:

- a) For residential uses containing 10 or more units; and
- b) For non-residential uses with a total floor area of 2,000 m<sup>2</sup> (21,530 ft<sup>2</sup>) or greater.

#### 6.2.2 The following uses or occupancies of all or part of a development or building are exempt from contributing to the Public Art Program:

- a) Community Amenity Space, Community Care Facility, Congregate Housing, Child Care, Health Services, Education and related uses as defined under the Richmond Zoning Bylaw, as amended from time to time and;
- b) Purpose-built non-market rental and subsidized social housing projects and/or units secured through the City's Affordable Housing Strategy.

#### 6.2.3 Public art should be sited in locations that meet the following criteria:

- a) Visibility and accessibility (as appropriate to the art work) for pedestrians and/or motorists;
- b) Proximity to high pedestrian activity areas, e.g. active retail areas, transit stops (especially those serving high ridership routes), places of public gathering, public open spaces and recognized pedestrian routes;
- c) Opportunities to expand on existing or future public artworks as part of an existing or proposed multi-artwork public art plan; and/or,
- d) Places of special heritage or community significance.

### 6.3 Funding

#### 6.3.1 The public art contribution rate for private sector public art projects is an amount equivalent to a minimum value of 0.5% of the estimated total project construction cost:

- a) Contributions are based on construction costs and exclude soft costs (i.e., administration, professional and legal fees, furnishings, development cost charges, and permit fees);
- b) For the purpose of calculating public art contributions for private development, only floor areas that make up the calculation of density as set out under the Richmond Zoning Bylaw, as amended from time to time, are included;
- c) Floor areas for uses set-out under 6.2.2, above, are excluded; and
- d) This contribution funds the planning, design, fabrication and installation of public art.





- 6.3.2** The City will issue guidelines for calculating the public art contribution based on building types and annual Consumer Price Index adjustments.
- 6.3.3** The public art contribution rate will be reviewed periodically by Council.
- 6.3.4** For public art project contributions that are less than \$40,000, a cash contribution is to be made to the City's **Public Art and Arts Facilities Programs Reserve**, for city-wide public art programs and arts facilities.
- 6.3.5** For contributions over \$40,000, the developer may choose to make a voluntary contribution to the City's Public Art and Arts Facilities Programs Reserve.

Council approval is required should the developer wish to provide:

- a) Public artwork of a value equal to the public art contribution for the project, provided the artwork complies with this Public Art Policy and the Public Art Program Administrative Procedures Manual; or
- b) A negotiated split of its contribution between both i) a monetary contribution to the Public Art and Arts Facilities Programs Reserve; and ii) provision of artwork, provided the combined value of the monetary contribution and the artwork is equal to or greater than the project's public art contribution.
- 6.3.6** **Where the developer chooses to provide artwork, either on their development site or on a City controlled property:**
- a) A minimum of 85% of the public art contribution will be allocated to the creation of the artwork;
- b) Where the City manages the public art selection process, 15% of the developer's public art contribution will be dedicated to the City's Public Art Program Operating Provision to support and sustain the management, administration and promotion of the Public Art Program;
- c) Where the developer engages an independent Public Art Consultant to manage the public art selection process, 5% of the developer's public art contribution will be dedicated to the City's Public Art Program operating budget and Operating Provision to support and sustain the management, administration and promotion of the Public Art Program and a maximum of 10% of the public art budget may be directed towards the consultant fees;
- d) Where located on City controlled land, the artwork will become the property of the City;
- e) Where located on private land, the artwork must remain accessible at no cost to the public and be maintained in good repair for the life of the development, and not be removed or relocated except with the prior written consent of the City; and
- f) In the event the artwork is damaged beyond repair, or becomes ineffective for reasons other than the owner's failure to maintain it, or in the event the work becomes an unreasonable burden to maintain, application to allow its removal or relocation may be made to the City.
- 6.3.7** The following are ineligible expense items for the private sector public art contributions:
- a) Maintenance costs for artwork(s);
- b) Artwork not provided in accordance with the City's Public Art Program; and





- c) Costs not directly related to selecting, designing, fabricating or installing the artwork(s).

## **7. COMMUNITY PUBLIC ART PROGRAM**

### **7.1 General**

**7.1.1** The Richmond Community Public Art Program supports art projects between community groups and artists of all disciplines. Artists and communities working collaboratively can explore issues, ideas and concerns, voice community identity, express historical and cultural spirit and create dialogue through art.

**7.1.2** The end product need not be a permanent work of art but should leave a legacy for the general public. The project could include:

- a) A public event such as an exhibition, performance, play, concert, reading or dance; or
- b) Documentary artworks such as books and videos; or
- c) Electronic media.

### **7.2 Project Identification**

**7.2.1** Projects proposed must be publicly accessible and located or performed on public property such as City-owned or controlled parks, boulevards, and buildings. Sites owned or controlled by the Federal or Provincial governments will also be considered.

**7.2.2** Projects should demonstrate the support of the local community and document significant community involvement of a sizable number of people.

**7.2.3** Projects should demonstrate the capacity to be undertaken and completed within an approved time-frame.

### **7.3 Funding**

**7.3.1** Community public art projects will be funded in part or in whole from the **Public Art and Arts Facilities Programs Reserve**.

**7.3.2** Community partners should investigate or provide matching funds where possible, or contribute an equivalent amount through time/participation, labour, materials or contributions in-kind.

**7.3.3** The final artwork, if any, will become the property of the City, unless the City agrees otherwise.

## **8. ARTS FACILITIES PROGRAM**

### **8.1 General**

**8.1.1** The Richmond Arts Facilities Program supports the development of new civic arts facilities, augments other civic arts facility capital project budgets and funds capital improvements to existing civic arts facilities.

**8.1.2** Arts facilities could include spaces for creation, display, performance, arts education, multimedia presentation and other arts-based activities. The spaces' primary focus must be arts-related and can be either temporary or permanent and may include: community art galleries, temporary and pop-up art spaces, maker spaces, arts education programming spaces, art creation spaces and other priority studio spaces.

### **8.2 Project Identification**



- 8.2.1** Arts facilities projects must be publicly accessible and located on public property such as City-owned or controlled parks, boulevards, and buildings. Sites owned or controlled by the Federal or Provincial governments will also be considered.
- 8.2.2** Arts facilities projects must have arts activities as their primary use.
- 8.3 Funding**
- 8.3.1** Arts Facilities projects may be funded in part or in whole from the Public Art and Arts Facilities Programs Reserve Fund.
- 8.3.2** The following are ineligible expense items for the Arts Facilities Program:
- a)** Building maintenance costs;
  - b)** Building operating costs; and
  - c)** Programming costs such as staff and supplies.

## 9 PUBLIC ART ADVISORY COMMITTEE

### 9.1 Mandate

- 9.1.1** The "Richmond Public Art Advisory Committee" is a Council-appointed volunteer advisory committee that provides input on public art policy, planning, education and promotion.

### 9.2 Role

- 9.2.1** The Committee provides informed comment to City Council through staff on the implementation of the Public Art Program through civic, private development and community public art initiatives.
- 9.2.2** The Committee acts as a resource on public art to City Council, staff, residents and developers of land and projects within the City of Richmond.
- 9.2.3** The Committee's terms of reference are outlined in the *Richmond Public Art Advisory Committee Terms of Reference*.



# City of Richmond

## Report to Committee

**To:** Finance Committee  
**From:** Andrew Nazareth  
General Manager, Finance & Corporate Services  
John Irving, P.Eng. MPA  
General Manager,  
Engineering & Public Works  
**Date:** October 15, 2019  
**File:** 03-0970-01/2019-Vol  
01  
**Re:** 2020 Utility Budgets and Rates

### Staff Recommendation

That the 2020 Utility Budgets, as outlined in Option 1 for Water, Option 2 for Sewer, Option 2 for Drainage and Diking, and Option 3 for Solid Waste and Recycling including a new personnel complement control number for a regular full-time Recycling Coordinator position, as outlined in the staff report, dated October 15, 2019 from the General Manager, Finance and Corporate Services and the General Manager, Engineering and Public Works, be approved as the basis for establishing the 2020 utility rates and preparing the Consolidated 5 Year Financial Plan (2020-2024) Bylaw.

Andrew Nazareth  
General Manager,  
Finance and Corporate Services  
(604-276-4095)

John Irving, P.Eng. MPA  
General Manager,  
Engineering and Public Works  
(604-276-4140)

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
REVIEWED BY SMT	INITIALS: 
APPROVED BY CAO 	

## **Staff Report**

### **Origin**

This report presents the recommended 2020 utility budgets and rates for Water, Sewer, Drainage and Diking, and Solid Waste and Recycling. The utility rates need to be established by December 31, 2019, in order to take effect January 1, 2020.

This report supports the following strategies within Council's Strategic Plan 2018-2022:

Strategy #1, A Safe and Resilient City:

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

*1.2 Future-proof and maintain city infrastructure to keep the community safe.*

*1.3 Ensure Richmond is prepared for emergencies, both human-made and natural disasters.*

Strategy #2, A Sustainable and Environmentally Conscious City:

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

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

*2.2 Policies and practices support Richmond's sustainability goals.*

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.*

*5.2 Clear accountability through transparent budgeting practices and effective public communication.*

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

*5.4 Work cooperatively and respectfully with all levels of government and stakeholders while advocating for the best interests of Richmond*

## Analysis

Metro Vancouver rate increases are the primary drivers for the 2020 utility budget increase. The City's 2020 utility rates are based on Metro Vancouver's five-year projections, as outlined in their proposed 2020-2024 Financial Plan. Staff anticipate that the Metro Vancouver Board will review the Metro Vancouver rates in November, and staff will report back to Council for further consideration if the approved rates differ substantially from Metro Vancouver's projected rates.

Estimated Metro Vancouver rate increases are as follows:

### *Water*

The estimated 2020 Greater Vancouver Water District (GVWD) rate increase is 6.0%. The GVWD water purchase cost represents 62% of the City's water utility user fee budget, which translates to 91% of the City's recommended water utility budget increase.

### *Sewer*

The estimated 2020 Greater Vancouver Sewerage and Drainage District (GVS&DD) sewer levy increase is 14.9%. The GVS&DD sewer levy represents 68% of the City's sewer utility user fee budget, which translates to 78% of the City's recommended sewer utility budget increase.

### *Solid Waste*

The Metro Vancouver solid waste tipping fees are projected to increase by \$5 to \$113 per tonne for 2020, plus a transaction fee of \$5 per load. A tiered structure based on load size/weight will continue to be used for small vehicles and commercial customers.

Another component of the City's utility budget relates to the replacement of ageing municipal infrastructure. The "Ageing Utility and Road Infrastructure Planning – 2019 Update" report, dated August 16, 2019, estimates additional annual funding requirements of \$1.7M for water infrastructure, \$3.1M for sanitary infrastructure and \$7.4M for drainage and diking infrastructure. The ageing infrastructure component is analyzed in the water, sewer, and drainage and diking sections of this report.

The recommended 2020 solid waste and recycling services include various programs designed to achieve the City's established waste diversion target of 80% by 2020. The City is a leader in providing robust recycling programs, currently diverting 78% of single-family residential waste. Budget amounts presented with this report include additional costs under the City's organics processing agreement associated with change of law provisions to meet air quality permit requirements at the contracted processing facility. Various options are also presented with this report to address items raised through Council deliberations and referrals to further expand recycling services.

Recognizing the challenges of cost increases outside of the City's control and those associated with maintaining City infrastructure, staff have presented various budget and rate options for 2020. This includes three different options for each of the City's utilities.

Option 1 presents the minimum non-discretionary increases necessary to meet demands placed on the City by factors outside of the City's direct control (e.g. regional or other government agency increases, contractual obligations, plant growth, fuel, insurance, etc.) based on currently approved levels of service. Options 2 and 3 present various actions the City can take to either reduce or increase the budget and rates depending on the varying circumstances and needs within each budget area. The various options are presented for each of the City utilities in the following sections, and the proposed 2020 rates are summarized in Tables 13 and 14.



**Water Utility**

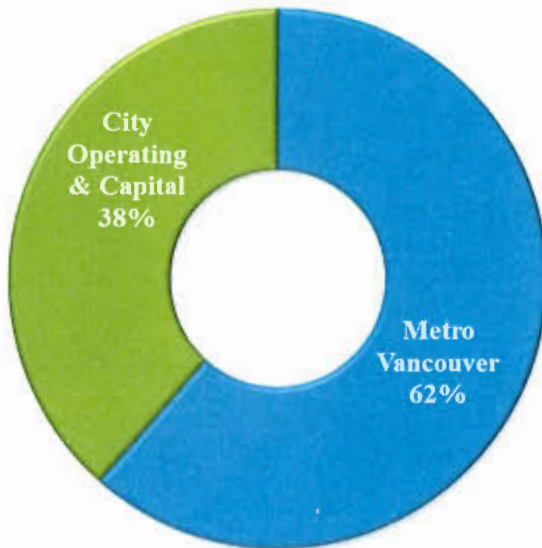
Table 1. Water Utility Budget

Key Budget Areas	2019 Base Level Budget (Restated for Comparison)	Option 1 (Recommended) Non-Discretionary Increases	Option 2 Non-Discretionary Increases with \$500,000 Increase to Reserves	Option 3 Non-Discretionary Increases with \$500,000 from Provision for Rate Stabilization
<b><u>Expenditures</u></b>				
Salary	\$6,062,600	\$128,700	\$128,700	\$128,700
PW Materials/Equipment/Power Costs	\$2,329,200	\$35,600	\$35,600	\$35,600
Operating Expenditures	\$1,279,700	\$39,700	\$39,700	\$39,700
Water Meter Reading and Maintenance	\$222,400	\$0	\$0	\$0
Toilet Rebate Program	\$100,000	\$0	\$0	\$0
GVWD Water Purchases (Metro Vancouver)	\$25,994,800	\$1,563,500	\$1,563,500	\$1,563,500
Capital Infrastructure Replacement Program	\$7,500,000	\$0	\$500,000	\$0
Firm Price/Receivable	\$2,641,200	\$35,900	\$35,900	\$35,900
Residential Water Metering Program	\$1,299,400	-\$13,500	-\$13,500	-\$13,500
Overhead Allocation	\$1,006,100	-\$30,000	-\$30,000	-\$30,000
<b>Total Base Level Expenditure Budget</b>	<b>\$48,435,400</b>	<b>\$50,195,300</b>	<b>\$50,695,300</b>	<b>\$50,195,300</b>
<b><u>Revenues</u></b>				
Provision (Rate Stabilization)	\$0	\$0	\$0	-\$500,000
Investment Income	-\$392,000	\$0	\$0	\$0
Firm Price/Receivable	-\$2,641,200	-\$35,900	-\$35,900	-\$35,900
Meter Rental/Maintenance	-\$1,908,600	-\$8,400	-\$8,400	-\$8,400
YVR Maintenance	-\$30,000	\$0	\$0	\$0
Provision (Toilet Rebate/Flushing)	-\$251,200	-\$8,200	-\$8,200	-\$8,200
Provision (OBI Adjustment)	-\$4,800	\$4,800	\$4,800	\$4,800
Meter Re-Reads and Other Services	-\$80,800	\$0	\$0	\$0
<b>Total Base Level Revenue Budget</b>	<b>-\$5,308,600</b>	<b>-\$5,356,300</b>	<b>-\$5,356,300</b>	<b>-\$5,856,300</b>
<b>Net Budget</b>	<b>\$43,126,800</b>	<b>\$44,839,000</b>	<b>\$45,339,000</b>	<b>\$44,339,000</b>
<b>Net Difference Over 2019 Base Level Budget</b>		<b>\$1,712,200</b>	<b>\$2,212,200</b>	<b>\$1,212,200</b>

The following is an explanation of the budget reductions and increases outlined in Table 1.

#### GVWD Water Purchases – Metro Vancouver

Figure 1. 2020 Water Utility User Fee Breakdown



Metro Vancouver estimates their water rate will increase by 6.0%. The corresponding increase in water purchase cost from Metro Vancouver is \$1.56M, which accounts for 91% of Richmond's non-discretionary expenditure increases.

Bulk water is purchased from Metro Vancouver on a volumetric basis and accounts for 62% of the Richmond's water rate (Figure 1). The City's 2020 water rates are based on Metro Vancouver's 5-year projections approved in their proposed 2020-2024 Financial Plan (Table 2). Staff anticipate that the Metro Vancouver Board will review the Metro Vancouver water rates in November, and staff will report back to Council for further consideration if the final approved rates are substantially different.

Table 2. Metro Vancouver Water Rate Projection – Proposed 2020-2024 Financial Plan

	2020	2021	2022	2023	2024
<b>Blended Rate (\$/m<sup>3</sup>)</b>	\$0.7836	\$0.8314	\$0.9046	\$0.9942	\$1.0946
<b>% Change</b>	6.0%	6.1%	8.8%	9.9%	10.1%

#### Water Metering (Avoided Water Purchase Costs)

Water metering plays a significant role in the City's water demand management program, which improves equity to rate payers by providing volume-based user fees and reduces bulk water purchase costs by promoting water conservation and reducing private-side leakage. Since the inception of the program in 2003, the City's total water use has decreased by 11% despite an increase in population of 25%. In 2018, this reduction in per capita water usage resulted in annual savings of \$9.9 million in avoided water purchase cost.

The City has made significant advances in water metering since the program was first introduced. Approximately 82% of the City's water use is currently metered. All single-family, industrial, commercial, and institutional (ICI) properties are metered and 48% of multi-family units are metered. Programs are in place to continue advancing water metering within the City through the continuation of the volunteer multi-family water metering program.

#### City Operating Expenditures

The City's total operating expenditure increase (excluding Metro Vancouver costs) is below the Consumer Price Index (CPI). A number of operating expenditures have increased due to factors beyond the City's control, including:



- Salary increase estimates for union agreements;
- Electricity and natural gas increases;
- Material and equipment cost increases; and
- Vehicle cost increases, including fuel and insurance increases.

The City's operating expenditures are carefully managed and considerable measures have been taken to minimize cost increases where possible. The average increase to the City's operating expenditures since 2014 has been 1.2%, which is significantly below CPI over the same period.

#### Provision (OBI Adjustment)

One-time transfers from the Water Levy Stabilization Provision are utilized each year to fund operating budget impacts (OBIs) for the current year's capital program. This amount is incorporated into the base water utility budget in the following year. In 2019, \$4,700 was transferred from the Water Levy Stabilization Provision to fund OBIs associated with the 2019 Capital Program and has been incorporated into the 2020 base level budget.

#### Construction Period Revenues

The City receives construction period revenues from development customers for water use during construction. This revenue is not budgeted due to the long-term variability in these revenues. Any actual revenue will be transferred to the Water Levy Stabilization Provision for future rate stabilization funding.

#### Capital Infrastructure Replacement Program Contribution (Water Rate Options)

The Capital Infrastructure Replacement Program facilitates proactive management of the City's water assets, allowing the City to maintain a high level of service by minimizing watermain breaks and service disruptions. Through proactive management of ageing infrastructure and implementation of the City's water pressure management program, the City has also successfully reduced water losses due to pipe leakage in the water distribution system. This has resulted in additional cost savings from avoided Metro Vancouver water purchase costs.

The annual capital contribution for water-related infrastructure replacement is currently \$7.5 million. The "Ageing Utility and Road Infrastructure Planning – 2019 Update" report identified a long-term annual water infrastructure funding requirement of \$9.2 million, with a target funding range of \$8.6 million to \$10.4 million. Option 2 includes an increase of \$500,000 to reduce the funding gap and progress towards the required annual funding level.

#### Water Levy Stabilization Provision Contribution (Water Rate Options)

The Water Levy Stabilization Provision was established by Council as a funding source for water rate stabilization. The Provision has a balance of \$11.5 million as of September 30, 2019, and is intended to offset significant increases in regional water purchase costs. Options 1 and 2 maintain a \$0 impact on the Water Levy Stabilization Provision; Option 3 includes a \$500,000 drawdown from the Provision to subsidize the water rate.

Impact on 2020 Water Rates

The impact of the three budget options on water rates is shown in Tables 3 and 4. Table 3 shows the various options for metered customers; Table 4 shows the options for flat rate customers. The rates presented include fixed costs for metering, such as meter reading, billing, and maintenance. Italicized numbers represent the difference between 2019 rates and 2020 optional rates.

Option 1 includes only the non-discretionary increases necessary to meet demands placed on the City by factors outside of the City's direct control. Option 2 results in the highest rates, as it includes additional contribution to the Capital Infrastructure Program. Option 3 results in the lowest rates, as it includes a drawdown from the Water Levy Stabilization Provision.

Table 3. 2020 Metered Rate Water Options (net of discount)

Customer Class	2019 Rates	Option 1 (Recommended)	Option 2	Option 3
Single-Family Dwelling (based on 325 m <sup>3</sup> average)	\$445.62	\$459.27 <i>\$13.65</i>	\$464.17 <i>\$18.55</i>	\$454.39 <i>\$8.77</i>
Townhouse (based on 218 m <sup>3</sup> average)	\$305.93	\$315.08 <i>\$9.15</i>	\$318.38 <i>\$12.45</i>	\$311.81 <i>\$5.88</i>
Apartment (based on 157 m <sup>3</sup> average)	\$203.40	\$209.99 <i>\$6.59</i>	\$212.36 <i>\$8.96</i>	\$207.64 <i>\$4.24</i>
Metered Rate (\$/m <sup>3</sup> )	\$1.2382	\$1.2802 <i>\$0.0420</i>	\$1.2953 <i>\$0.0571</i>	\$1.2652 <i>\$0.0270</i>

Table 4. 2020 Flat Rate Water Options (net of discount)

Customer Class	2019 Rates	Option 1 (Recommended)	Option 2	Option 3
Single-Family Dwelling	\$657.51	\$679.83 <i>\$22.32</i>	\$687.83 <i>\$30.32</i>	\$671.83 <i>\$14.32</i>
Townhouse	\$538.22	\$556.49 <i>\$18.27</i>	\$563.04 <i>\$24.82</i>	\$549.94 <i>\$11.72</i>
Apartment	\$346.83	\$358.60 <i>\$11.77</i>	\$362.82 <i>\$15.99</i>	\$354.38 <i>\$7.55</i>

The rates outlined in Tables 3 and 4 are net rates. The Waterworks and Water Rates Bylaw provides a 10% discount for utility bills paid prior to the due date. The rates shown will be increased by 10% in the supporting bylaws to provide for the discount incentive while ensuring full cost recovery.

### Options Summary

#### *Option 1 (Recommended)*

- Represents the minimum increase necessary to maintain the current level of service.
- Maintains a \$7.5 million contribution to the Capital Infrastructure Replacement Program.
- Maintains \$0 impact on the Water Levy Stabilization Provision.

#### *Option 2*

- Represents the minimum increase necessary to maintain the current level of service.
- Includes a \$500,000 increase to the Capital Infrastructure Replacement Program to reduce the funding gap and progress towards the annual required funding level.
- Maintains a \$0 impact on the Water Levy Stabilization Provision.

#### *Option 3*

- Represents the minimum increase necessary to maintain the current level of service.
- Maintains a \$7.5 million contribution to the Capital Infrastructure Replacement Program.
- Includes a \$500,000 drawdown from the Water Levy Stabilization Provision.

### Recommended Option

Staff recommend the budgets and rates identified in Option 1 for the Water Utility. This option represents the minimum increase necessary to maintain the current level of service without subsidizing the water rate using the Water Levy Stabilization Provision. Staff recommend maintaining the current contribution to the Capital Infrastructure Replacement Program at this time, as it is relatively close to the target funding range. The Metro Vancouver water rate is expected to increase significantly over the next five years. As such, it would be prudent to preserve the Water Levy Stabilization Provision for utilization in the future when larger Metro Vancouver water rate increases are realized.

**Sewer Utility**

Table 5. Sewer Utility Budget

<b>Key Budget Areas</b>	<b>2019 Base Level Budget (Restated for Comparison)</b>	<b>Option 1 Non-Discretionary Increases</b>	<b>Option 2 (Recommended) Non-Discretionary Increases with \$500,000 Increase to Reserves</b>	<b>Option 3 Non-Discretionary Increases with \$500,000 from Provisions for Rate Stabilization</b>
<b><u>Expenditures</u></b>				
Salary	\$3,274,900	\$57,400	\$57,400	\$57,400
PW Materials/Equipment/Power Costs	\$1,790,300	\$3,500	\$3,500	\$3,500
Operating Expenditures	\$703,600	\$28,800	\$28,800	\$28,800
GVS&DD O&M (Metro Vancouver)	\$21,939,900	\$2,179,900	\$2,179,900	\$2,179,900
GVS&DD Debt (Metro Vancouver)	\$976,200	\$1,242,400	\$1,242,400	\$1,242,400
Capital Infrastructure Replacement Program	\$5,306,400	\$0	\$500,000	\$0
Firm Price/Receivable	\$621,400	\$21,200	\$21,200	\$21,200
Overhead Allocation	\$575,400	\$10,000	\$10,000	\$10,000
<b>Total Base Level Expenditure Budget</b>	<b>\$35,188,100</b>	<b>\$38,731,300</b>	<b>\$39,231,300</b>	<b>\$38,731,300</b>
<b><u>Revenues</u></b>				
Provision (Rate Stabilization)	-\$500,000	\$0	\$0	-\$500,000
Provision (OBI Adjustment)	-\$13,700	\$13,700	\$13,700	\$13,700
Investment Income	-\$152,000	\$0	\$0	\$0
Firm Price/Receivable	-\$621,400	-\$21,200	-\$21,200	-\$21,200
Property Tax for GVS&DD Debt	-\$976,185	-\$1,242,415	-\$1,242,415	-\$1,242,415
<b>Total Base Level Revenue Budget</b>	<b>-\$2,263,285</b>	<b>-\$3,513,200</b>	<b>-\$3,513,200</b>	<b>-\$4,013,200</b>
<b>Net Budget</b>	<b>\$32,924,815</b>	<b>\$35,218,100</b>	<b>\$35,718,100</b>	<b>\$34,718,100</b>
<b>Net Difference Over 2019 Base Level Budget</b>		<b>\$2,293,285</b>	<b>\$2,793,285</b>	<b>\$1,793,285</b>

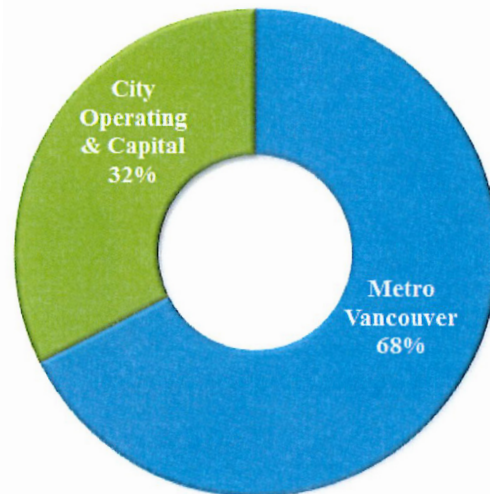
The following is an explanation of the budget reductions and increases outlined in Table 5.

#### Metro Vancouver GVS&DD Operating and Maintenance (O&M) Costs

Metro Vancouver's GVS&DD O&M cost is projected to increase by \$2.18M for Richmond in 2020. This increase accounts for 78% of the non-discretionary expenditure increases proposed for 2020.

Richmond pays Metro Vancouver for bulk transmission and treatment of liquid waste on a flat rate basis. Metro Vancouver costs account for 68% of Richmond's sewer rate and is a primary budget driver (Figure 2). The City's 2020 sanitary sewer rates are based on Metro Vancouver's five-year projections approved in their proposed 2020-2024 Financial Plan (Table 6). Staff anticipate that the Metro Vancouver Board will review the Metro Vancouver sanitary sewer rates in November, and staff will report back to Council for further consideration if the final approved rates are substantially different.

Figure 2. 2020 Sewer Utility User Fee Breakdown



Metro Vancouver rate increases for the Lulu Island Sewerage Area are anticipated to be significant over the next four years and beyond.

Table 6. Metro Vancouver 5-Year Overall Sewer Cost Projections – Lulu Island Sewerage Area

	2020	2021	2022	2023	2024
Sewer Levy – LSA (\$ Millions)	\$26.3	\$29.9	\$34.3	\$38.1	\$41.2
% Change	14.9%	13.7%	14.6%	11.2%	8.2%

#### Operating Expenditures

The City's operating budget expenditures have increased due to factors beyond the City's control, including:

- Salary increase estimates for union agreements;
- Electricity and natural gas increases;
- Material and equipment cost increases; and
- Vehicle cost increases, including insurance increases.

The City's operating expenditures are carefully managed and considerable measures have been taken to minimize cost increases where possible. The average increase to the City's operating expenditures (excluding Metro Vancouver costs) since 2014 has been 0.8%, which is significantly below CPI over the same period.

Provision (OBI Adjustment)

One-time transfers from the Sewer Levy Stabilization Provision are utilized each year to fund operating budget impacts (OBIs) for the current year's capital program. This amount is incorporated into the sanitary sewer utility in the following year to become part of the base level budget. In 2019, \$13,700 was transferred from the Sewer Levy Stabilization Provision to fund OBIs associated with the 2019 Capital Program and has been incorporated in the 2020 base level budget.

Construction Period Revenues

The City receives construction period revenues from development customers for sewer use during construction. This revenue is not budgeted due to the long-term variability in these revenues. Any actual revenue will be transferred to the Sewer Levy Stabilization Provision for future rate stabilization funding.

Capital Infrastructure Replacement Program Contribution (Sewer Rate Options)

The annual capital contribution for capital infrastructure replacement is currently \$5.3 million. The "Ageing Utility and Road Infrastructure Planning – 2019 Update" report identifies a long-term sustainable funding level of \$8.4 million for sanitary sewer infrastructure. Option 2 includes an increase of \$500,000 to reduce the funding gap and progress towards the required annual funding level.

Sewer Levy Stabilization Provision (Sewer Rate Options)

The Sewer Level Stabilization Provision was established by Council as a funding source for sewer rate stabilization. The Provision, which has a balance of \$7.6 million as of September 30, 2019, has been used to offset significant increases in regional sewer treatment and capacity costs. Options 1 and 2 maintain the current \$500,000 drawdown on the Sewer Levy Stabilization Provision to partially offset Metro Vancouver GVS&DD O&M increases; Option 3 includes an additional drawdown of \$500,000, for a total of \$1,000,000, to further offset rate increases.

Staff recommend maintaining the current drawdown of \$500,000. While the current balance in the Sewer Levy Stabilization Provision is adequate to maintain the current drawdown and stabilize 2020 rate increases, more significant Metro Vancouver rate increases are anticipated in future years and further drawdown is not recommended at this time.

Metro Vancouver Sewer Debt Levy

Metro Vancouver sewer debt charges have historically been levied through taxes to property owners who are in sewer areas and based on property assessment values. For 2020, the GVS&DD debt is budgeted for \$2.2M and expected to increase significantly in the next four years due to the ongoing Gilbert Truck Sewer Twinning project. Staff will bring forward options through the 2021 budget process that could include a phase-in transfer of the sewer debt charge from property taxes to the sewer utility budget.

### Sewer Rate Cap

As resolved by Council at the April 23, 2019 Regular Council Meeting, a sewer rate cap has been incorporated into the sewer rates presented in this report. Sewer charges for the third quarter will be billed based on water usage, up to a maximum limit equivalent to the sewer flat rate pro-rated for that quarter.

There is no impact to net revenues from this change in rate structure, as full cost recovery will be maintained for the sanitary sewer utility.

### Impact on 2020 Sewer Rates

The impact of the three budget options on sewer rates is shown in Tables 7 and 8. Table 7 shows the various options for metered customers; Table 8 shows the options for flat rate customers. Numbers in italics represent the difference between 2019 rates and 2020 optional rates.

Option 1 includes only the non-discretionary increases necessary to meet demands placed on the City by factors outside of the City's direct control. Option 2 results in the highest rates, as it includes additional contribution to the Capital Infrastructure Program. Option 3 results in the lowest rates, as it includes an additional drawdown from the Sewer Levy Stabilization Provision.

Table 7. 2020 Metered Rate Sewer Options (net of discount)

Customer Class	2019 Rates	Option 1	Option 2 (Recommended)	Option 3
Single-Family Dwelling (based on 325 m <sup>3</sup> average)	\$360.52	\$394.39 <i>\$33.87</i>	\$400.11 <i>\$39.59</i>	\$388.70 <i>\$28.18</i>
Townhouse (based on 218 m <sup>3</sup> average)	\$241.83	\$264.54 <i>\$22.71</i>	\$268.38 <i>\$26.55</i>	\$260.73 <i>\$18.90</i>
Apartment (based on 157 m <sup>3</sup> average)	\$174.16	\$190.52 <i>\$16.36</i>	\$193.28 <i>\$19.12</i>	\$187.77 <i>\$13.61</i>
Metered Rate (\$/m <sup>3</sup> )	\$1.1093	\$1.2135 <i>\$0.1042</i>	\$1.2311 <i>\$0.1218</i>	\$1.1960 <i>\$0.0867</i>

Table 8. 2020 Flat Rate Sewer Options (net of discount)

Customer Class	2019 Rates	Option 1	Option 2 (Recommended)	Option 3
Single-Family Dwelling	\$454.81	\$497.55 <i>\$42.74</i>	\$504.76 <i>\$49.95</i>	\$490.34 <i>\$35.53</i>
Townhouse	\$416.13	\$455.25 <i>\$39.12</i>	\$461.84 <i>\$45.71</i>	\$448.65 <i>\$32.52</i>
Apartment	\$346.58	\$379.16 <i>\$32.58</i>	\$384.65 <i>\$38.07</i>	\$373.67 <i>\$27.09</i>

The rates outlined in Tables 7 and 8 are net rates. The Drainage, Dyke and Sanitary Sewer System Bylaw provides a 10% discount for utility bills paid prior to the due date. The rates



shown will be increased by 10% in the supporting bylaws to provide for the discount incentive while ensuring appropriate cost recovery.

### Options Summary

#### *Option 1*

- Represents the minimum increase necessary to maintain the current level of service.
- Maintains a \$5.3 million contribution to the Capital Infrastructure Replacement Program. The funding shortfall defers the financial obligation to future years, which will place additional burden to future rate payers.
- Maintains \$500,000 impact on the Sewer Levy Stabilization Provision.

#### *Option 2 (Recommended)*

- Represents the minimum increase necessary to maintain the current level of service.
- Includes a \$500,000 increase to the Capital Infrastructure Replacement Program to reduce the gap and progress towards the annual required funding level.
- Maintains a \$500,000 impact on the Sewer Levy Stabilization Provision.

#### *Option 3*

- Represents the minimum increase necessary to maintain the current level of service.
- Maintains a \$5.3 million contribution to the Capital Infrastructure Replacement Program. The funding shortfall defers the financial obligation to future years, which will place additional burden to future rate payers.
- Includes a \$1,000,000 drawdown from the Sewer Levy Stabilization Provision to further minimize the impact of regional increases on sewer rates.

### Recommended Option

Staff recommend the budgets and rates identified in Option 2 for the Sewer Utility. This option maintains the current level of service while increasing funding for the Capital Infrastructure Replacement Program, in order to progress towards the annual required funding level. Staff also recommend that the Sewer Levy Stabilization Provision be preserved for utilization in the future when larger rate increases from external sources are realized.



### **Drainage and Diking Utility**

The drainage and diking utility was created to develop a reserve fund to operate, maintain, and upgrade Richmond's flood protection infrastructure. The "Ageing Utility and Road Infrastructure Planning – 2019 Update" report identifies a capital funding target of \$19.5 million. Since 2003, Council has approved increasing annual funding levels for the Drainage and Diking Utility from \$0.6 million to its current level of \$12.1 million.

The Drainage operations department is part of the Engineering and Public Works Division's general operations. The operating costs incurred for drainage operations is and historically has been included in the City's operating budget.

### **Flood Protection Rate Equity**

In 2003, Council adopted an initial net rate of \$10 per property for flood protection, and increased the rate by \$10 each year from 2004 to 2015. Since 2016, new rate classes have been introduced to enhance equity amongst users and reflect the different levels of demand various properties have on the City's drainage and diking systems. Over the last four years, five rate classes have been established, along with separate drainage and diking rates:

- Single-family residential and agricultural
- Multi-family residential
- Small or stratified ICI
- Medium non-stratified ICI
- Large non-stratified ICI

Staff propose to further improve equity by varying the rate increases for the different rate classes in 2020.

### **Flood Protection Funding**

The \$10 increase per property in past years effectively increased flood protection funding by approximately \$1 million each year. Staff propose to continue in this direction and, while varying the rate increases for different rate classes to improve equity, achieve approximately \$1 million in additional flood protection funding. This would allow the City to progress towards the annual required funding level, in order to continue providing a high level of flood protection for the City and proactively preparing for the impacts of climate change. This would also correspond with strong feedback received through the public consultation process for the City's Flood Protection Management Strategy 2019, where there was strong support for increasing flood protection fees to accelerate the flood protection program.

Moving forward, staff recommend that the Drainage and Diking Utility continue to be increased gradually over the long term, as climate change -induced sea level rise is an emerging issue and implementation of flood protection measures, including the Dike Master Plan and pump station upgrades, will require additional funding.

Impact on Flood Protection Rates

Table 9 provides a summary of the proposed flood protection rates for each rate class and the impact on the net utility budget. The rates outlined in Table 9 are net rates. The bylaw provides a 10% discount for utility bills paid prior to the due date. The net rates shown will be increased by 10% in the supporting bylaws to provide for the discount incentive while ensuring appropriate cost recovery. Numbers in italics represent the difference between 2019 and 2020 optional rates.

Table 9. 2020 Flood Protection Rate Options (net of discount)

Rate Class	2019 Rates	Option 1 15% increase to medium and large non-stratified ICI properties, \$5 increase to single-family, agricultural and small or stratified ICI properties, \$2.50 to multi-family properties	Option 2 (Recommended) 25% increase to medium and large non-stratified ICI properties, \$10 increase to single-family, agricultural and small or stratified ICI properties, \$5 to multi-family properties	Option 3 50% increase to medium and large non-stratified ICI properties, \$10 increase to single-family, agricultural and small or stratified ICI properties, \$5 to multi-family properties
Multi-family Residential	\$140.31	\$142.81 <i>\$2.50</i>	\$145.31 <i>\$5.00</i>	\$145.31 <i>\$5.00</i>
Single-family and Agricultural	\$144.55	\$149.55 <i>\$5.00</i>	\$154.55 <i>\$10.00</i>	\$154.55 <i>\$10.00</i>
Small or Stratified ICI (less than 800 m <sup>2</sup> )	\$144.55	\$149.55 <i>\$5.00</i>	\$154.55 <i>\$10.00</i>	\$154.55 <i>\$10.00</i>
Medium Non-Stratified ICI (between 800 m <sup>2</sup> and 10,000 m <sup>2</sup> )	\$325.73	\$374.59 <i>\$48.86</i>	\$407.16 <i>\$81.43</i>	\$488.60 <i>\$162.87</i>
Large Non-Stratified ICI (above 10,000 m <sup>2</sup> )	\$651.45	\$749.17 <i>\$97.72</i>	\$814.31 <i>\$162.86</i>	\$977.18 <i>\$325.73</i>
<b>Net Budget</b>	<b>\$12,106,800</b>	<b>\$12,903,300</b>	<b>\$13,239,000</b>	<b>\$13,353,800</b>
Capital Infrastructure Replacement Program	\$11,577,800	\$12,374,300	\$12,710,000	\$12,824,800
Box Culvert Preventative Maintenance Program	\$380,000	\$380,000	\$380,000	\$380,000
Dike Repair Program	\$149,000	\$149,000	\$149,000	\$149,000
<b>Net Difference Over 2019 Base Level Budget</b>	<b>\$0</b>	<b>\$796,500</b>	<b>\$1,132,200</b>	<b>\$1,247,000</b>

Options Summary*Option 1*

- Improves equity by increasing the rate for medium and large non-stratified ICI properties by 15%, single-family, agricultural, and small or stratified ICI properties by \$5, and multi-family properties by \$2.50.
- Increases funding for the Capital Infrastructure Replacement Program to \$12,374,300.
- Maintains existing funding for the Box Culvert Preventative Maintenance Program and the Dike Repair Program.

*Option 2 (Recommended)*

- Improves equity by increasing the rate for medium and large non-stratified ICI properties by 25%, single-family, agricultural, and small or stratified ICI properties by \$10, and multi-family properties by \$5.
- Increases funding for the Capital Infrastructure Replacement Program to \$12,710,000.
- Maintains existing funding for the Box Culvert Preventative Maintenance Program and the Dike Repair Program.

*Option 3*

- Provides a larger improvement to equity by increasing the rate for medium and large non-stratified ICI properties by 50%, single-family, agricultural, and small or stratified ICI properties by \$10, and multi-family properties by \$5.
- Increases funding for the Capital Infrastructure Replacement Program to \$12,824,800.
- Maintains existing funding for the Box Culvert Preventative Maintenance Program and the Dike Repair Program.

Recommended Option

Staff recommend the budgets and rates identified in Option 2 for flood protection services. This option makes progress towards addressing the funding gap identified in the “Ageing Utility and Road Infrastructure Planning – 2019 Update” report, is consistent with public support for increasing rates to accelerate the flood protection program, and continues to improve equity within the drainage and diking utility rates.

**Solid Waste and Recycling**

Table 10. 2020 Solid Waste and Recycling Budget

Key Budget Areas	2019 Base Level Budget (Restated for Comparison)	Option 1 Non-Discretionary Increases	Option 2 Recycling Depot Open 7 Days per Week	Option 3 (Recommended) Same as Option 2 Plus Enhanced Commercial Recycling Focus
<b><u>Expenditures</u></b>				
Salary	\$3,275,200	\$103,200	\$298,700	\$485,400
Contracts	\$9,295,700	\$372,000	\$372,000	\$548,000
Equipment/Materials	\$990,200	-110,000	-72,200	-72,200
Metro Vancouver Disposal Costs	\$1,367,600	\$24,000	\$24,000	\$24,000
Recycling Materials Processing	\$2,252,700	\$1,494,600	\$1,524,600	\$1,524,600
Container Rental/Collection	\$222,600	\$173,500	\$201,500	\$201,500
Operating Expenditures	\$325,300	\$9,600	\$12,400	\$12,400
Internal Shared Costs	\$330,800	-\$225,900	-\$225,900	-\$225,900
Agreements	\$192,900	\$4,800	\$4,800	\$4,800
Rate Stabilization	\$368,400	\$0	\$0	\$0
<b>Base Level Expenditure Budget</b>	<b>\$18,621,400</b>	<b>\$20,467,200</b>	<b>\$20,761,300</b>	<b>\$21,124,000</b>
<b><u>Revenues</u></b>				
Application Fees	-\$90,000	\$0	\$0	\$0
Inspection Fees	-\$10,000	\$0	\$0	\$0
Recycling Material	-\$176,200	-\$53,300	-\$53,300	-\$53,300
Garbage Tags	-\$17,500	\$0	\$0	\$0
Unrealized Discounts	-\$109,200	\$1,200	\$1,200	\$1,200
Revenue Sharing Grant/Other	-\$8,100	-\$1,000	-\$1,000	-\$1,000
Recycle BC Incentive	-\$1,810,700	-\$117,100	-\$117,100	-\$117,100
Provision (OBI Adjustment)	-\$698,000	-\$500	-\$500	-\$363,200
<b>Base Level Revenue Budget</b>	<b>-\$2,919,700</b>	<b>-\$3,090,400</b>	<b>-\$3,090,400</b>	<b>-\$3,453,100</b>
<b>Net Budget</b>	<b>\$15,701,700</b>	<b>\$17,376,800</b>	<b>\$17,670,900</b>	<b>\$17,670,900</b>
<b>Net Difference Over 2019 Base Level Budget</b>		<b>\$1,675,100</b>	<b>\$1,969,200</b>	<b>\$1,969,200</b>

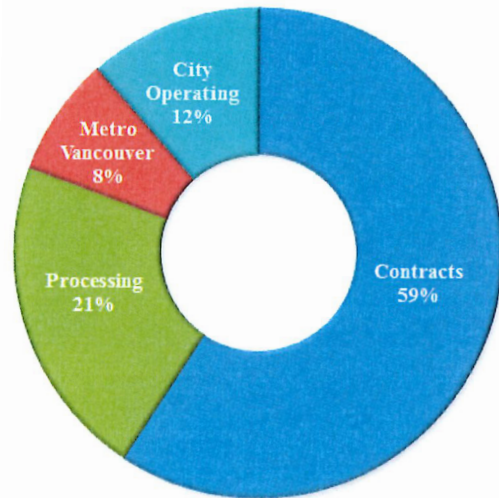
The following is an explanation of the budget reductions and increases outlined in Table 10.

### Metro Vancouver Disposal Costs

The regional tipping fee for local governments has been projected by Metro Vancouver to increase by \$5 from \$108/tonne in 2019 to \$113/tonne for 2020. The \$5 per load transaction fee remains in effect and is unchanged. Due to the success of the City's recycling initiatives, Metro Vancouver increases have lessened impacts (as more waste is diverted for recycling) on City budgets and rates.

The higher processing fees in Option 1 include amounts to meet the City's contractual obligations relating to air quality permit requirements at the organics processing facility. Option 2 costs address previously requested information from Council regarding operating the Recycling Depot seven days per week. The increase in Option 3 includes a focused review of the current state of commercial/business recycling and opportunities to enhance and support business in this regard. These program options are discussed in more detail later in this report.

Figure 3. 2020 Solid Waste and Recycling User Rate Breakdown



### City Operating Expenditures

Salary increase estimates relating to union agreements and cost reallocations to the City's Operating Budget are primary utility budget increases. Additional costs under Options 2 and 3 include added resource requirements to provide seven days per week operation at the City's Recycling Depot and consultation/evaluation of commercial recycling opportunities.

Staff wish to note that responsibility for managing the City's emergency program function previously resided within Sanitation and Recycling. Over time, the responsibility shifted to the Community Safety division, however, some of the costs continued to be funded by the Sanitation and Recycling utility. Starting with the 2020 budget, these costs are being shifted from the Sanitation and Recycling Utility budget to the Community Safety Division's operating budget. Overall, there is no change in the City's cost of providing emergency program services.

### Contracts

Contract costs are increased in accordance with the expansion of the large item pickup program (from 4 – 6 items) as well as escalation clauses as stipulated in the City's solid waste and recycling services contract which commenced January 1, 2019 and is for a maximum ten year term.

### Recycling Materials Processing

Recycling material processing costs are increased substantially to meet the City's obligations under the current organics processing contract. The organics processing operator, GFL Environmental, identified cost increases under the change in law provisions of this contract in light of substantial facility upgrades to meet air quality permit requirements imposed by Metro Vancouver. Negotiations are continuing with GFL Environmental, therefore, costs reflected in the budget and rates are estimated/preliminary at this time. Once a proposed agreement is more defined, staff will report to Council separately on this item. The terms of the City's agreement with GFL Environmental contemplated cost increases associated with odour management upgrades.

Options 2 and 3 assume higher processing costs associated with handling increased volumes and types of materials at the Recycling Depot under seven days per week operation.

### Single-Use Plastics and Other Items

In July, 2019, Council gave first three readings to Single-Use Plastics and Other Items Bylaw 10000. The City is awaiting an approval decision by the Minister of Environment and Climate Change Strategy on the City's bylaw. Concurrently, the province is undertaking consultation on the BC Plastics Action Plan, which would address the issue of single-use plastics on a provincial scale. Indications are that a decision on a provincial regulatory approach can be expected in the Spring/Summer of 2020. As such, it is unlikely the City can expect an approval decision on Bylaw 10000 before that time.

In the interim and in preparation for the City's bylaw, staff are actively undertaking business engagement to advise businesses of the anticipated changes and seek their input on the support and tools they will require during implementation and for on-going compliance. Key feedback to date has been that most businesses are unwilling to make the change until they are required to do so because of the added cost associated with the shift away from single-use plastic items. Also, feedback to ensure robust and consistent enforcement measures as a component of the bylaw has been emphasized to ensure a level playing field is applied.

To address the business engagement activities, participate in regional and provincial policy consultation activities, and maintain and monitor developments on the issue of single-use plastics, funding for staff and consultation costs in the amount of \$560,000 was approved and allocated by Council. This funding is reflected in the above budget amounts in order to continue this work into 2020. There is no impact to rates associated with this expenditure as there is a corresponding transfer from provision offset.

### General Solid Waste & Recycling Rate Stabilization provision (Rate Options)

The General Solid Waste and Recycling Provision was established by Council as a funding source for rate stabilization. The provision has a balance of \$1.8 million as of September 30, 2019.



### Service Level Enhancements Discussion – Options 2 and 3

#### *Recycling Depot Operation – 7 Days per Week*

Options 2 and 3 include costs associated with expanding the Recycling Depot to a seven day per week operation. This information had been requested of staff during Council's consideration of configuration changes at the Recycling Depot.

The budgets and rates presented under Option 2 include the addition of labour hours to operate the Recycling Depot at an additional day per week and the addition of a regular full-time Recycling Coordinator position to support the operation. The expansion to seven days per week tips the scale and inflection point beyond that which can be supported with current staffing levels. An additional position would be required to support contract management, ensure safe operating procedures in accordance with WorkSafe BC requirements, manage data tracking details, coordinate depot tours/education outreach, support supervisory staff in coordinating seven day per week staff scheduling and contractor servicing needs to avoid user conflicts, etc.

The Recycling Depot is conveniently located and is highly used by residents since a wide range of materials are accepted for recycling. In 2019, the hours of the Recycling Depot were expanded to 6 days per week (previously 5 days per week). Currently, there are approximately 168,500 visits per year, averaging over 14,000 visits per month, or over 70 customers for every hour the Recycling Depot is open. The depot is open from 9:00 a.m. – 6:15 p.m. These operating hours would be maintained under seven days per week operation, if this option is selected by Council.

#### *Commercial Recycling Services Review*

Option 3 also proposes to undertake a detailed review and scoping exercise to establish enhanced recycling for the commercial sector as referenced in prior staff correspondence and a February 25, 2019 Council referral on this issue. To date, the commercial sector has been independent in establishing their own garbage and recycling service arrangements, with the key drivers for recycling being to meet waste disposal bans imposed at regional facilities by Metro Vancouver. Recycling rates in the commercial sector are among the lowest in accordance with Metro Vancouver's waste composition audits, at 50%. The activities under option 3 would include consultation with business, a review of current practices, limitations, challenges, etc. as well as a review of the waste collection industry's current practices and capacity as it relates to commercial recycling services.

To facilitate the scoping study, Option 3 includes the addition of two temporary full-time positions – a Recycling Coordinator and Sanitation and Recycling Assistant to undertake an assessment of commercial recycling needs. Consultation services to engage business in potential City-supported solutions would also be included. Engagement with existing waste collection service providers would be required. The outcome would be an approach and strategy, with recommendations, to present to Council for further review and consideration. As the suggested review involves a scoping study to identify potential options for the commercial sector, it is proposed that the associated costs be offset by a contribution from provision in order that there is

no impact to rates. Only after the results of the scoping study are known and reported back to Council would a more formal program with a budget and rates, etc. be identified.

### Construction Period Revenues

The City receives construction period revenues from development customers for solid waste and recycling during construction. This revenue is not budgeted due to the long term variability in these revenues. Any actual revenues will be transferred to the General Solid Waste and Recycling provision for future rate stabilization funding.

### Revenues – General Solid Waste and Recycling Provision

#### *Recycling Material Revenues*

Recycling material revenues are increased associated with payments obtained through staff initiative in seeking engagement contracts with producer responsibility stewards for electronics and large appliances.

#### *Recycle BC Incentive*

The net Recycle BC revenue incentive is adjusted to offset inflationary cost increases in order to maintain no net impact in the Blue Box/Multi-Family Recycling Rate. Overall, the Recycle BC program is expected to generate net revenues of approximately \$703,797 for 2020 and can be deposited into the General Solid Waste and Recycling provision account subject to Council approval. This is in alignment with previous Council direction (November 25, 2013) when the decision to join Recycle BC was made.

### Impact on 2020 Rates

The impact of the budget options to ratepayers is provided in the tables which follow. The principal reason for the increase in 2020 relates to anticipated increased service contract costs associated with additional organics processing costs under the change in law provisions for odour management/air quality permit requirements. Other key contributing factors include contract costs for additional large item collection services and inflationary costs stipulated in existing contracts. Numbers in italics represent the difference between 2019 rates and 2020 optional rates.

Table 11 provides total costs based on standard garbage cart sizes for single-family (240L) and townhouse (120L). Table 12 provides a more detailed breakdown of Option 3 rates based on the four different garbage cart size options that are available to residents in single-family and townhouse units. The percentage of container sizes subscribed by each customer class is also presented for reference. Residents are able to reduce or increase the amount they pay based on the cart size they select for garbage collection services.



Table 11. 2020 Solid Waste and Recycling Rate Options (net of discount)

Customer Class	2019 Rates	Option 1	Option 2 Recycling Depot Open 7 Days per Week	Option 3 (Recommended) Same as Option 2 Plus Enhanced Commercial Recycling Focus
Single-Family Dwelling (Standard 240L Cart)	\$334.15	\$369.25 \$35.10	\$372.90 \$38.75	\$372.90 \$38.75
Townhouse (Standard 120L Cart)	\$239.40	\$253.50 \$14.10	\$257.15 \$17.75	\$257.15 \$17.75
Apartment	\$106.20	\$114.95 \$8.75	\$118.60 \$12.40	\$118.60 \$12.40
Business Rate	\$34.97	\$35.45 \$0.48	\$36.18 \$1.21	\$36.18 \$1.21

Table 12. 2020 Single-Family and Townhouse Net Rates by Garbage Cart Size

Cart Size	Single Family		Townhomes	
	Full Service Rate (Including Recycling, Organics, Other Services)	Approximate Percent - Subscribed Size	Full Service Rate (Including Recycling, Organics, Other Services)	Approximate Percent - Subscribed Size
80L	\$328.40	4%	\$234.15	15%
120L	\$351.40	11%	\$257.15	76%
240L	\$372.90	79%	278.65	8%
360L	\$475.40	6%	\$381.15	1%

The rates outlined in Tables 11 and 12 are net rates. The Solid Waste & Recycling Regulation bylaw provides a 10% discount for utility bills paid prior to the due date. The rates shown will be increased by 10% in the supporting bylaws to provide for the discount incentive while ensuring appropriate cost recovery.

### Regional Issues

For 2020, garbage tipping fees for municipal loads are expected to increase by \$5 per tonne. The recycling fee for source-separated organic waste, green waste and clean wood is expected to increase by \$5 per tonne to allow for cost recovery for managing those materials. Tipping fees are projected to increase at a rate of \$7 per tonne per year for the years 2021 to 2024.

Metro Vancouver Board adopted a funding and service model in July 2019 for organics and paid recyclables at Metro Vancouver transfer stations which allows cost recovery of operational costs and provision of organics transfer services to municipalities upon request and under contract with full-cost recovery. Metro Vancouver is also developing a business case for the provision of commercial organics transfer services. 2019 education campaigns and initiatives to drive waste reduction include the Metro Vancouver Single-Use Item Toolkit, textile, food waste and abandoned waste campaigns. Design and construction of a new Coquitlam Transfer Station and detailed design of a new Surrey Recycling and Waste Drop-off Facility were undertaken in 2019

with Coquitlam Transfer Station anticipated to be operational in 2020 and Surrey Recycling and Waste Drop-off Facility in 2021. With the closure of wood processing facilities (Harvest Urban Wood Recyclers and Smithers Enterprises) at the end of 2018, clean wood disposal ban surcharges were temporarily waived from January to September 2019 at Metro Vancouver transfer stations to give time to the construction and demolition industry to make adjustments to the new market conditions. Ecowaste, the new owner of Urban Wood Recyclers, opened the New Westminster facility in August and Metro Vancouver is developing a business case for an alternative fuel and recyclables recovery project that can potentially process additional construction and demolition waste.

The BC Minister of Environment and Climate Change Strategy in his letter of July 25, 2019 to Metro Vancouver indicated that changes to the waste management regulatory system contemplated in the proposed Commercial Waste Hauler Licensing Bylaw and Bylaw 181 Updates would be best considered as part of a solid waste management planning process. Metro Vancouver intends to initiate their solid waste management plan review in 2020.

### Options Summary

#### *Option 1*

- Represents full recovery via rates of all program costs, including substantial increases in estimated organics processing costs associated with change in law provisions for odour management/air quality permit requirements per existing contractual agreements.

#### *Option 2*

- Represents full recovery via rates of all program costs, including substantial increases in organics processing costs associated with change in law provisions for odour management/air quality permit requirements per existing contractual agreements.
- Includes enhanced service levels through expanding the operating hours at the Recycling Depot from 6 to 7 days per week (inclusive of added resource hours, estimated additional material handling costs, and the addition of a regular full-time Recycling Coordinator position).

#### *Option 3 (Recommended)*

- Represents full recovery via rates of all program costs, including substantial increases in organics processing costs associated with change in law provisions for odour management/air quality permit requirements per existing contractual agreements.
- Includes enhanced service levels through expanding the operating hours at the Recycling Depot from 6 to 7 days per week (inclusive of added resource hours, estimated additional material handling costs, and the addition of a regular full-time Recycling Coordinator position).
- Includes a service level review to support and identify opportunities to expand commercial recycling efforts. Incorporates funding for two temporary full-time positions (Recycling Coordinator and Sanitation & Recycling Assistant) plus consulting and other costs to engage the business community in developing a strategy for City-supported solutions to enhance recycling.

Recommended Option

Staff recommend the budget and rates identified in Option 3 for Solid Waste and Recycling. This option provides full funding for all existing programs in 2020. Additionally, this option allows for expansion of the City's Recycling Depot service to seven days per week (currently six) and includes an initiative to prepare a strategic approach to expand commercial recycling efforts.

### Total Recommended 2020 Utility Rate Option

In light of the significant challenges associated with the impacts of regional costs and new programs in the City, staff recommend the budget and rate options as follows:

- Option 1 is recommended for Water
- Option 2 is recommended for Sewer
- Option 2 is recommended for Drainage and Diking
- Option 3 is recommended for Solid Waste and Recycling

Table 13 summarizes the estimated total metered rate utility charge, based on average water and sewer consumption. Table 14 summarizes the total flat rate utility charge. Numbers in italics represent the difference between 2019 rates and 2020 proposed rates.

Table 13. 2020 Estimated Total Net Rates to Metered Customers

Customer Class	2019 Estimated Net Metered Rates	2020 Estimated Net Metered Rates (Recommended)
Single-Family Dwelling (based on 325 m <sup>3</sup> average)	\$1,284.84	\$1,386.83 <i>\$101.99</i>
Townhouse (based on 218 m <sup>3</sup> average and on City garbage service)	\$927.47	\$985.92 <i>\$58.45</i>
Townhouse (based on 218 m <sup>3</sup> average and not on City garbage service)	\$833.47	\$892.92 <i>\$59.45</i>
Apartment (based on 157 m <sup>3</sup> average)	\$624.07	\$667.18 <i>\$43.11</i>
<b>Commercial/Industrial</b>		
Metered Water (\$/m <sup>3</sup> )	\$1.2382	\$1.2802 <i>\$0.0420</i>
Metered Sewer (\$/m <sup>3</sup> )	\$1.1093	\$1.2311 <i>\$0.1218</i>
Business: Garbage	\$34.97	\$36.18 <i>\$1.21</i>
Business: Drainage & Diking (800 m <sup>2</sup> to 10,000 m <sup>2</sup> )	\$325.73	\$407.16 <i>\$81.43</i>
Business: Drainage & Diking (above 10,000 m <sup>2</sup> )	\$651.45	\$814.31 <i>\$162.86</i>
Business: Drainage & Diking (Others)	\$144.55	\$154.55 <i>\$10.00</i>

Table 14. 2020 Total Net Rates to Flat Rate Customers

Customer Class	2019 Net Flat Rates	2020 Net Flat Rates (Recommended)
Single-Family Dwelling	\$1,591.02	\$1,712.04 \$121.02
Townhouse (on City garbage service)	\$1,334.06	\$1,420.79 \$86.73
Townhouse (not on City garbage service)	\$1,240.06	\$1,327.79 \$87.73
Apartment	\$939.92	\$1,007.16 \$67.24

The rates outlined in Tables 13 and 14 are net rates. The bylaws provide a 10% discount for utility bills paid prior to the deadline. The rates shown will be increased by 10% in the supporting bylaws to provide for the discount incentive while ensuring appropriate cost recovery. The recommended rates outlined above result in gross rate charges to residents as outlined in Attachment 1. These rates would be reflected in the amending bylaws for each utility area, should they be approved by Council.

#### Flat Rate and Metered Customers

All single-family and ICI properties in the City are metered. The single-family residential flat rate will continue to apply to duplex units that share one water service. These units require significant internal plumbing separation work to facilitate metering and were not included in the universal metering program. The majority of townhouses and apartments are still on flat rate utility services; however, the number with meters will continue to increase with the ongoing volunteer and mandatory water meter programs for multi-family dwellings. The number of units by customer class is identified in Table 15.

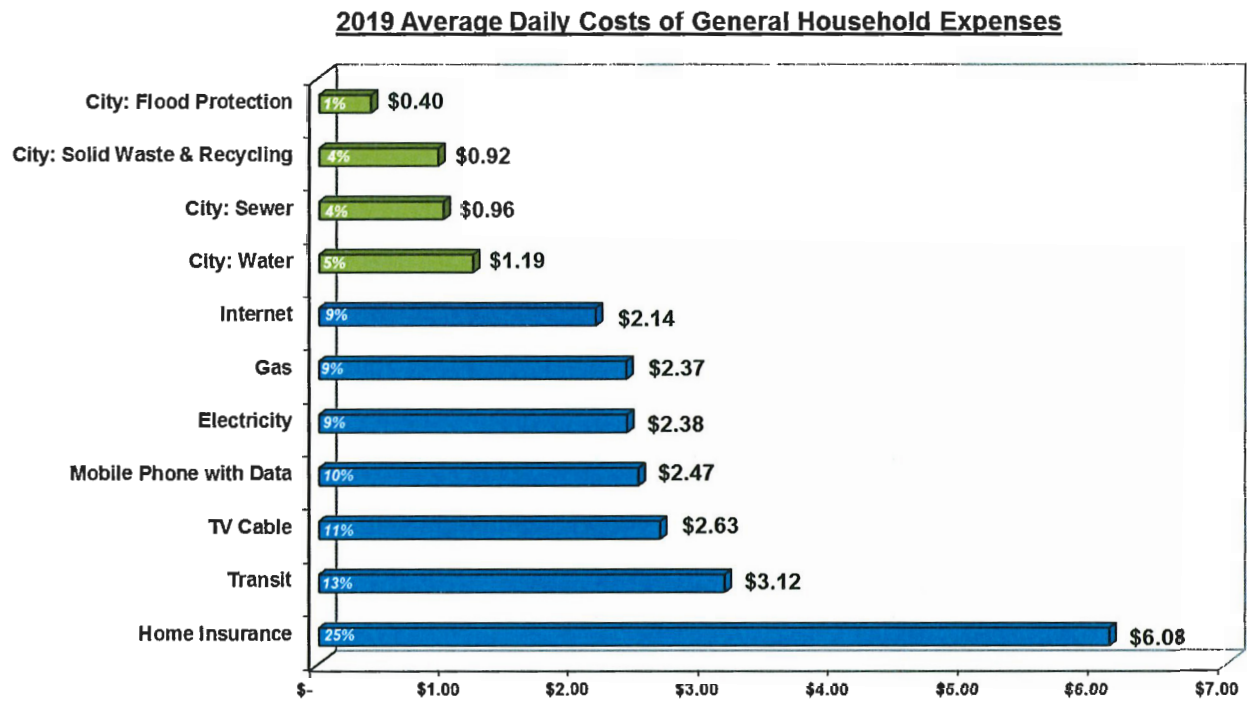
Table 15. Flat Rate and Metered Property Unit Counts

	2019 percentages (Mid-Year)	2019 Counts (Mid-Year)	2020 Counts (Mid-Year Estimated)	Difference
Single-Family Residential	Flat Rate (3%)	808	808	0
	Metered (97%)	27,941	28,072	131
Townhouse	Flat Rate (66%)	11,633	11,518	-115
	Metered (34%)	5,894	6,429	535
Apartment	Flat Rate (45%)	14,798	14,716	-82
	Metered (55%)	18,256	20,479	2,223
Total Residential Units		79,330	82,022	2,692
Commercial Units	Metered	3,541	3,541	0
Farms	Metered	45	45	0

### Comparison of 2019 City Utility Rates to Other Major Household Expenses

City utility fees represent approximately 14% of total average daily household expenses and are of good value when compared with common household expenses. Water, sewer, solid waste and recycling, and flood protection services are fundamental to the quality of life for residents and necessary infrastructure to support the local economy. Figure 4 illustrates the value of these services when compared to other common daily household expenses.

Figure 4. Cost Comparison of Main Household Expenses for a Single-Family Dwelling

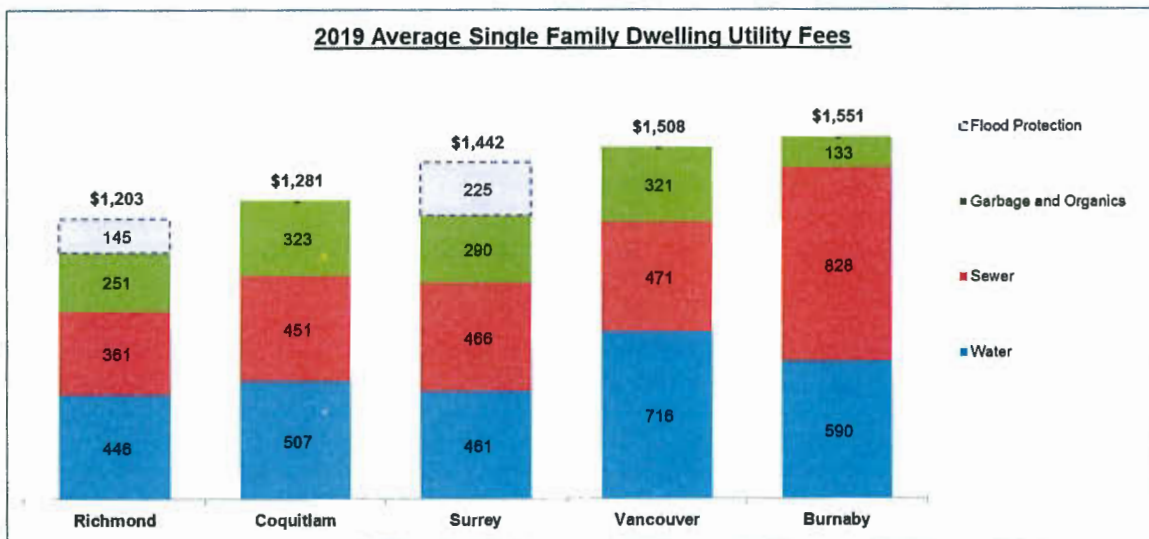


Source: BC Hydro, Fortis BC, Rogers, Shaw, TD Insurance, and Translink  
Figure 4 Reference REDMS 6311908

### Comparison of 2019 Comparator Municipality Utility Fees

Figure 5 provides a comparison between the City's 2019 average single-family dwelling utility fees with comparator municipalities. All utility fees presented below are net of applicable discounts. Richmond and Surrey water and sewer rates include applicable metering costs and are based on an average annual consumption of 325m<sup>3</sup> and 375m<sup>3</sup> respectively, as single-family dwellings in these cities are 100% and 70% metered respectively; all other comparator municipalities are predominately charged a flat rate for water and sewer services. Blue box, general recycling and waste management fees have been excluded in the garbage and organics fee presented for comparison purposes, as not all municipalities offer the same services. Coquitlam, Burnaby and Vancouver do not have applicable rates for drainage and flood protection services. The City of Richmond offers this additional and critical service while still maintaining the lowest combined fee for utility services.

Figure 5. Comparison of 2019 Average Single-Family Dwelling Utility Fees



#### Sources:

##### City of Richmond

- *Waterworks and Water Rates Bylaw No. 5637; Amendment Bylaw No. 9942*
- *Drainage, Dyke and Sanitary Sewer System Bylaw No. 7551; Amendment Bylaw No. 9943*
- *Solid Waste & Recycling Regulation Bylaw No. 6803; Amendment Bylaw No. 9941*

##### City of Coquitlam:

- *Water Distribution Bylaw No. 4428; Amendment Bylaw No. 4937*
- *Sewer and Drainage Bylaw No. 4429; Amendment Bylaw No. 4938*
- *Solid Waste Management Bylaw No. 4679; Amendment Bylaw No. 4827*

##### City of Burnaby:

- *Waterworks Regulation Bylaw No 1953 ; Amendment Bylaw No. 3325C*
- *Sewer Charge Bylaw No. 1961; Amendment Bylaw No. 4231C*
- *Solid Waste & Recycling Bylaw No. 2010; Amendment Bylaw No. 12875C*
- *Sewer Parcel Tax Bylaw No. 1994; amending by-law No. 13961*

##### City of Vancouver:

- *Water Works By-law No. 4848; Amendment Bylaw No. 12336*
- *Sewer & Watercourse By-law No. 8093; Amendment Bylaw No. 12423*
- *Solid Waste By-law No. 8417; Amendment Bylaw No. 12412*

##### City of Surrey:

- *Waterworks Regulation and Charges Bylaw No 2007 ; Amendment Bylaw No. 16337*
- *Sanitary Sewer Regulation and Charges By-law No. 2008; Amendment Bylaw No. 16611*
- *Waste Management Regulations and Charges By-law No. 2015; Amendment Bylaw No. 18412*
- *Drainage Parcel Tax By-law No. 2183; amending bylaw No. 14593*



## Financial Impact

The budget and rate impacts associated with each option are outlined in detail in this report. In all options, the budgets and rates represent full cost recovery for each City service.

The key impacts to the recommended 2020 utility budgets and rates result from Metro Vancouver's forecasted increases for bulk water purchase and the sewer levy. Staff recommend the following budgets by utility:

- Option 1 is recommended for Water, for a net budget of \$44.8M;
- Option 2 is recommended for Sewer, for a net budget of \$35.7M;
- Option 2 is recommended for Drainage and Diking, for a net budget of \$13.2M;
- Option 3 is recommended for Solid Waste and Recycling, for a net budget of \$17.7M;
- and
- An overall net utility budget of \$111.4M

Considerable effort has been made to minimize City costs and other costs within our ability, in order to minimize the impact to property owners.

## Conclusion

This report presents the 2020 proposed utility budgets and rates for City services relating to the provision of water, wastewater, flood protection, as well as solid waste and recycling services. Considerable measures have been taken to reduce costs where possible in order to minimize rate increases. A significant portion of the City's costs relate to impacts from influences outside of the City's direct control, such as regional cost impacts, fuel and insurance increases, etc. Regional costs are expected to continue increasing to meet demands for high quality drinking water and sewer treatment. Staff recommend that the budgets and rates, as outlined in this report, be approved and that the appropriate amending bylaws be brought forward to Council to bring these rates into effect.



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JH:jh

Att. 1 2020 Annual Utility Charges – Recommended Gross Rates per Bylaw



# Attachment 1

## 2020 Annual Utility Charges – Recommended Gross Rates per Bylaw (Estimated Metered and Actual Flat Rates)

	Water	Sewer	Flood Protection	Solid Waste & Recycling	Total
<b>Metered (Based on Average Consumption)</b>					
Single-Family Dwelling	\$510.30	\$444.57	\$171.72	\$414.33	\$1,540.92
Townhouse (with City garbage)	\$350.09	\$298.20	\$161.46	\$285.72	\$1,095.47
Townhouse (no City garbage)	\$350.09	\$298.20	\$161.46	\$182.39	\$992.14
Apartment	\$233.32	\$214.76	\$161.46	\$131.78	\$741.31
<b>Flat Rate (Actual)</b>					
Single-Family Dwelling	\$755.37	\$560.84	\$171.72	\$414.33	\$1,902.26
Townhouse (with City garbage)	\$618.32	\$513.16	\$161.46	\$285.72	\$1,578.66
Townhouse (no City garbage)	\$618.32	\$513.16	\$161.46	\$182.39	\$1,475.33
Apartment	\$398.44	\$427.39	\$161.46	\$131.78	\$1,119.07
<b>General – Other/Business</b>					
Metered Water (\$/m <sup>3</sup> )	\$1.4224				
Metered Sewer (\$/m <sup>3</sup> )		\$1.3679			
Business: Garbage				\$40.20	
Flood Protection (Medium Non-stratified ICI)			\$452.40		
Flood Protection (Large Non-Stratified ICI)			\$904.79		
Flood Protection (Small or Stratified ICI)			\$171.72		



# City of Richmond

## Report to Committee

**To:** Planning Committee

**Date:** October 18, 2019

**From:** Wayne Craig  
Director, Development

**File:** RZ 17-790028

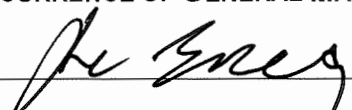
**Re:** Application by Vivid Green Architecture Inc. for Rezoning at 5500 Williams Road from the "Single Detached (RS1/E)" Zone to the "Arterial Road Two-Unit Dwellings (RDA)" Zone

### Staff Recommendation

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10091, for the rezoning of 5500 Williams Road from the "Single Detached (RS1/E)" zone to the "Arterial Road Two-Unit Dwellings (RDA)" zone, be introduced and given First Reading.

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

WC:je  
Att. 7

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

## **Staff Report**

### **Origin**

Vivid Green Architecture has applied to the City of Richmond for permission to rezone 5500 Williams (Attachment 1) from the “Single Detached (RS1/E)” zone to the “Arterial Road Two-Unit Dwellings (RDA)” zone in order to permit the property to be subdivided into two duplex lots. Preliminary site plans, streetscape elevations and a landscape plan are provided for reference in Attachment 2. A Development Permit application will be required to address the form and character of the proposed duplexes.

A Servicing Agreement (SA) for frontage improvements, including a new 1.5 m wide concrete sidewalk and a 2.91 m wide treed and landscaped boulevard, and service connections, is required at the time of subdivision.

### **Findings of Fact**

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

### **Subject Site Existing Housing Profile**

There is one existing single-family dwelling on the property, which will be demolished prior to subdivision. The applicant has indicated that the dwelling is currently renter occupied. The house does not contain any secondary suites.

### **Surrounding Development**

- To the North: Across Williams Road, single-family homes on lots zoned “Single Detached (RS1/E)”.
- To the South: Fronting Lawson Drive, a single-family home on a lot zoned “Single Detached (RS1/B)”.
- To the East: Fronting Williams Road, a single-family home on a lot zoned “Single Detached (RS1/E)”
- To the West: Fronting Lassam Road, a single-family home on a lot zoned “Single Detached (RS1/E)” and two small lots zoned “Single Detached (RS2/B)”.

### **Related Policies & Studies**

#### **Official Community Plan/Steveston Area Plan**

The 2041 Official Community Plan (OCP) Land Use Map designation for the subject site is “Neighbourhood Residential”. The Steveston Area Land Use Map designation for the subject site is “Single-Detached/Duplex/Triplex” (Attachment 4). The development proposal for two duplex lots is consistent with these designations.

### Arterial Road Policy

The Arterial Road Land Use Policy in the City's 2041 Official Community Plan Bylaw 9000 directs appropriate duplex and triplex developments onto certain minor arterial roads outside the City Centre. The subject site is identified for "Arterial Road Duplex/Triplex" on the Arterial Road Housing Development Map and the proposal is in compliance with the Arterial Road Duplex Development Requirements under the Arterial Road Policy.

On November 13, 2018, Council approved rezoning and issued a Development Permit for a nearby site (5660, 5680 and 5700 Williams), in order to allow development of 12 new duplex units under the Arterial Road Policy.

### Floodplain Management Implementation Strategy

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

### **Public Consultation**

A rezoning sign has been installed on the subject property. The developer has consulted with all immediate neighbours (Attachment 5). The majority of neighbours acknowledged receiving the development plans and had no concerns. One neighbour was unavailable on several separate occasions; a copy of the development plans was left in their mailbox along with contact information for the developer. Only one neighbour, residing at 10131 Lawson Drive, expressed concerns. As a result, the developer met with them to discuss their concerns and review the proposal in greater detail. The neighbour's concerns are listed below, followed by a summary of the developer's response in italics:

- Height of the proposed duplexes.  
*The neighbours were under the impression that the new duplexes were to have 3 storeys. The developer prepared renderings of the buildings, which were shared with the neighbours, demonstrating that the building height would not exceed 2 storeys or 9.0 m (29.5 feet) or two storeys, measured from finished grade, as permitted in the Arterial Two-Unit Dwelling (RDA) zone.*
- Lot coverage, setbacks and privacy.  
*The developer provided confirmation that there are few windows on the side elevations: bathroom and den windows are located above 1.67 m (5.5 ft) and all bedroom windows will have frosted glass to ensure no direct views into the neighbouring homes.*

*Staff also note that the retention of trees on-site and a hedge south of the southern property line, along with planting of new trees, will help to preserve privacy between existing homes and the proposed duplexes. Furthermore, the western side yard setback has been increased to 3.5 m (11.5 ft) for the rear half of the property as a result of an existing Right-of-Way.*

*The 6 m rear yard setback is in compliance the Arterial Two-Unit Dwelling (RDA) zone. The landscape and building design will be further refined through the Development Permit process.*

- Amount of parking and traffic in the area.  
*The developer reviewed the main floor plan drawings with the neighbours, confirming that each unit will have a two car garage and one additional visitor parking stall.*

*The City's Transportation Department has reviewed the proposal and confirms that the proposed parking for the duplexes meets the Zoning Bylaw.*

The developer has indicated that they believe the neighbours are satisfied with the design and have no further concerns.

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

Public notification for the Public Hearing will be provided as per the *Local Government Act*.

## **Analysis**

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

The developer proposes to subdivide the site into two lots and construct a new duplex on each lot. Each duplex lot will feature a unit in the front of the property with direct pedestrian access from Williams Road, and one unit at the back of the property with the main entrance from the auto-court proposed on site. Unit sizes range from 126.5 m<sup>2</sup> (1,362 ft<sup>2</sup>) to 147.1 m<sup>2</sup> (1,584 ft<sup>2</sup>). All units will have a side-by-side attached garage. In keeping with the architectural character of the neighbourhood, each duplex will be two storeys and will feature a peaked roof. The height of both buildings is consistent with the RDA zone, which allows for a maximum height of 9.0 m (29.5 ft), measured from finished grade.

A Development Permit application will be required to address the form and character of the proposed duplexes. Through the Development Permit, the following issues are to be further examined:

- Compliance with Development Permit Guidelines for duplex projects in the 2041 Official Community Plan (OCP).
- Review of the architectural character, scale, and massing to ensure that the proposed duplexes are well designed, fit well into the neighbourhood, and do not adversely impact adjacent homes.
- Review of aging-in-place features in all units and the provision of a convertible unit.
- Refinement of landscape design including new trees to be planted on site.

Additional issues may be identified as part of the Development Permit application review process.

### Existing Legal Encumbrances

There is an existing 3.0 m wide utility Right-of-Way (ROW) along the southern half of the west property line and the entire rear property line of the subject site for an existing sanitary sewer line. The developer is aware that no construction is permitted in these areas.

### Transportation and Site Access

Williams Road is a minor arterial road with a bike lane in this location. Vehicle access to the proposed duplex lots will be limited to one shared driveway crossing from Williams Road.

As per the parking requirements under the “Arterial Road Two-Unit Dwellings (RDA)” zone, one visitor parking space will be provided. All residential parking spaces will provide Level 2 EV charging outlets.

Prior to rezoning, the applicant is required to register a restrictive covenant on title to ensure that, upon subdivision of the property:

- Vehicle access to the two duplex lots is via a single shared driveway crossing, based on a design specified in a Development Permit approved by the City.
- A cross-access easement for the shared driveway access, common drive aisle, and the shared visitor parking stall is to be registered on title of the each of the duplex lots.
- The buildings and driveways on all proposed lots are to be designed to accommodate on site vehicle turn-around to prevent vehicles from reversing onto Williams.

### Tree Retention and Replacement

The applicant has submitted a Certified Arborist’s report which identifies on-site and off-site tree species, assesses tree structure and condition, and provides recommendations on tree retention and removal relative to the proposed development. The Report assesses nine bylaw sized trees on the subject property and one tree on City property.

The City’s Tree Preservation Coordinator has reviewed the Arborist’s Report and has the following comments:

- Five on-site trees, including three trees on the eastern side of the front yard and two trees along the western side yard within an existing Right-of-Way, are to be retained and protected with protective fencing per the arborist’s recommendations (tag #593, 594, 597, 598 and 599).
- Four trees located on-site are to be removed (tag #590, 591, 592 and 596). Tree tag #590, 591 and 592 are dead; tree tag # 596 is an ornamental cherry tree that is in good condition but conflicts with the proposed driveway. Trees to be removed are to be replaced at a ratio of 2:1 as per the OCP.

The City Parks Department has visited the site and supports the Arborist’s findings, with the following comments:

- One tree (tag #595) and a cedar hedge located in the City-owned boulevard are in poor health and condition, and conflict with the proposed sidewalk. Compensation of \$1,300 is required to remove the tree for the City to plant two new trees at or near the development site. No compensation is required for removing the hedge.

### *Tree Protection*

The applicant is to submit a tree management plan showing the trees to be retained and the measures taken to protect them during development stage (Attachment 6). To ensure that the trees identified for retention are protected at the development stage, the applicant is required to complete the following items:

- Prior to approval of the Development Permit, the applicant is required to submit a tree security of \$45,000.
- Prior to final adoption of the rezoning bylaw, the applicant is to submit to the City a contract with a Certified Arborist for the supervision of all works conducted within or in close proximity to tree protection zones. The contract must include the scope of work required, the number of proposed monitoring inspections at specified stages of construction, any special measures required to ensure tree protection, and a provision for the arborist to submit a post-construction impact assessment to the City for review.
- Prior to demolition of the existing dwelling on the subject site, the applicant is to ensure installation of tree protection fencing around all trees to be retained. Tree protection fencing must be installed to City standard in accordance with the City's Tree Protection Information Bulletin Tree-03 prior to any works being conducted on-site, and remain in place until construction and landscaping on-site is completed.

### *Tree Replacement*

The applicant wishes to remove four on-site trees (tag #590, 591, 592 and 596). The 2:1 replacement ratio would require a total of eight replacement trees. The applicant has proposed to plant five trees in the proposed development. The required replacement trees are to be of the following minimum sizes, based on the size of the trees being removed as per Tree Protection Bylaw No. 8057.

No. of Replacement Trees	Minimum Caliper of Deciduous Replacement Tree	Minimum Height of Coniferous Replacement Tree
3	6 cm	3.5 m

To satisfy the 2:1 replacement ratio established in the OCP, the applicant will contribute a total of \$2,500 to the City's Tree Compensation Fund for the remaining five trees that cannot be accommodated on the subject property after redevelopment.

As part of the Development Permit application, the applicant must provide a Landscape Plan prepared by a registered Landscape Architect, which must include the agreed upon replacement trees. The City will collect a Landscape Security prior to issuance of the Development Permit

based on the cost estimate for the works, including a 10% contingency, provided by the Landscape Architect.

#### Accessible Housing

The developer has agreed that aging-in-place features will be provided in all units (e.g., inclusion of blocking in bathroom walls for installation of grab-bars, provision of blocking in stair walls to accommodate lift installation at a future date, and provision of lever door handles). In addition, one convertible unit will be provided in the two-duplex-lot development. Details of the accessible housing features will be reviewed at the future Development Permit stage.

#### Affordable Housing Strategy

The applicant proposes to make a cash contribution to the Affordable Housing Reserve Fund in accordance to Section 5.15.1(c) of Zoning Bylaw 8500. The applicant will make a cash contribution of \$8.50 per buildable square foot as per the requirement for a contribution of \$51,569.50. A list of rezoning considerations is included in Attachment 7 which includes a commitment to provide the cash contribution for affordable housing.

#### Energy Step Code

The applicant has committed to design the subject development to meet the City's Step Code requirements. Details on how all units are to be built and maintained to this commitment will be reviewed at Building Permit stage.

#### Site Servicing and Frontage Improvements

The developer is required to design and construct frontage improvements and service connections through a Servicing Agreement. Works include, but are not limited to, construction of a new 1.5 m wide concrete sidewalk and a 2.91 m wide treed and landscaped boulevard. Special stamped/tinted concrete treatments will be provided for the sidewalk across the new driveway to the site with green bike lane paint at the crossing to better highlight the driveway for cyclists and pedestrians.

Through the Servicing Agreement, the developer is to install a new water connection and water meters for the eastern duplex, and install new storm and sewer service connections to service both duplexes.

All frontage and servicing works are at the applicant's sole cost (i.e., no credits apply).

At future subdivision stage, the developer will be required to pay Development Cost Charges (DCC's) (City & GVS&DD), School Site Acquisition Charge, and Address Assignment Fee. Servicing connections are to be determined at the time of Building Permit.

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

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



**Conclusion**

The purpose of this rezoning application is to rezone 5500 Williams Road from the "Single Detached (RS1/E)" zone to the "Arterial Road Two-Unit Dwellings (RDA)" zone (Bylaw 10091), in order to permit the development of two duplex lots (four dwelling units in total) on the subject site.

It is recommended that Richmond Zoning Bylaw 8500, Amendment Bylaw 10091 be introduced and given First Reading.



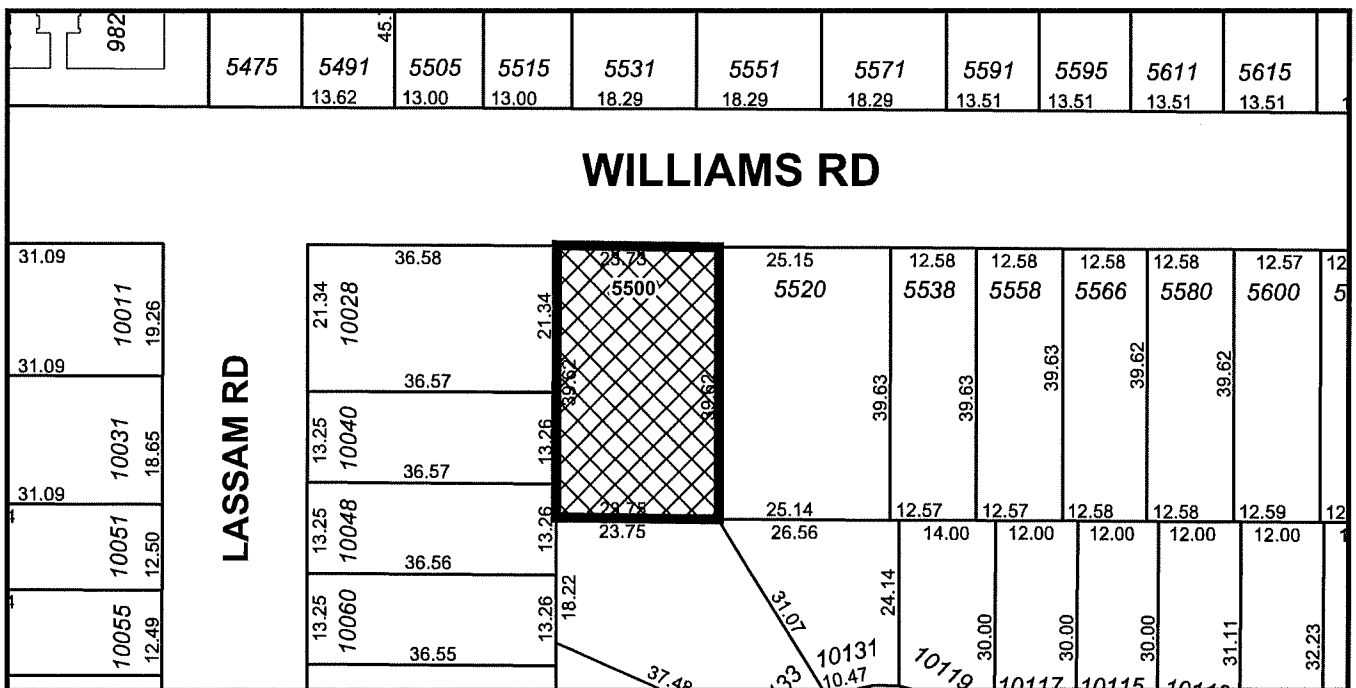
Jeanette Elmore  
Planner 2  
(604-247-4660)

JE:cas

Attachment 1: Location Map  
Attachment 2: Conceptual Development Plans  
Attachment 3: Development Application Data Sheet  
Attachment 4: Steveston Area Land Use Map  
Attachment 5: Neighbours Consulted  
Attachment 6: Tree Management Plan  
Attachment 7: Rezoning Considerations



# City of Richmond



**RZ 17-790028**

Original Date: 10/27/17

Revision Date:

Note: Dimensions are in METRES



City of  
Richmond



RZ 17-790028

Original Date: 10/27/17

Revision Date:

Note: Dimensions are in METRES

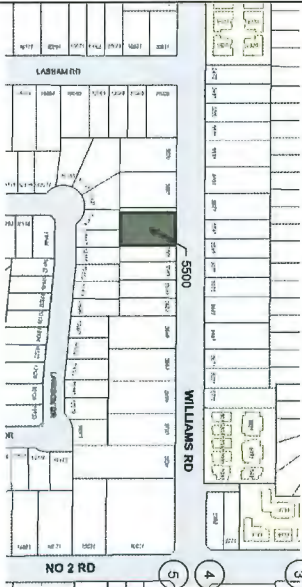
CNCL - 211



# REZONING OF PROPERTY 5500 Williams Rd.

CURRENT ZONING RS/E  
TARGET ZONING SITE SPECIFIC ZONE FOR 2 DUPLEXES WITH SHARED DRIVEWAY  
LEGAL DESCRIPTION 96 SEC 36BLK4N RGTW PL NWP31420 Except Plan 55424

ZONING REQUIREMENTS			
	REQUIRED/PERMITTED	PROPOSED LOT A	PROPOSED LOT B
1 LOT SIZE	939.5 sqm (1012.69 sq ft)	474 m <sup>2</sup>	468 m <sup>2</sup>
2 LOT WIDTH	10.33 m (33.9 ft)	11.8 m (38.7 ft)	11.8 m (38.7 ft)
3 LOT DEPTH	24.0 m (78.7 ft)	39.69 m (130.2 ft)	39.69 m (130.2 ft)
4 GFA	0.6939 sqm (7.44 sq ft)	275.8 m <sup>2</sup> (2968.7 sq ft)	253.5 m <sup>2</sup> (2730.7 sq ft)
5 GFA	0.6939 sqm (7.44 sq ft)	275.8 m <sup>2</sup> (2968.7 sq ft)	253.5 m <sup>2</sup> (2730.7 sq ft)
6 LOT COVERAGE	0.45893 sqm (4.9277 sq ft)	21 m <sup>2</sup> (227.1 sq ft)	21 m <sup>2</sup> (227.1 sq ft)
7 FRONT YARD SETBACK	4.58 m (15.04 ft)	6 m	6 m
8 SIDE YARD SETBACK	1.2 m (3.94 ft)	1.2 m	1.2 m
9 REAR YARD SETBACK	6 m (19.69 ft)	6 m	6 m
10 BUILDING HEIGHT	2 STOREYS	2 STOREYS	2 STOREYS



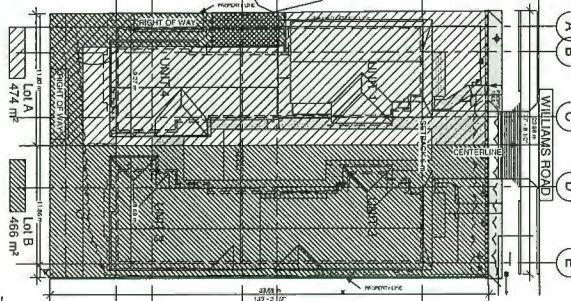
FINISHED AVERAGE GRADE CALCULATIONS  
FOR UNITS 1 & 4

	ELEV	ELEV	DISTANCE	AVER. HEIGHT
A1-A2	1.71	1.65	6.29	10.57
A2-A3	1.65	1.67	1.09	1.81
A3-A4	1.67	1.71	1.3	2.20
A4-A5	1.71	1.76	2.1	3.64
A5-A6	1.76	1.78	0.58	1.03
A6-A7	1.78	1.87	15.96	29.13
A7-A8	1.87	1.87	0.38	0.71
A8-A9	1.87	1.83	2.99	5.53
A9-A10	1.83	1.83	1.13	2.07
A10-A11	1.83	1.75	5.5	9.85
A11-A12	1.75	1.65	13.43	26.40
A12-A13	1.65	1.76	15.31	3.23
A13-A14	1.76	1.89	1.77	1.77
A14-A1	1.89	1.71	22.25	131.54
Total			74.66	1.75

FINISHED AVERAGE GRADE CALCULATIONS  
FOR UNITS 2,3

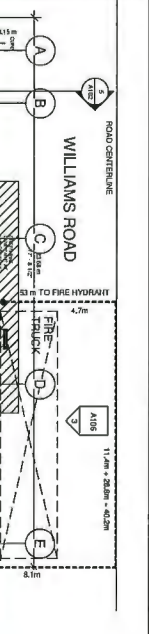
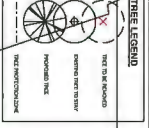
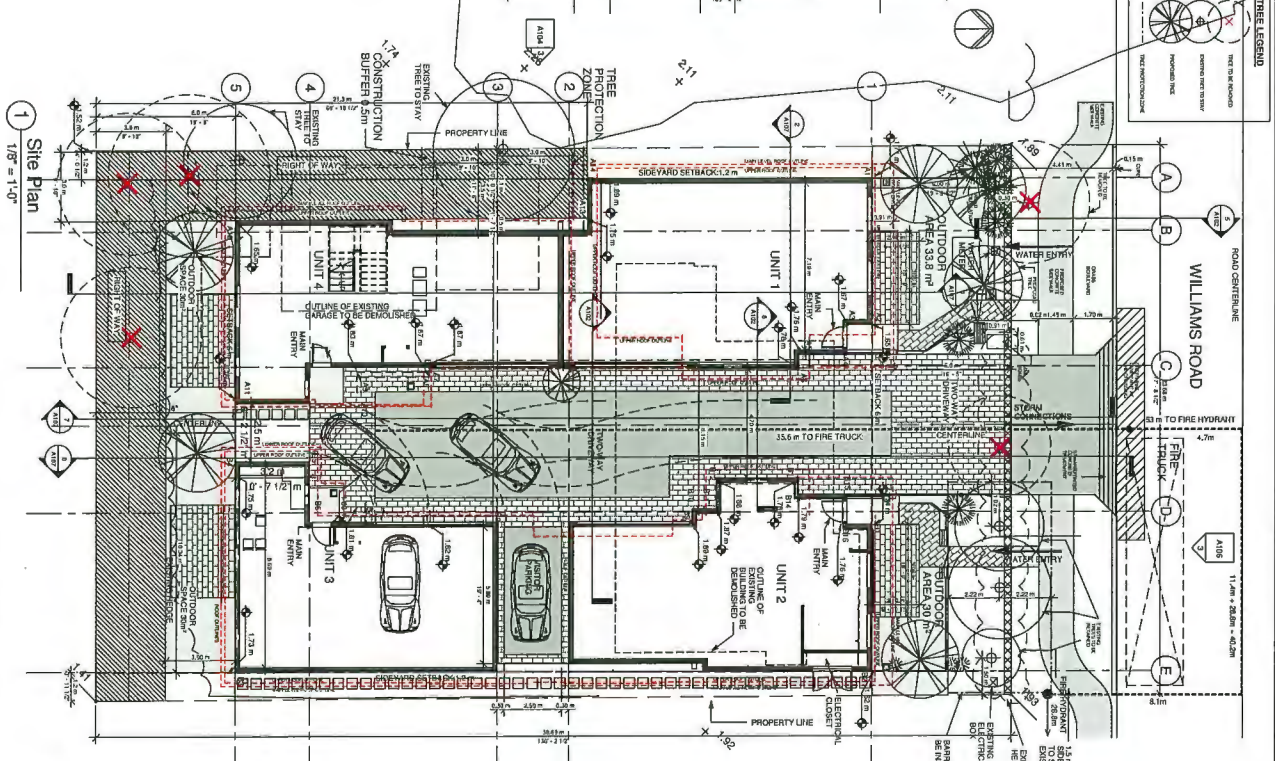
	ELEV	ELEV	DISTANCE	AVER. HEIGHT
B1-B2	1.71	1.62	6.53	10.54
B2-B3	1.62	1.75	27.84	14.83
B3-B4	1.75	1.75	8.5	9.85
B4-B5	1.75	1.81	1.8	2.18
B5-B6	1.81	1.85	2.9	5.31
B6-B7	1.85	1.87	1.82	1.63
B7-B8	1.87	1.89	11.46	21.26
B8-B9	1.89	1.89	1.65	1.89
B9-B10	1.89	1.9	0.87	1.89
B10-B11	1.9	1.87	0.96	1.89
B11-B12	1.87	1.88	1.37	6.48
B12-B13	1.88	1.79	3.6	1.06
B13-B14	1.79	1.79	3.70	3.70
B14-B15	1.79	1.73	1.3	1.73
B15-B1	1.73	1.71	1	1.71
Total			75.42	132.57

Site Plan Subdivision  
1:200



Area Schedule			
Unit	Area	Area (sq ft)	
Unit 1	65.4 m <sup>2</sup>	707.6 sq ft	
Unit 2	74.6 m <sup>2</sup>	809.2 sq ft	
Unit 3	140.0 m <sup>2</sup>	1506.8 sq ft	
Unit 4	30.3 m <sup>2</sup>	328.3 sq ft	
Unit 5	64 m <sup>2</sup>	691.2 sq ft	
Unit 6	135.9 m <sup>2</sup>	1469.0 sq ft	
Unit 7	37.2 m <sup>2</sup>	400.8 sq ft	
Unit 8	18.0 m <sup>2</sup>	193.7 sq ft	
Unit 9	42.8 m <sup>2</sup>	460.7 sq ft	
Unit 10	87.2 m <sup>2</sup>	938.0 sq ft	
Unit 11	132.8 m <sup>2</sup>	1437.3 sq ft	
Unit 12	520.2 m <sup>2</sup>	5606.3 sq ft	

Site Plan  
1/8" = 1'-0"



CNCL - 212



PROJECT NO. 1742WPK  
DRAWING NO. A101  
DATE 10/23/17  
SCALE 1/8" = 1'-0"

DESIGNED BY  
CHECKED BY  
APPROVED BY

PROJECT DESCRIPTION  
5500 Williams Road, Richmond, BC  
DUPLEXES WITH SHARED DRIVEWAY

ARCHITECTURAL  
Project Data

REVISIONS

DATE 10/23/17

SCALE 1/8" = 1'-0"

PROJECT NO. 1742WPK  
DRAWING NO. A101



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PROJECT  
**DUPLEXES WITH SHARED  
 DRIVEWAY**  
 5500 Williams Road, Richmond,

ARCHITECTURAL

Site Plans

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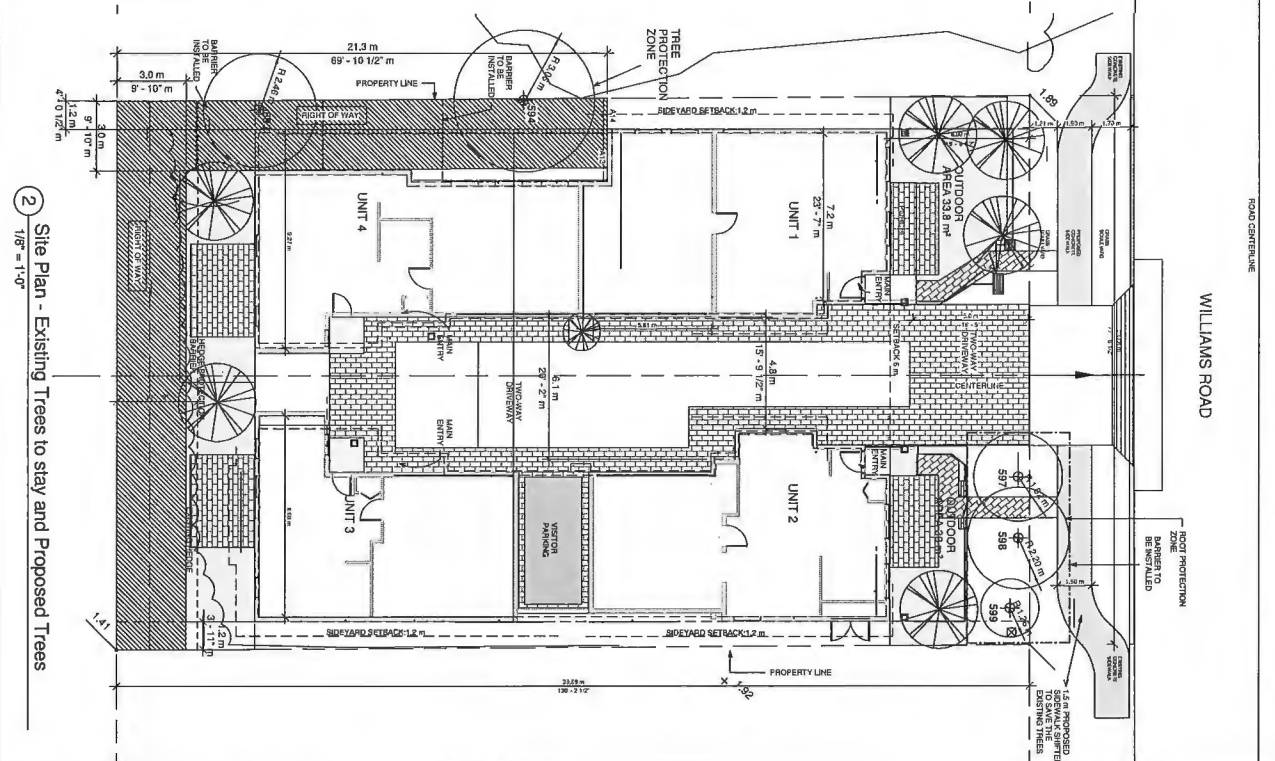
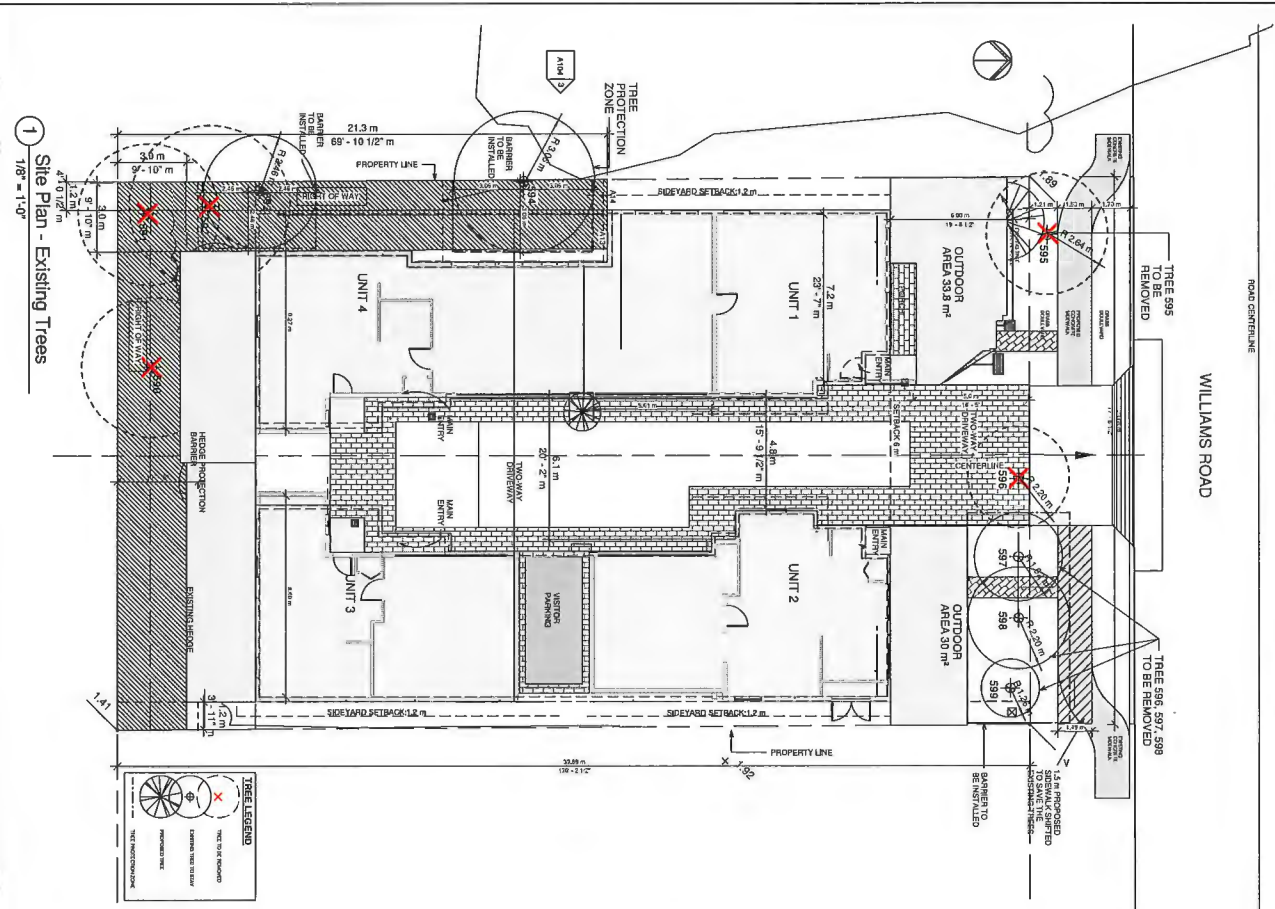
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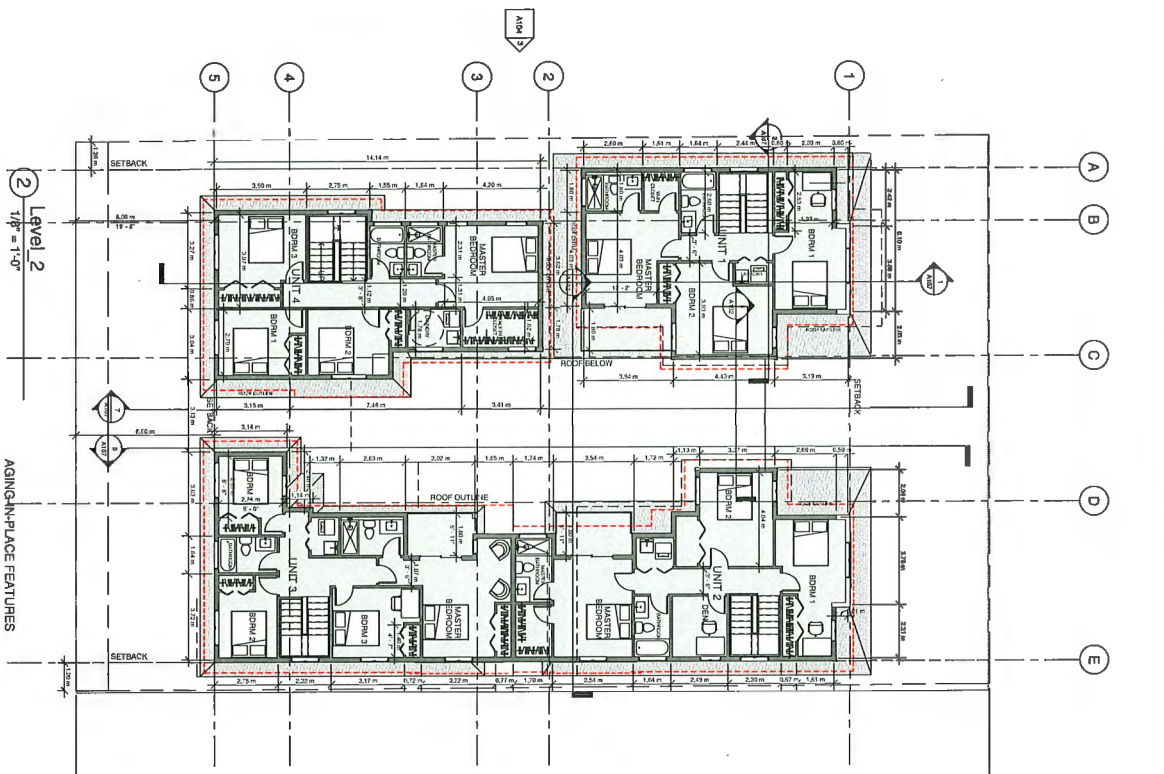
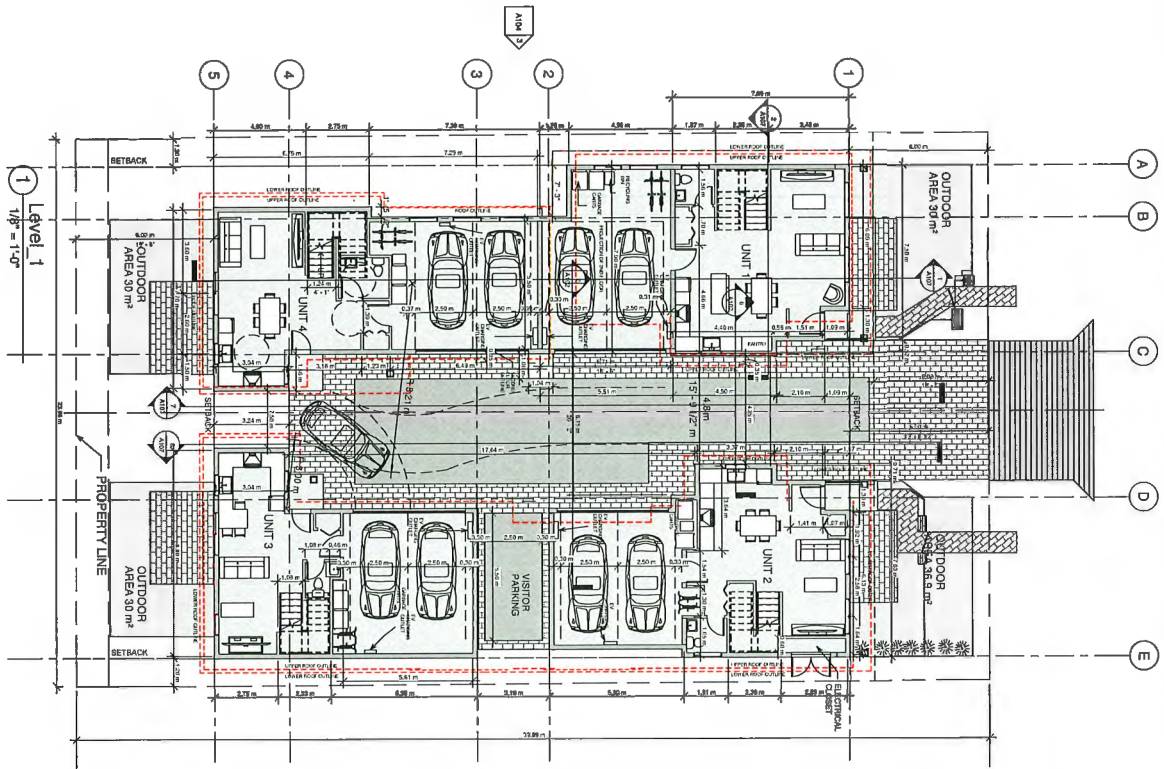


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CNCL - 214







**AGING-IN-PLACE FEATURES**

- PROVIDE SOLID SLOPING IN BATHROOM WALLS
- INSTALL HANDRAILS IN BATHROOM AND SHOWER
- SLOPING THE STAIR WALLS TO ACCOMMODATE
- UPPER INSTALLATION AT THE FUTURE DATE
- PROVISION OF LEVER TYPE HANDLES FOR
- PLUMBING FIXTURES AND DOOR KNOBLES

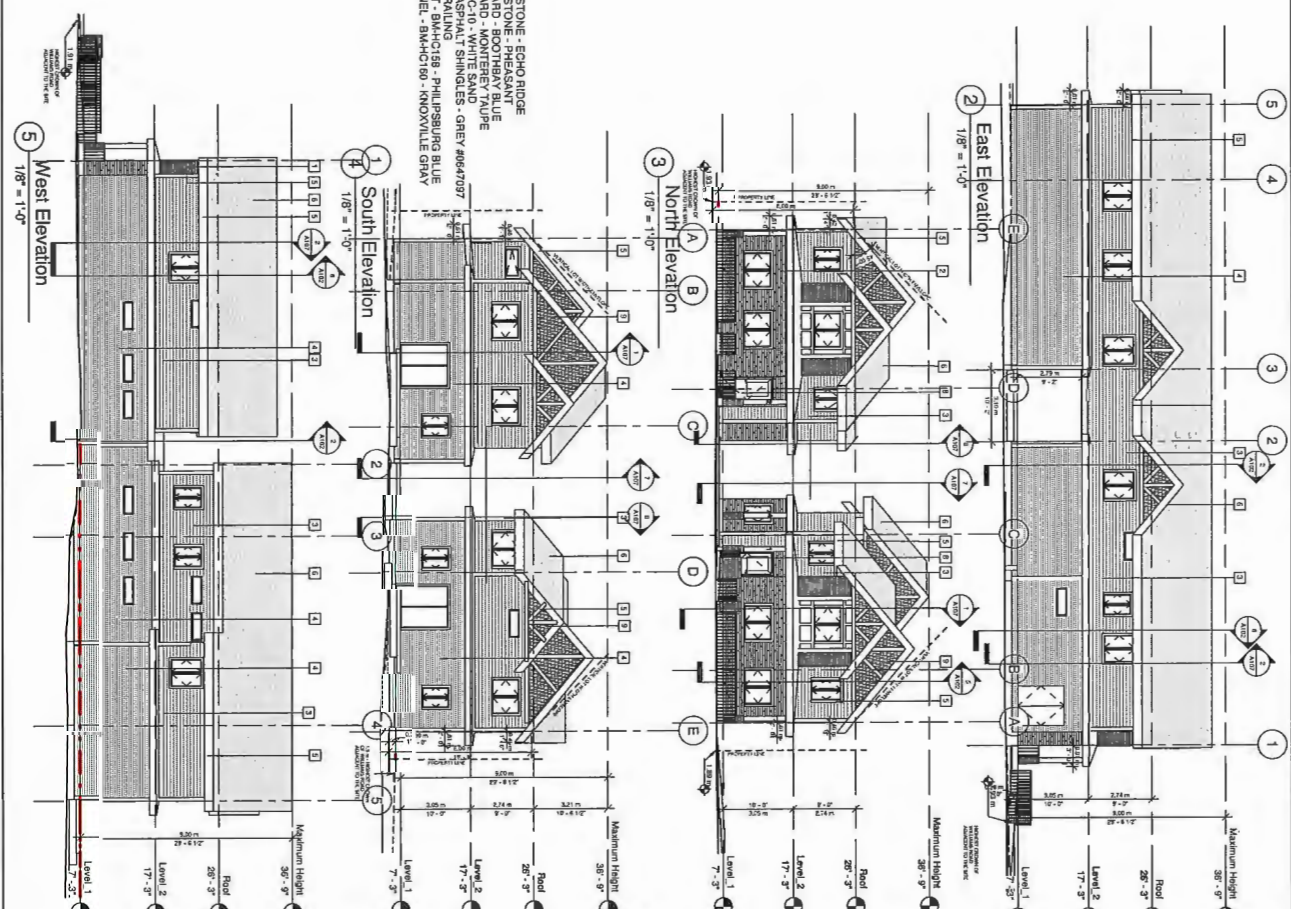
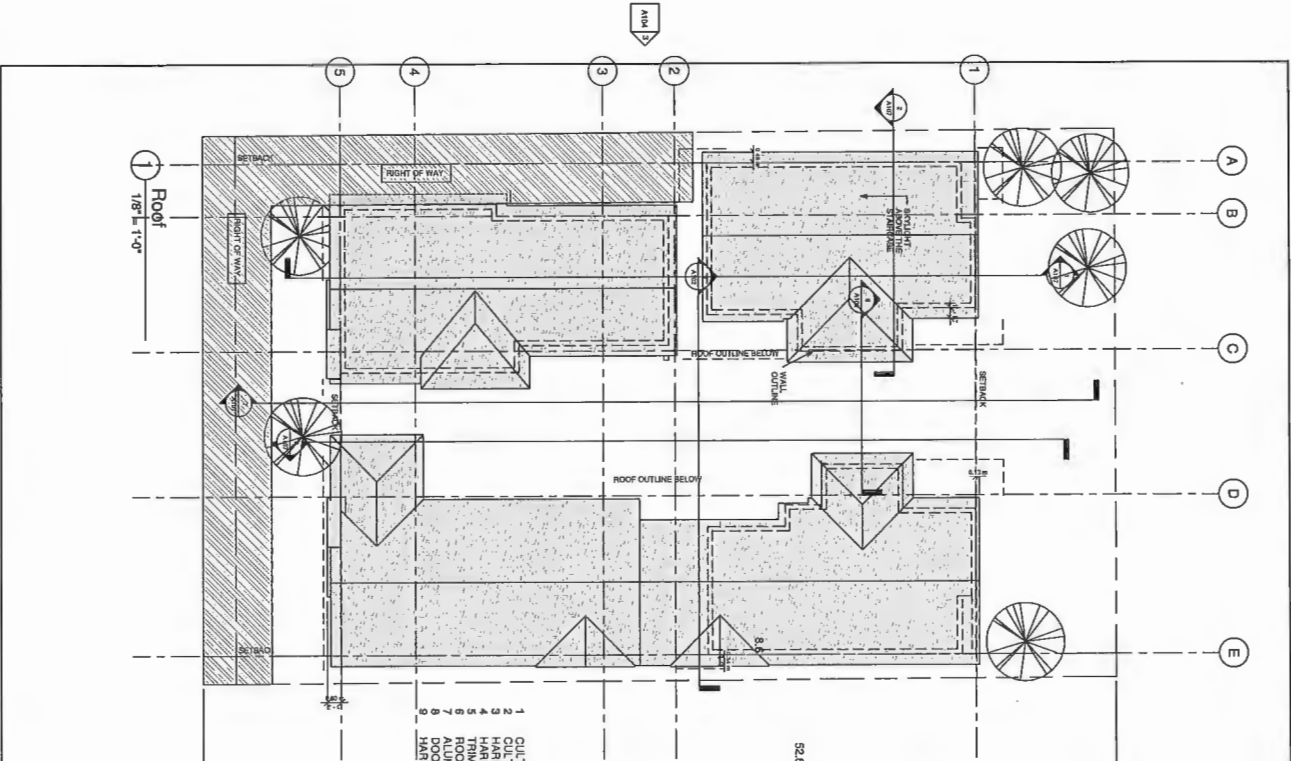
PROJECT NO.	1742WPK	DRAWING NO.	A105
THIS DRAWING IS THE PROPERTY OF THE ARCHITECT AND IS NOT TO BE REPRODUCED OR USED IN ANY MANNER WITHOUT THE WRITTEN PERMISSION OF THE ARCHITECT.			
PROJECT: DUPLEXES WITH SHARED DRIVEWAY			
5500 Williams Road, Richmond, BC			
ARCHITECTURAL: First and Second Floor Plans			
DESIGNED BY	SKL	SCALE	1/8" = 1'-0"
DRAWN BY	SP	DATE	10/23/17

REV	DATE	DESCRIPTION	BY	CHKD
1	10/23/17	ISSUE DESCRIPTION	SKL	SP
2	10/23/17	REVISED	SKL	SP
3	10/23/17	REVISED	SKL	SP
4	10/23/17	REVISED	SKL	SP

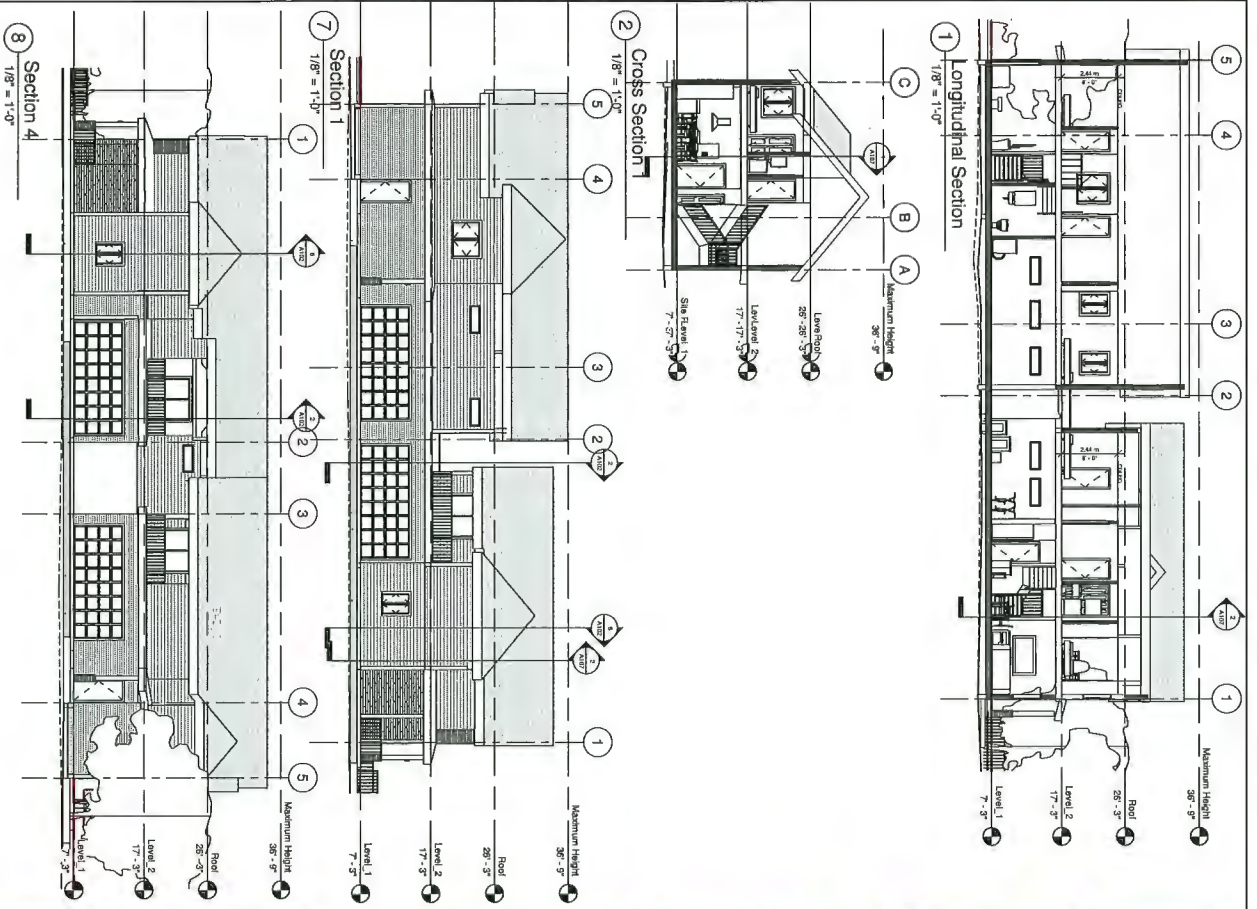
**CNCL - 216**







<b>PROJECT</b> DUPLEXES WITH SHARED DRIVEWAY 5500 Williams Road, Richmond, BC		<b>ARCHITECTURAL</b> Roof Plan & Elevations	
PROJECT NO. 1742WPK	DRAWING NO. A106	DESIGNED BY KS	SCALE 1/8" = 1'-0"
CHECKED BY KS	DATE 10/21/17	PROJECT NO. 1742WPK	DRAWING NO. A106

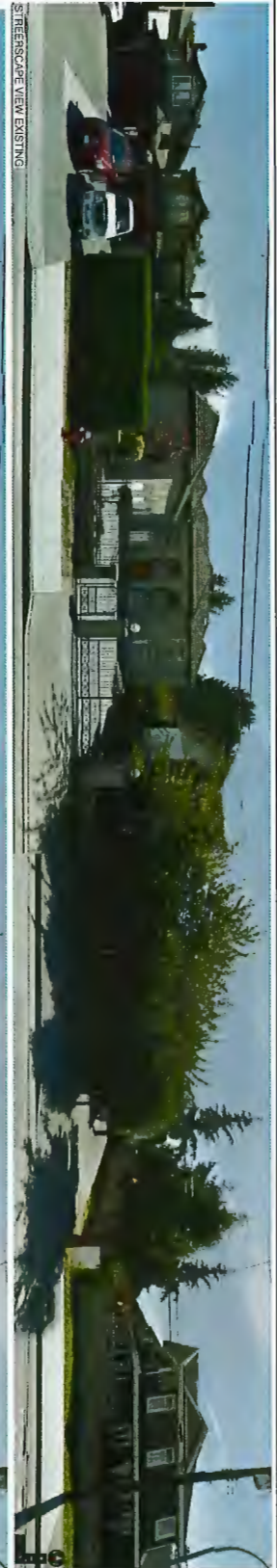


**VividGreen**  
 114-1181, Boulder Hwy  
 Reno, NV 89509  
 775.733.0000  
 www.vividgreen.com

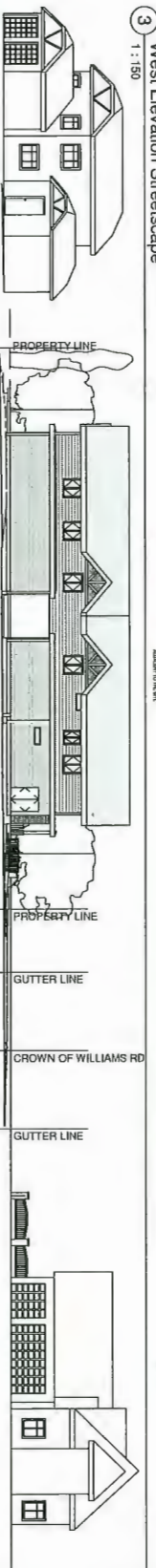
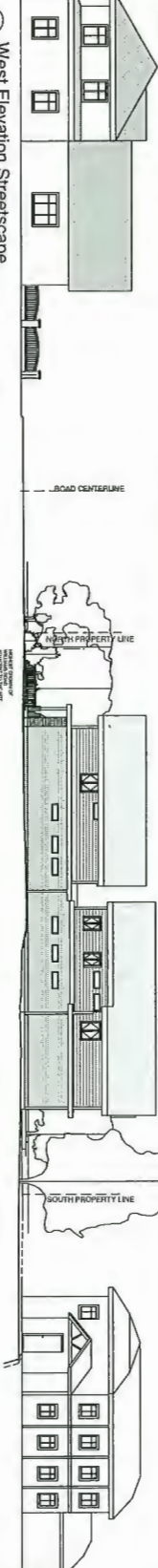
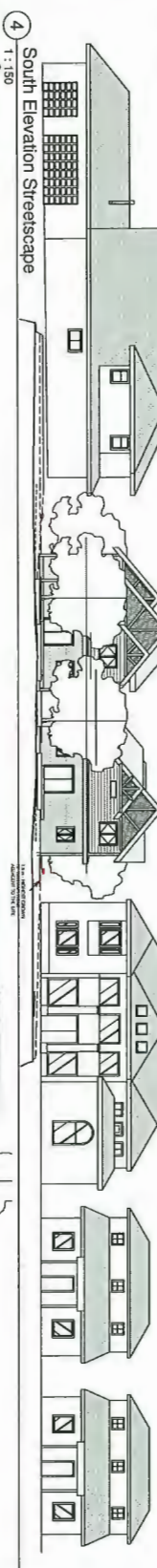
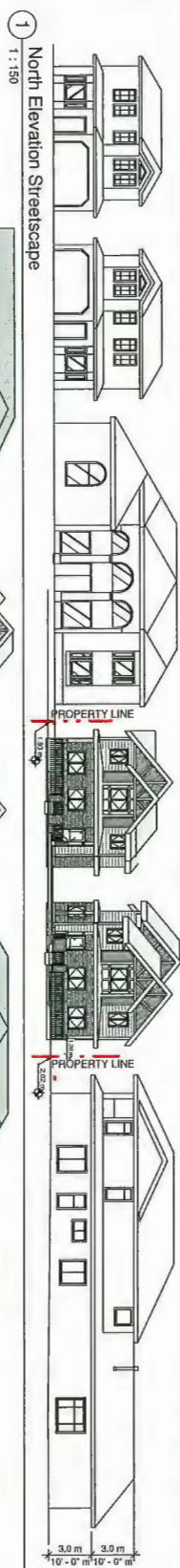
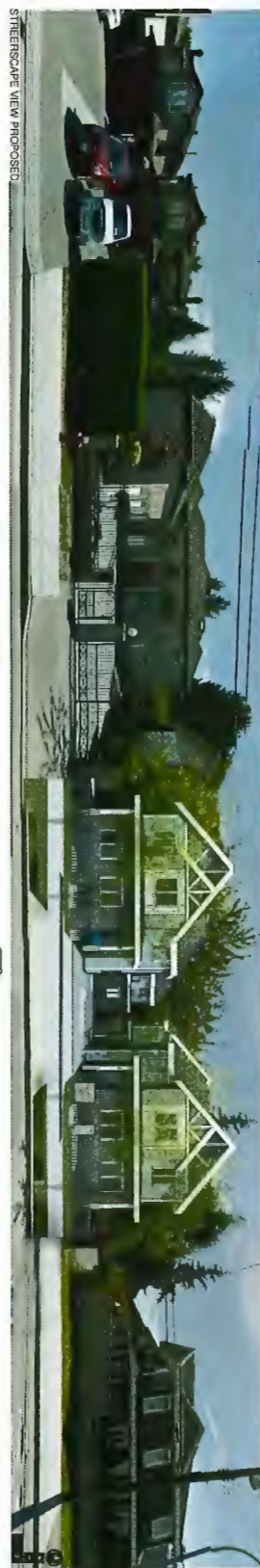
**CNCL - 218**

PROJECT NO.	1742WPK	ISSUING NO.	A107
PROJECT NAME	DUPLEXES WITH SHARED DRIVEWAY		
PROJECT ADDRESS	5500 Williams Road, Reno, NV		
ARCHITECTURAL	BC		
SECTIONS & 3D VIEWS	BC		
REVISION	NO.	DATE	DESCRIPTION
1	1	10/23/17	1/8" = 1'-0"





**VividGreen**  
 114-1181 Boulder Ave.  
 Boulder, CO 80501  
 303.440.1181  
 www.vividgreeninc.com






NO.	DATE	DESCRIPTION	BY	CHKD
1	10/13/17	Final Design	MM	MM
2	10/13/17	Final Design	MM	MM
3	10/13/17	Final Design	MM	MM
4	10/13/17	Final Design	MM	MM

**PROJECT**  
 DUPLEXES WITH SHARED DRIVEWAY  
 5500 Williams Road, Remond, BC

DESIGNED BY	MM
SCALE	1:150
DATE	09/14/18
PROJECT NO.	1742NPK
DRAWING NO.	A109

## MATERIAL KEY

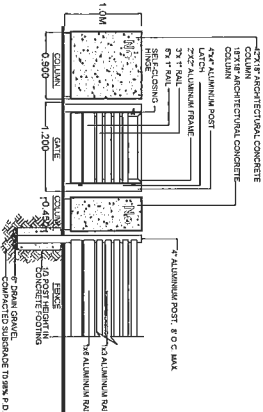
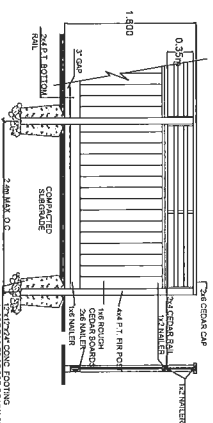
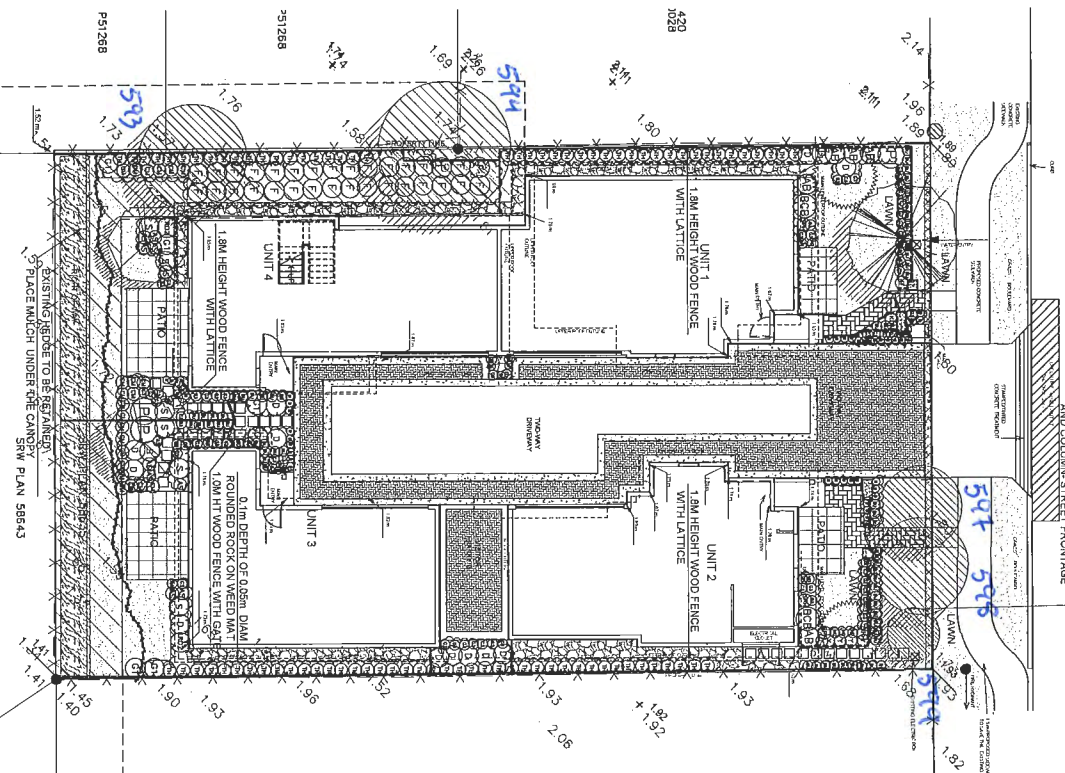
**PERMEABLE PAVING**  
 Eco-Pave Pavers by Mutual Materials  
 HARVEST COLOR - DRIVENAW

**HOLLAND CONCRETE PAVING**  
 GRAY COLOR by Mutual Materials

**27X27 CONCRETE SLABE**  
 Vancouver Bay Architectural Slabs  
 by Mutual Materials, Gray Colour

2'X2' CONCRETE SLABS

**Vancouver Bay Architectural Slabs**  
by Mutual Materials; Gray Colour



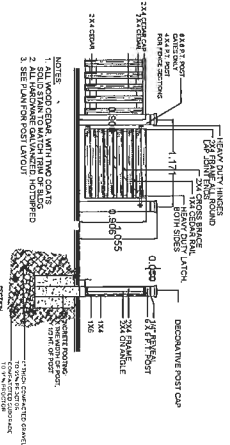
1. ALL POSTS AND RAILS SHOULD BE TREATED TO CSA STANDARD AND DROT.
2. 3" DRAIN RODS UNDER.

NOTES:

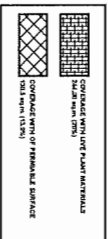
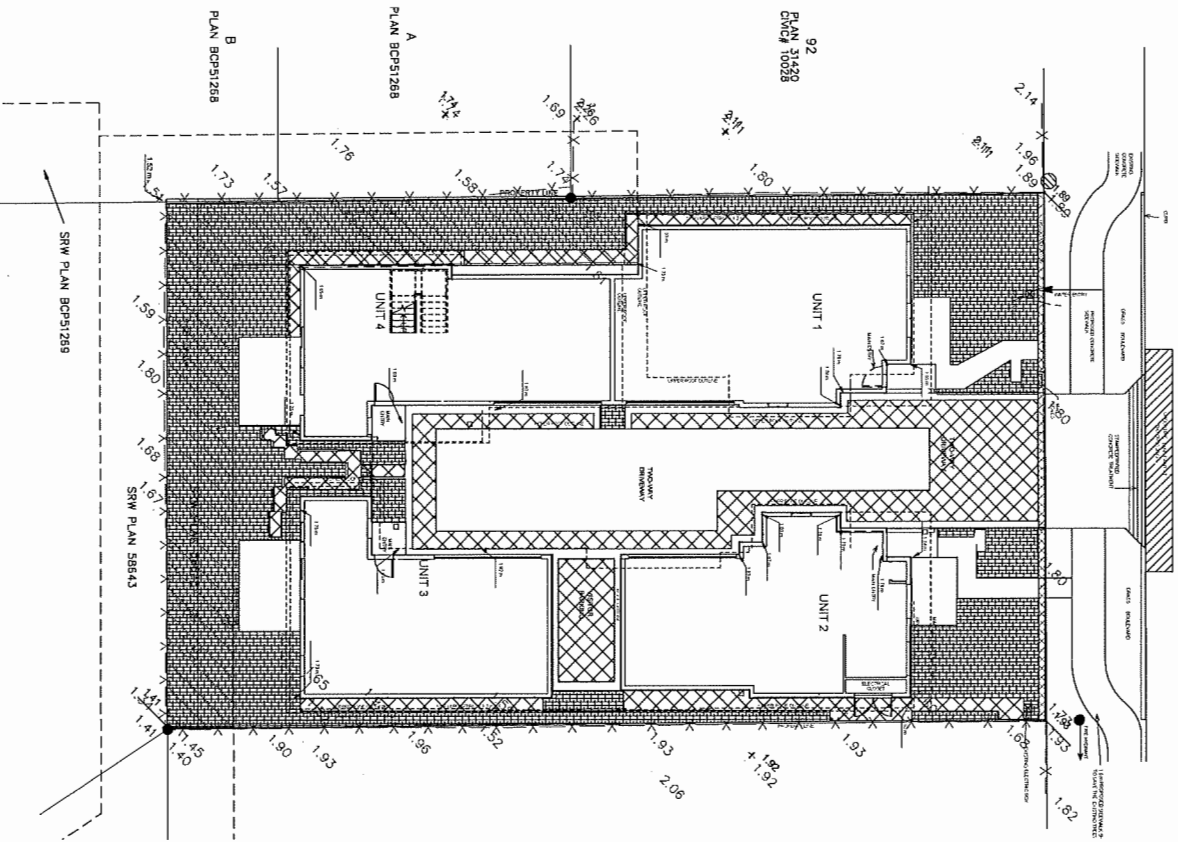
1. ALL MATERIALS, ALUMINUM TO BE SPUNNT FORTN BLACK, TWO COAT.
2. ALL HANDWORK TO BE DONE BY QUALIFIED CARPENTERS, MEDIAN QUALITY.
3. ALL HANDWORK TO BE DONE IN ACCORDANCE WITH THE FOLLOWING SPECIFICATIONS:
4. ALLUMINUM FINISH TO BE POWERCOATED SEMI-GLOSS BLACK.

1. 1.5M HEIGHT WOOD FENCE WITH LATTICE
2. 1.5M HT ALUMINUM FENCE WITH LATTICE
3. 1.5M HT ALUMINUM FENCE WITH LATTICE
4. 1.5M HT ALUMINUM FENCE WITH LATTICE

scale 1:50



WILLIAM WARD LUMBER



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**pms**  
LANDSCAPE  
ARCHITECTS

Shane C. PMS - AIA, LEED AP, LEED Green Associate  
P: 504.284.0071 | F: 504.284.0022

SCALE:

CNCL - 221

NO.	DATE	REVISION DESCRIPTION	BY
1	11/10/10	ISSUED FOR PERMIT	MS
2	11/10/10	REVISED PER CITY COMMENTS	MS
3	11/10/10	NEW LOT PLAN	MS

CLIENT:

PROJECT:  
4 UNIT DEVELOPMENT  
5500 WILLIAMS ROAD  
RICHMOND

DRAWING TITLE:  
LOT COVERAGE PLAN  
PLAN

DATE: May 02, 2018  
SCALE: 1/8"=1'-0"  
DRAWN BY: L3  
DESIGN BY: L3  
CHECKED BY: L3  
PROJECT NUMBER: 18-077





**RZ 17-790028**

**Attachment 3**

Address: 5500 Williams

Applicant: Vivid Green Architecture

Planning Area(s): Steveston

	Existing	Proposed
<b>Site Size (m<sup>2</sup>):</b>	940 m <sup>2</sup>	Lot A: 470 m <sup>2</sup> Lot B: 470 m <sup>2</sup>
<b>Land Uses:</b>	Single-family dwelling	Two-unit dwellings
<b>OCP Designation:</b>	Neighbourhood Residential	No change
<b>Area Plan Designation:</b>	Steveston Area Plan: Single-Detached/Duplex/Triplex	No Change
<b>702 Policy Designation:</b>	N/A	No Change
<b>Zoning:</b>	Single-Detached (RS1/E)	Arterial Road Two-Unit Dwellings (RDA)
<b>Number of Units:</b>	1	4
<b>Other Designations:</b>	n/a	No change

On Future Subdivided Lots	Bylaw Requirement	Proposed	Variance
Density:	0.6 FAR	0.6 FAR	none permitted
Lot Coverage (% of lot area):	Building: Max. 45% Non-porous Surfaces: Max. 70% Landscaping: Min. 20%	Building: 45% Max. Non-porous Surfaces: 70% Max. Landscaping: 20% Min.	none
Lot Size:	Min. 464.5 m <sup>2</sup>	Lot A: 474 m <sup>2</sup> Lot B: 466 m <sup>2</sup>	none
Lot Dimensions (m):	Width: Min. 10.35 m for proposed lots with shared vehicle access and Min. 13.4 m for proposed lot with individual vehicle access Depth: Min. 30 m	Width: 11.8 m Depth: 39.69 m	none
Setbacks (m):	Front: Min. 6 m Rear: Min. 6 m Side: Min. 1.2 m	Front: 6 m Min. Rear: 6 m Min. Side: 1.2 m Min.	none
Height (m):	Max. 9.0 m (2 storeys)	9.0 m (2 storeys)	none
Off-street Parking – Regular (R):	2 per unit	2 per unit	none

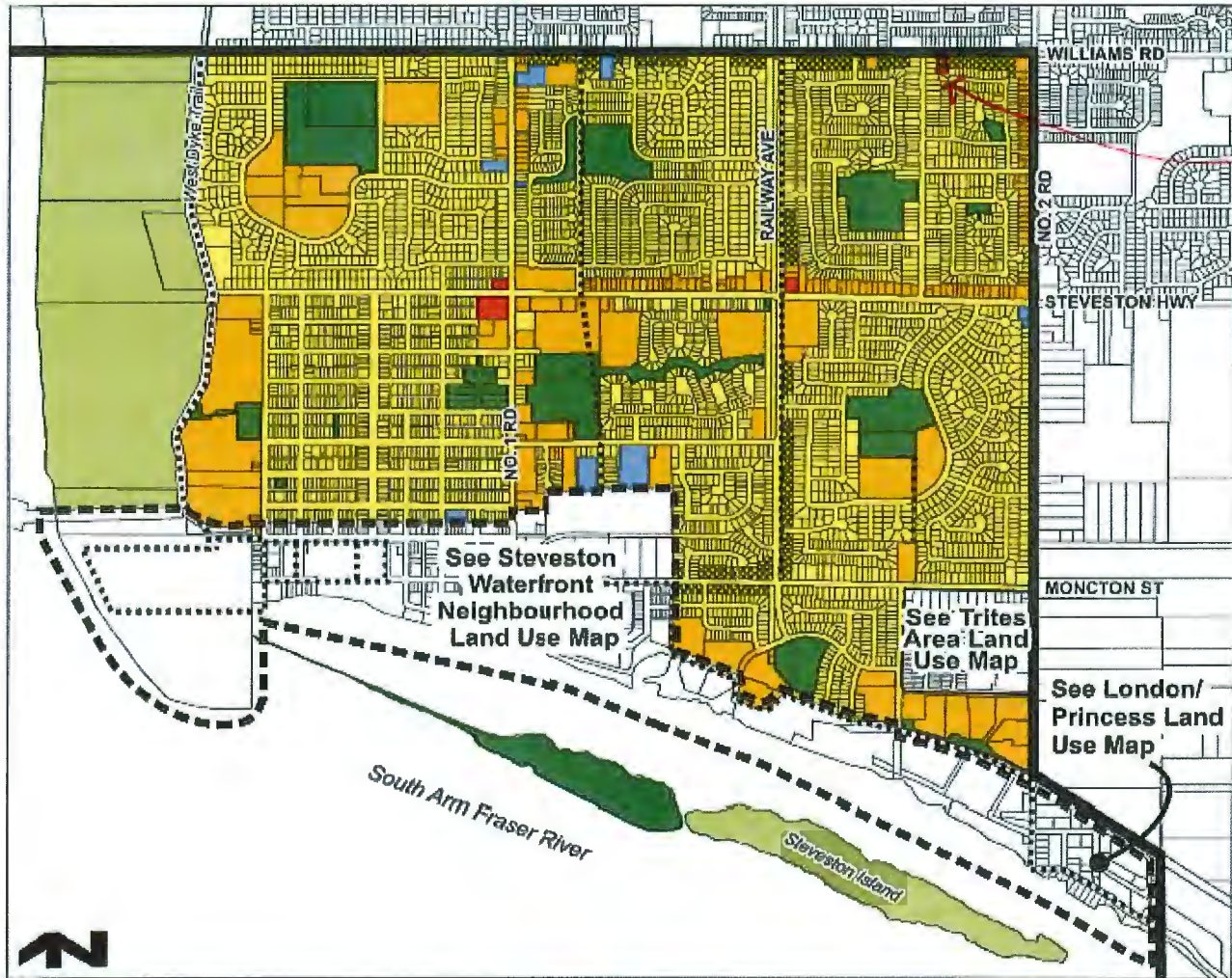
On Future Subdivided Lots	Bylaw Requirement	Proposed	Variance
Off-street Parking – Visitor (V):	0.2 per unit when 3 or more units share one access (0.2 x 4) = 1	1	none
Off-street Parking (total):	5	5	none
Tandem Parking Spaces:	Permitted	0	none

Other: Tree replacement compensation required for removal of bylaw-sized trees.

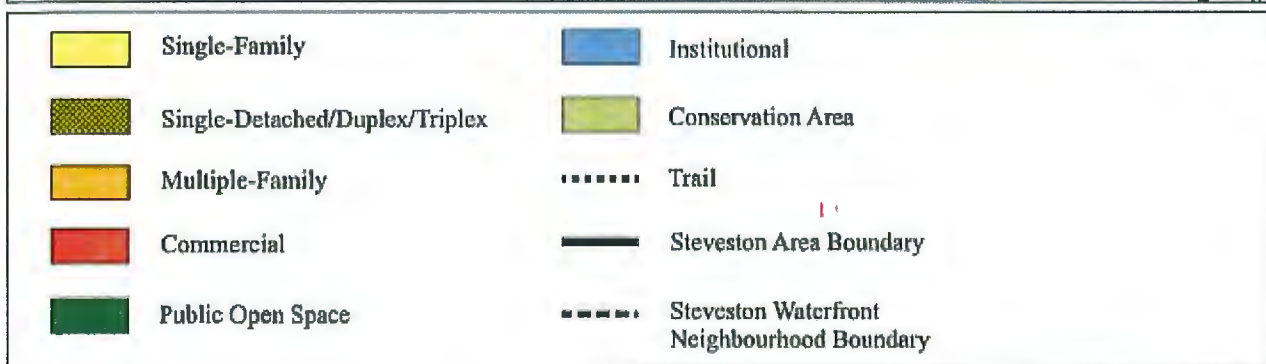


# Steveston Area Land Use Map

Bylaw 9604  
2016/12/19



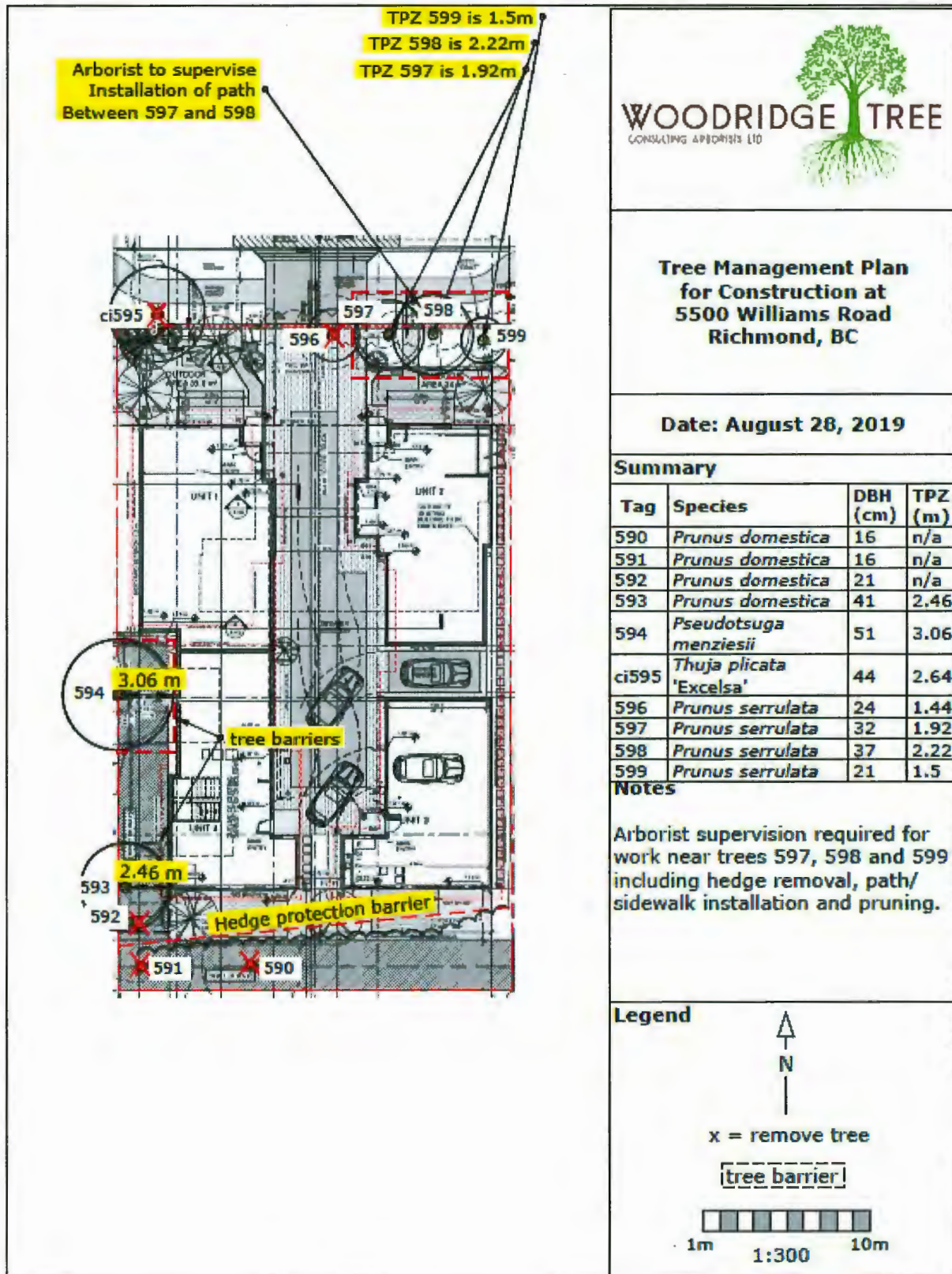
subject  
site







**CNCL - 225**







**Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 10091, the developer is required to complete the following:**

1. Registration of a flood indemnity covenant on title.
2. Registration of a legal agreement on Title to ensure that, upon subdivision of the property:
  - a) Vehicle access is via a single shared driveway crossing, based on a design specified in a Development Permit approved by the City;
  - b) A cross-access easement for the shared driveway access, common drive aisle, and the shared visitor parking stall is to be registered on Titles of the each of the two lots.
  - c) The buildings and driveways on the two proposed lots are to be designed to accommodate on-site vehicle turn-around to prevent vehicles from reversing onto Williams Road.
3. City acceptance of the developer's offer to voluntarily contribute \$1,300 to the City's Tree Compensation Fund for the planting of replacement trees within the City.
4. Submission of a Tree Survival Security to the City in the amount of \$45,000 for the 5 trees to be retained.
5. Submission of a Contract entered into between the applicants/developers and a Certified Arborist for supervision of any on-site works conducted within/near the tree protection zone on site for the protection of the trees to be retained on neighbouring properties. The Contract should include the scope of work to be undertaken, including: the proposed number of site monitoring inspections, and a provision for the Arborist to submit a post-construction assessment report to the City for review.
6. City acceptance of the developer's offer to voluntarily contribute \$8.50 per buildable square foot (e.g. \$51,569.50) to the City's Affordable Housing Reserve Fund.
7. The submission and processing of a Development Permit\* completed to a level deemed acceptable by the Director of Development.

**Prior to a Development Permit\* issuance, the developer is required to complete the following:**

1. Submission of a Landscaping Security based on 100% of the cost estimate provided by the landscape architect.

**At Subdivision\* stage, the developer must complete the following requirements:**

1. Enter into a Servicing Agreement\* for the design and construction of frontage and servicing works. A Letter of Credit or cash security for the value of the Service Agreement works, as determined by the City, will be required as part of entering into the Servicing Agreement. Works include, but may not be limited to,
  - a) Water Works:
    - Using the OCP Model, there is 572.00 L/s of water available at a 20 psi residual at the Williams Road frontage. Based on your proposed development, your site requires a minimum fire flow of 95 L/s.
    - The Developer is required to:
      - Submit Fire Underwriter Survey (FUS) or International Organization for Standardization (ISO) fire flow calculations to confirm development has adequate fire flow for onsite fire protection. Calculations must be signed and sealed by a Professional Engineer and be based on Building Permit Stage building designs.
      - Review hydrant spacing on all road frontages and install new fire hydrants as required to meet City spacing requirements.
      - Provide a right-of-way for the water meters. Exact right-of-way dimensions to be finalized during the service design phase.

- At Developer's cost, the City is to:
  - Complete all tie-ins for the proposed works to existing City infrastructure.
  - Upgrade the existing water service connection located 4.3m east of the west property line. The water service connection shall have two separate water meters for the proposed duplex on the west lot.
  - Install a new water service connection for the east duplex, complete with 2 meters and meter boxes, to service the proposed duplex on the east.
- b) Storm Sewer Works:
  - The Developer is required to:
    - Check the existing storm service connections STCN11030 and STCN33207. Confirm the material and condition of the inspection chambers and pipes. If deemed acceptable by the City, the existing service connections may be retained. In the case that a service connection is not in a condition to be re-used, the service connection shall be replaced by the City, at the Developer's cost, as described below.
  - At Developer's cost, the City is to:
    - Cut and cap the existing storm service leads STCN11030 and STCN33207 along the north property line. The existing inspection chambers STIC58550 and STIC50611 shall be retained to service 5520 Williams Road and 10028 Lassam Road respectively.
    - Install a new storm service connection at the adjoining property line of the proposed duplexes, complete with inspection chamber and dual service leads.
- c) Sanitary Sewer Works:
  - The Developer is required to:
    - Not start onsite excavation or foundation construction until completion of rear-yard sanitary works by City crews.
  - At Developer's cost, the City is to:
    - Complete all tie-ins for the proposed works to existing City infrastructure.
    - Install a new sanitary service connection at the adjoining property line of the proposed duplexes, complete with inspection chamber, and dual service leads.
    - Cut, cap, and remove the existing sanitary service connection and inspection chamber located at the southeast corner of the subject site.
- d) Frontage Improvements:
  - Remove the existing sidewalk and construct a new 1.5 m wide concrete sidewalk next to the property line. Over the remaining width between the new sidewalk and the curb, construct a grass boulevard with street trees. The new sidewalk and boulevard are to transition to meet the existing frontage treatments to the east and west of the subject development.
  - All existing driveways along the Williams Road development frontage are to be closed permanently. The Developer is responsible for the removal of the existing driveway let-downs and the replacement with barrier curb/gutter, boulevard and concrete sidewalk per standards described under Item 1 above.
  - Construct a new single shared driveway to the site. The new driveway is to be constructed to City design standards.
  - Provide special stamped/tinted concrete treatments for the sidewalk across the new driveway to the site and green bike lane paint at the crossing to better highlight the driveway for cyclists and pedestrians.
  - Consult Parks on the requirements for tree protection/placement including tree species and spacing as part of the frontage works.
  - Consult Engineering on lighting and other utility requirements as part of the frontage works.
  - The Developer is required to:
    - Coordinate with BC Hydro, Telus and other private communication service providers:
      - (1) Before relocating/modifying any of the existing power poles and/or guy wires within the property frontages.

- (2) To locate/relocate all above ground utility cabinets and kiosks required to service the proposed development, and all above ground utility cabinets and kiosks located along the development's frontages, within the development's site (see list below for examples). A functional plan showing conceptual locations for such infrastructure shall be included in the development design review process. Please coordinate with the respective private utility companies and the project's lighting and traffic signal consultants to confirm the requirements (e.g., statutory right-of-way dimensions) and the locations for the aboveground structures. If a private utility company does not require an aboveground structure, that company shall confirm this via a letter to be submitted to the City. The following are examples of statutory right-of-ways that shall be shown on the architectural plans/functional plan, the servicing agreement drawings, and registered prior to SA design approval:

- BC Hydro PMT – 4.0 x 5.0 m
- BC Hydro LPT – 3.5 x 3.5 m
- Street light kiosk – 1.5 x 1.5 m
- Traffic signal kiosk – 2.0 x 1.5 m
- Traffic signal UPS – 1.0 x 1.0 m
- Shaw cable kiosk – 1.0 x 1.0 m
- Telus FDH cabinet – 1.1 x 1.0 m

- Review street lighting levels along all road and lane frontages, and upgrade as required.

e) General Items:

- The Developer is required to:
  - Enter into, if required, additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering, including, but not limited to, site investigation, testing, monitoring, site preparation, dewatering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.
  - Not encroach into the existing SRW with proposed trees, non-removable fencing, or other structures.
  - Ensure that there is no encroachment of the proposed house in the SRW.

2. Payment of the current year's taxes, Development Cost Charges (City and GVS & DD), School Site Acquisition Charge, and Address Assignment Fees.

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

1. Installation of appropriate tree protection fencing around all trees to be retained as part of the development prior to any construction activities, including building demolition, occurring on-site.

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

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

**Note:**

- \* This requires a separate application.

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

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

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

- Additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering may be required including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.
- Applicants for all City Permits are required to comply at all times with the conditions of the Provincial *Wildlife Act* and Federal *Migratory Birds Convention Act*, which contain prohibitions on the removal or disturbance of both birds and their nests. Issuance of Municipal permits does not give an individual authority to contravene these legislations. The City of Richmond recommends that where significant trees or vegetation exists on site, the services of a Qualified Environmental Professional (QEP) be secured to perform a survey and ensure that development activities are in compliance with all relevant legislation.

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Signed

---

Date





**Richmond Zoning Bylaw 8500  
Amendment Bylaw 10091 (17-790028)  
5500 Williams Road**

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

1. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it **“ARTERIAL ROAD TWO-UNIT DWELLINGS (RDA)”**.

P.I.D. 006-586-449

Lot 96 Except: Part Subdivided by Plan 55424, Section 36 Block 4 North Range 7 West  
New Westminster District Plan 31420

2. This Bylaw may be cited as **“Richmond Zoning Bylaw 8500, Amendment Bylaw 10091”**.

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

ADOPTED

_____
_____
_____
_____
_____
_____

CITY OF RICHMOND
APPROVED by 
APPROVED by Director or Solicitor 

\_\_\_\_\_  
MAYOR

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



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

**Date:** October 22, 2019  
**File:** SC 19-850047

**Re:** **Application by GRA Greig Holdings Ltd. for a Strata Title Conversion at  
11120 Hammersmith Gate**

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**Staff Recommendation**

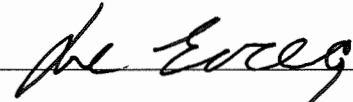
1. That the application for a Strata Title Conversion by GRA Greig Holdings Ltd. for the property located at 11120 Hammersmith Gate be approved on fulfilment of the following conditions:
  - a) Payment of all City utility charges and property taxes up to and including the year 2019;
  - b) Registration of a flood indemnity covenant on Title identifying a minimum habitable elevation of 2.9 m GSC;
  - c) Submission of appropriate plans and documents for execution by the Approving Officer within 180 days of the date of this resolution;
  - d) Provision of a pedestrian connection from the sidewalk to the building, to the satisfaction of the Director, Development;
  - e) Final inspection approval of Building Permit (BB 19-866247) for previous interior works without a permit; and
  - f) Final building check of the removal of non-compliant outdoor structures.

2. That the City, as the Approving Authority, delegate to the Approving Officer the authority to execute the strata conversion plan on behalf of the City, as the Approving Authority, on the basis that the conditions set out in Recommendation 1 have been satisfied.



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

WC:nc  
Att. 4

<b>REPORT CONCURRENCE</b>
<b>CONCURRENCE OF GENERAL MANAGER</b>


## **Staff Report**

### **Origin**

GRA Greig Holdings Ltd. has applied to the City of Richmond to facilitate a Strata Title Conversion of an existing industrial building at 11120 Hammersmith Gate (Attachment 1) into two strata title lots (Attachment 2).

### **Finding of Fact**

The subject property is located in an established industrial area in the Shellmont planning area, and is zoned “Industrial Business Park (IB1)” (Attachment 1). The proposed Strata Title Conversion is consistent with the existing zoning and land use designations.

Development immediately surrounding the subject property is as follows:

- To the north and east, lots zoned “Industrial Business Park (IB1),” with vehicle access from Hammersmith Gate.
- To the west, Shell Road and the Shell Road rail corridor.
- To the south, an undeveloped lot zoned “School & Institutional Use (S1).”

There is one existing building on the subject site with two units, Unit #110 and Unit #150. Access to the subject property is via two driveway crossings to Hammersmith Gate, one of which is used for shipping and receiving. Required parking for the building is provided on the west side of the existing building. The proposed Strata Title Conversion would create two strata lots; the proposed strata line would be the centreline of the existing demising wall between the two units (Attachment 2). No changes are proposed to the existing access, parking, or structures.

The front yard is landscaped with a combination of trees, shrubs and ground covers, which is in compliance with the landscape requirements in industrial zones. There is also a hedge along the entire southern property line.

There is currently no pedestrian access provided from the sidewalk. Prior to approval of the Strata Title Conversion, the applicant must provide a pedestrian connection from the sidewalk to the building to the satisfaction of the Director, Development.

### **Analysis**

City of Richmond Policy 5031 (Strata Title Conversion Applications – Commercial and Industrial) outlines Council’s Policy in determining how staff process Strata Title Conversion applications for three or more proposed strata lots (Attachment 3). As this application is to create two strata lots, this Policy does not apply. However, staff considered the requirements of this Policy in processing this application. The applicant has submitted all of the necessary information required by City staff, including a Building Condition Assessment and a Building Code Compliance Report.

- An Engineering Report of Building provided by the applicant and reviewed by Young Engineering Corporation dated December 12, 2018 indicates that the life expectancy of the building is around 35 to 40 years.

- The author of the Building Condition Assessment expects no increase in maintenance, repair, or replacement costs within approximately the next 20 years.
- The author of the Building Code Compliance Report confirms that the existing building is substantially in compliance with the BC Building Code in force when they were constructed.
- Building Approvals staff conducted an inspection of the site and found interior construction done without a Building Permit. The applicant submitted a Building Permit application to legitimize the interior renovations (BB 19-866247) and it was issued on October 11, 2019. Staff also found existing non-compliant outdoor structures that need to be removed. Final inspection approval of the Building Permit and final building check of non-compliant outdoor structures are conditions of the Strata Title Conversion approval.
- No physical or structural upgrading of the building will take place, and no changes affecting open space, landscaping, access, or common facilities are being proposed.
- No changes are proposed to the existing parking facilities. These will remain as common property and be available to all tenants or strata lot owners. As part of a business license, each business will need to verify they have access to the Bylaw-required parking facilities.
- There are two units in the existing building. The owner's intention is to retain ownership of Unit #110, which they currently occupy, and sell Unit #150 to its existing tenant after the Strata Title Conversion is completed. No impact is expected on the tenant. The applicant has provided a letter from the tenant, indicating that they are aware of and have no concerns with the application for a Strata Title Conversion, and noted their intention of buying the unit following the Strata Title Conversion (Attachment 4).
- The subject property is located in an area with a Flood Construction Level of 2.9 m GSC. A restrictive covenant must be registered on Title as part of the document registration package, the purpose of which is to address public awareness and identify a minimum habitable elevation of 2.9 m GSC.

In light of this, staff support the proposed Strata Title Conversion subject to:

1. Payment of all City utility charges and property taxes up to and including the year 2019.
2. Registration of a flood indemnity covenant on Title identifying a minimum habitable elevation of 2.9 m GSC.
3. Submission of appropriate plans and documents (i.e. Strata Plan Surveyor's Certificate, Application to Deposit, Form T, etc.) for execution by the Approving Officer within 180 days of the date of a Council resolution.
4. Provision of a pedestrian connection from the sidewalk to the building, to the satisfaction of the Director, Development.

5. Final inspection approval of Building Permit (BB 19-866247) for previous interior works without a permit.
6. Final building check of the removal of non-compliant outdoor structures.

### **Financial Impact**

None.

### **Conclusion**

GRA Greig Holdings Ltd. has applied to convert two existing industrial buildings at 11120 Hammersmith Gate into two strata lots. The proposal is straightforward. Staff have no objection to this application and recommend approval of the Strata Title Conversion.



Natalie Cho  
Planning Technician  
(604-276-4193)

NC:cas/blg

Attachment 1: Location Map and Aerial Photo

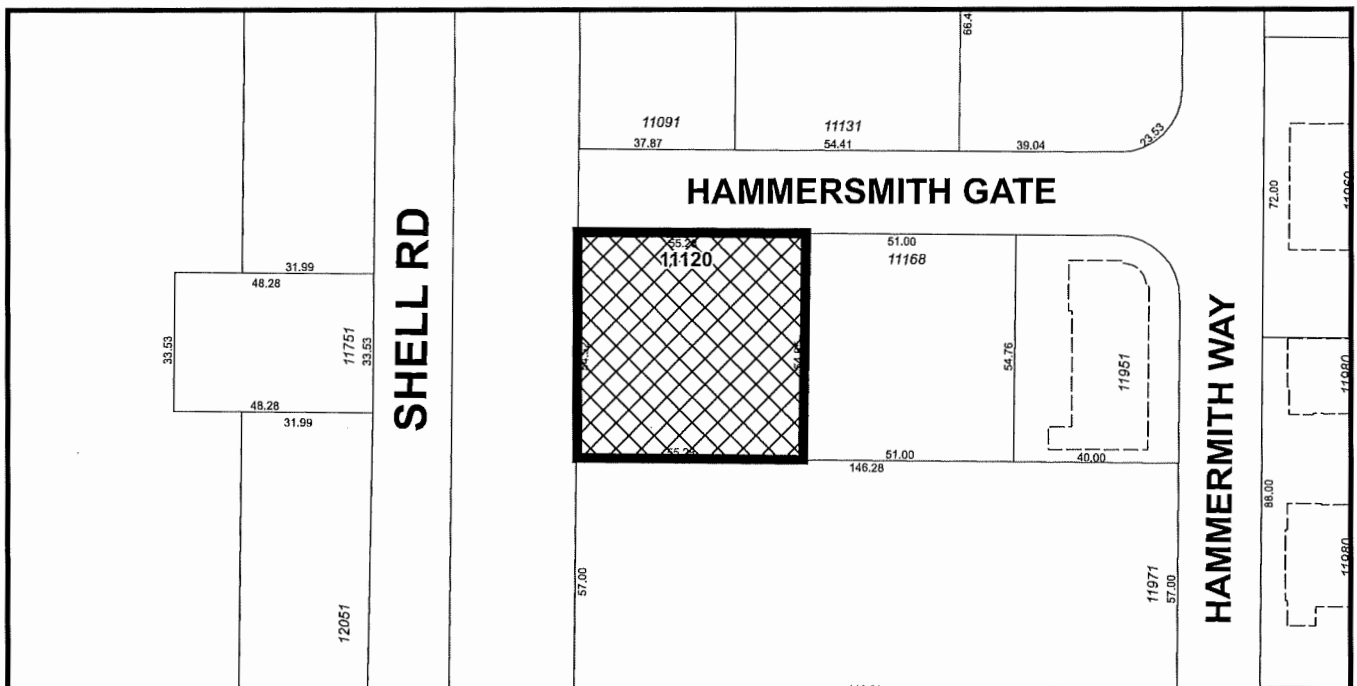
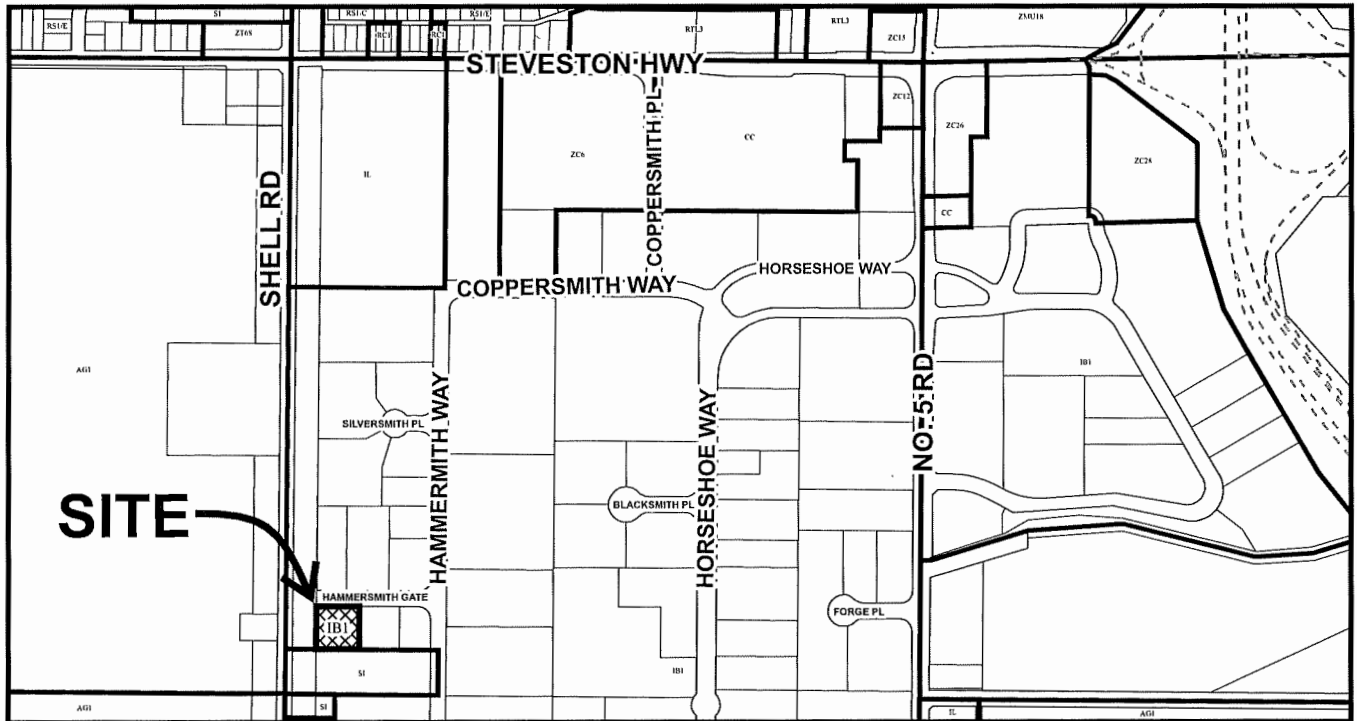
Attachment 2: Draft Strata Plan

Attachment 3: Policy 5031: Strata Title Conversion Applications – Commercial and Industrial

Attachment 4: Letter from Existing Tenant



# City of Richmond



SC 19-850047

Original Date: 01/28/19

Revision Date:

Note: Dimensions are in METRES





City of  
Richmond



SC 19-850047

Original Date: 01/28/19

Revision Date:

Note: Dimensions are in METRES

CNCL - 238

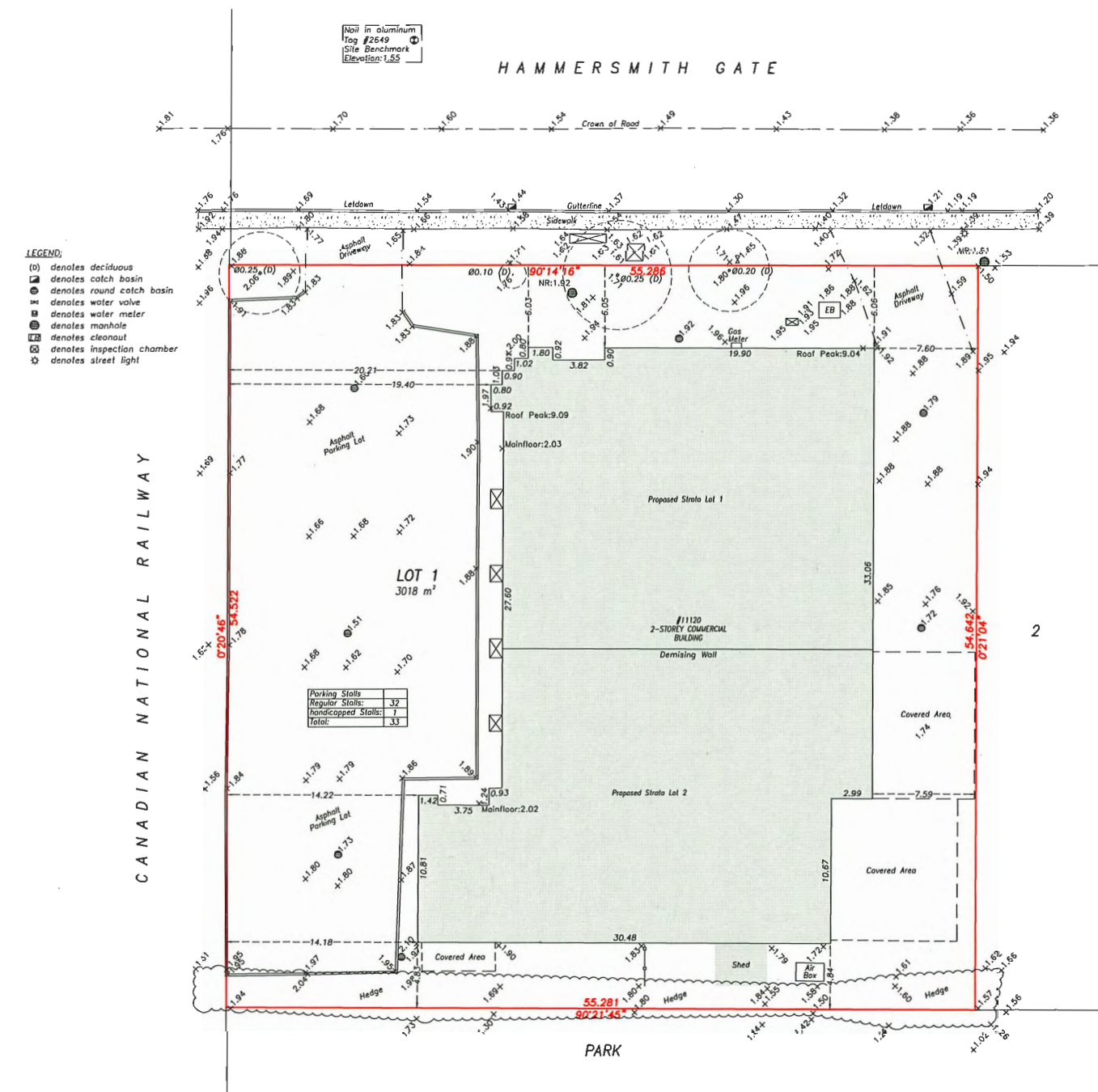


TOPOGRAPHIC SURVEY OF LOT 1  
SECTION 1 BLOCK 3 NORTH RANGE 6 WEST  
NEW WESTMINSTER DISTRICT PLAN 81178

#11120 HAMMERSMITH GATE,  
RICHMOND, B.C.  
P.I.D. 013-703-463

NOTE:

Elevations shown are based on  
City of Richmond HPN  
Benchmark network.  
Benchmark: HPN #234  
Control Monument 77H4891  
Elevation: 1.125m  
Benchmark: HPN #235  
Control Monument 77H4885  
Elevation: 1.103m



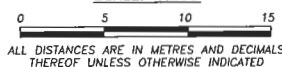
© copyright  
J. C. Tam and Associates  
Canada and B.C. Land Surveyor  
115 - 8833 Odlin Crescent  
Richmond, B.C. V6X 3Z7  
Telephone: (604) 214-8928  
Fax: (604) 214-8929  
E-mail: office@jctam.com  
Website: www.jctam.com  
Job No. 7255  
FB-354 P69-70  
Drawn By: WK

DWG No. 7255-Topo-03

NOTE:

Use site Benchmark Tog #2649 for construction elevation control.

SCALE: 1:200



# CNCL - 239

CERTIFIED CORRECT:  
LOT DIMENSION ACCORDING TO  
FIELD SURVEY.

Johnson  
Tam U814B9  
JOHNSON C. TAM, B.C.I.S., C.I.S.  
FEBRUARY 6th, 2019.



Page 1 of 1	<b>Strata Title Conversion Applications – Commercial and Industrial</b>	<b>Policy 5031</b>
	Adopted by Council: February 13, 1995	

## **POLICY 5031:**

It is Council policy that:

The following matters shall be considered before deciding on any commercial or industrial strata title conversion applications involving three or more strata lots:

1. The life expectancy of the building and any projected major increases in maintenance costs due to the condition of the building. This information shall be supplied by the applicant in the form of a written report in an acceptable form prepared by a registered architect, engineer or similarly qualified professional. The report shall review the building's age, quality, general condition and measure of compliance with current building codes and City bylaws.
2. The impact of the proposal on the existing tenants in terms of their existing leases and their ability to offer to purchase the units they occupy or to relocate in comparable and suitable rental premises if unable to purchase their existing units.
3. The views of the affected tenants as established by a formal canvass by the City Staff or agents of the City. A standard form available from the City's Planning and Development Division may be used for this purpose.
4. Any proposals involving upgrading of the buildings or changes affecting open space, landscaping, common facilities, off-street parking and loading spaces. The ownership and management of the off-street parking and loading facilities should be specifically addressed.
5. Any other conditions peculiar to the circumstances of the conversion proposal and requiring special measures to be taken as a condition of approval.
6. All commercial or industrial strata conversion applications must be compatible with the City's bylaws regulating the use and development of the land and the servicing standards appropriate to the site.

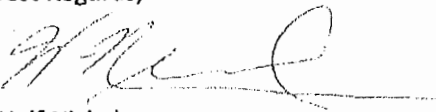
**City of Richmond Development application department      Nov 15, 2018**

**To whom it may concern,**

This letter is to confirm that I am aware that my Landlord, GRA Greig Holdings, is applying to the City of Richmond to do a Strata Title conversion on the building that I currently rent from them. The current building is divided into two separate units of which I have rented half of since 1997. As the Landlord's intent is to sell the half that I am currently leasing, and as it is my intention to buy it, there will be no impact on my business in terms of having to find a new place to relocate.

Thank you for your consideration of this application. I can be reached at 604-307-0549 or [wolf.nickel@stor-x.com](mailto:wolf.nickel@stor-x.com) if you have any further questions.

Best Regards,



Wolf Nickel

President- STOR-X



# City of Richmond

## Report to Committee


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

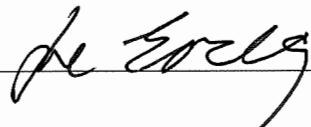
**Date:** October 21, 2019  
**File:** ZT 18-827860

**Re:** Application by Pinnacle Living (Capstan Village) Lands Inc. for a Zoning Text Amendment to the "Residential / Limited Commercial and Artist Residential Tenancy Studio Units (ZMU25) – Capstan Village (City Centre)" zone for the properties at 3208, 3211, and 3328 Carscallen Road

### Staff Recommendation

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10107, for a Zoning Text Amendment to the "Residential / Limited Commercial and Artist Residential tenancy Studio Units (ZMU25) – Capstan Village (City Centre)" zone, to transfer 436 m<sup>2</sup> of un-built permitted residential floor area from 3328 Carscallen Road (Area B) to 3208 Carscallen Road (Area C), and to transfer the developer's required Area D affordable housing contribution from 3211 Carscallen Road (Area D) to 3208 Carscallen Road (Area C), be introduced and given first reading.

  
Wayne Craig  
Director, Development  
(604-247-4625)  
Att. 8

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

## Staff Report

### Origin

Pinnacle Living (Capstan Village) Lands Inc. has applied to the City of Richmond for a Zoning Text Amendment to amend the “Residential / Limited Commercial and Artist Residential Tenancy Studio Units (ZMU25) – Capstan Village (City Centre)” zone, a site-specific zone applicable only to lands bounded by No. 3 Road, Sea Island Way, Sexsmith Road, and Capstan Way, to transfer:

- 1) 436 m<sup>2</sup> (4,693 ft<sup>2</sup>) of un-built permitted residential floor area from 3328 Carscallen Road (Area B) to 3208 Carscallen Road (Area C); and
- 2) the developer’s required Area D affordable housing contribution from 3211 Carscallen Road (Area D) to 3208 Carscallen Road (Area C).

A location map of the subject properties can be found in Attachment 1.

The applicant is also requesting to replace a neighbourhood park trail statutory right-of-way (SRW) along the south side of Area D that abuts a future neighbourhood park with a new SRW that would provide one-way road access connecting No. 3 Road to Carscallen Road and a ‘kiss and ride’ drop-off lane for future users of the Canada Line Capstan Station.

All Engineering, Transportation, and Parks off-site requirements with respect to Pinnacle’s four-phase development were resolved through the rezoning process and secured with legal and servicing agreements (SA 16-731709 and SA 19-861963) registered on title.

### Findings of Fact

A Development Application Data Sheet providing details about the Zoning Text Amendment proposal is attached (Attachment 2).

### Surrounding Development

Area C (3208 Carscallen Road) of the subject site is vacant and is being used for construction staging for Area B (3328 Carscallen Road) of the Pinnacle Living (Capstan Village) development. Area D (3211 Carscallen Road) of the subject site is presently being used as a temporary sales office. Existing development surrounding the subject site includes:

To the north: North of Area D is Sea Island Way, a designated Provincial highway, and highway-oriented commercial properties designated for future development with high-rise, high density, hotel, office, and accessory retail uses;

North of Area C is a vacant site owned by Concord Pacific and zoned “Residential / Limited Commercial and Artist Residential Tenancy Studio Units (ZMU25) – Capstan Village (City Centre)”;

To the east: East of Area C is Sexsmith Road, and on the east side of Sexsmith Road, is a single family lot and Patterson Road that provides access to several larger single family lots zoned as Single Detached (RS1/F), which is designated for mixed multi-family residential and commercial uses;

East of Area B is Sexsmith Road, and on the east side of Sexsmith Road, is the “Concord Gardens” five-phase residential development zoned “High Rise Apartment and Artist Residential Tenancy Studio Units (ZHR10)” (DP 14-670686, DP 13-642725 and DP 12-611486) which is undergoing various stages of construction, permitting, and pre-application processes for medium- and high-density, multi-family uses, park, and related purposes;

To the south: South of the Area D site is a new neighbourhood park, currently under construction by the developer (as required through rezoning, RZ 12-610011), and the site of the future Capstan Canada Line Station;

South of the Area C site is Area B of the Pinnacle Living (Capstan Village) development (DP 16-735564) which is currently under construction and will include a mixed-use, high-density building, including multi-family residential units, office space, and an Early Childhood Development Hub;

South of Area B is Area A of the Pinnacle Living (Capstan Village) development (DP 14-667322) which is already developed and includes 400 multi-family residential units including 11 affordable housing units, and 17 Artist Residential Tenancy Studio (ARTS) units (i.e. affordable housing secured by a Housing Agreement for professional artists); and

To the west: No. 3 Road, and on the west side of No. 3 Road is a multi-phased development, zoned “Residential / Limited Commercial and Community Amenity (ZMU30) – Capstan Village (City Centre)” (DP 17-794169 and DP 16-745853), which is undergoing various stages of construction, permitting, and pre-application processes for medium- and high- density, high-rise, residential, hotel, retail, office, and public amenity uses.

## Background

The subject properties were part of an approved rezoning application under Bylaw 9135 (RZ 12-610011) to create the site-specific ZMU25 zone to permit the construction of a high-rise, high density, mixed use development and City park in the City Centre’s Capstan Village area. A summary of the approved rezoning application can be found in Attachment 3.

The ZMU25 zone specifies the maximum floor area for residential uses, including affordable housing units and non-residential uses, for each phase of the proposal. Table 1 provides a summary of the maximum permitted residential floor area, including affordable housing, the minimum amount of affordable housing floor area, and the minimum amount of non-residential floor area for each development area. The location of the development areas are indicated in Attachment 1.



Table 1: Floor Area Summary

Development Area	Permitted Residential Floor Area (incl. affordable housing)	Affordable Housing Floor Area (Minimum)	Non-Residential Floor Area
Area A	35,144.1 m <sup>2</sup> (378,288 ft <sup>2</sup> )	843.8 m <sup>2</sup> (9,083 ft <sup>2</sup> ) plus 1,393.5 m <sup>2</sup> (15,000 ft <sup>2</sup> ) for ARTS units	0 m <sup>2</sup> (0 ft <sup>2</sup> )
Area B	39,194.5 m <sup>2</sup> * (421,886 ft <sup>2</sup> ) * proposed to be reduced by 436m <sup>2</sup> as part of this application	979.9 m <sup>2</sup> (10,548 ft <sup>2</sup> )	1,688.5 m <sup>2</sup> (18,175 ft <sup>2</sup> )
Area C	15,732.2 m <sup>2</sup> * (169,340 ft <sup>2</sup> ) * proposed to be increased by 436 m <sup>2</sup> as part of this application	1,980.4 m <sup>2</sup> * (11,050 ft <sup>2</sup> ) * proposed to be increased to 3,007 m <sup>2</sup> (32,367.1 ft <sup>2</sup> ) as part of this application	0 m <sup>2</sup> (0 ft <sup>2</sup> )
Area D	7,937.2 m <sup>2</sup> (85,435 ft <sup>2</sup> )	1,026.6 m <sup>2</sup> (12.9%)* * proposed to be reduced to nil and transferred to Phase 4 as part of this application	26,878.9 m <sup>2</sup> (289,322 ft <sup>2</sup> )
Total	98,008.0 m <sup>2</sup> (1,054,949 ft <sup>2</sup> )	6,224.2 m <sup>2</sup> (6.4%)	28,567.4 m <sup>2</sup> (307,497 ft <sup>2</sup> )

The required minimum floor area for affordable housing comprises of 5% of the total residential building area for all four development areas as per the Affordable Housing Strategy when the rezoning application was approved in 2014. This does not include the Artist Residential Tenancy Studio units which were made in addition to the affordable housing units. As indicated in Table 1 above, the majority of the affordable housing floor area is to be built in Area C and D. Listed below is a summary of each development area.

**Area A:** A Development Permit (DP 14-667322) was issued for the construction of the first phase on December 17, 2014 which included 400 multi-family residential units, including:

- 372 market units, 11 affordable housing units, and 17 Artist Residential Tenancy Studio (ARTS) units (i.e. affordable housing secured by a Housing Agreement for professional artists);
- a 326-space Public Parking Facility, including 6 car-share spaces equipped with electric vehicle “quick charge” stations (i.e. 240V); and
- on-site, publicly-accessible open space, including a “terrace” along the frontages of the ARTS units and a broad, landscaped walkway along the site’s west side linking the future Capstan Canada Line Station and neighbourhood park with existing and future shops, services, and amenities south of the development.

**Area B:** A Development Permit (DP 16-735564) was issued for the construction of the second phase on August 9, 2017 which included 418 multi-family residential units, including:

- 406 market units and 12 affordable housing units;
- 260 m<sup>2</sup> (2,800 ft<sup>2</sup>) of floor area for street-oriented commercial uses; and

- 1,428 m<sup>2</sup> (15,375 ft<sup>2</sup>) of floor area for a 3-storey Early Childhood Development (ECD) Hub, including a licensed 77 space child care facility and related family services.

**Area C and D:** The applicant currently has a Development Permit (DP 18-821292) which is under review by staff. Area C would include residential uses only, including 40 affordable housing units and 167 market residential units. Area D would include 114 market residential units, and a mix of non-residential uses such as hotel, office, and retail uses.

Prior to consideration of this Development Permit, the applicant has requested an amendment to the ZMU25 zone which is the subject of this report. A proposed development summary for Area C and D can be found in Attachment 4, along with a proposed site massing and context plan in Attachment 5.

The applicant is also requesting to replace a neighbourhood park trail statutory right-of-way (SRW) along the south side of Area D that abuts a future neighbourhood park with a new SRW that would provide one-way road access connecting No. 3 Road to Carscallen Road and a 'kiss and ride' drop-off lane for future users of the Canada Line Capstan Station. Further landscaping details will be indicated through the Development Permit process.

### **Related Policies & Studies**

#### Official Community Plan (OCP) and City Centre Area Plan (CCAP)

The OCP designates the site as Mixed Use and the Specific Land Use Map: Capstan Village (2031) in the CCAP designates the site as "Urban Centre T5 (45m)" with a range of identified permitted uses and accessory uses.

The proposed Zoning Text Amendment is consistent with the City's OCP and CCAP.

### **Public Consultation**

The applicant has confirmed that a Zoning Text Amendment sign describing the proposal has been installed on the subject site. Staff have not received any comments from the public about the Zoning Text Amendment in response to the placement of the Zoning Text Amendment sign on the property.

Consultation with Ministry of Transportation & Infrastructure (MOTI) is required due to the proximity of Sea Island Way, a roadway under Provincial jurisdiction. The proposal has been reviewed with MOTI staff on a preliminary basis and final MOTI approval is required prior to Zoning Text Amendment adoption.

Should the Planning Committee endorse this application and Council grant first reading to the rezoning bylaw, the bylaw will be forwarded to a public hearing, where any area resident or interested party will have an opportunity to comment. Public notification for the public hearing will be provided as per the *Local Government Act*.

## Analysis

### Requested Amendments

The applicant has proposed to construct both phases as part of the same Development Permit application (DP 18-821292). The proposed Zoning Text Amendment would permit the following:

1. transfer 436.2 m<sup>2</sup> (4,695 ft<sup>2</sup>) of floor area that was not built under Area B to the Area C development; and
2. transfer the required 1,026.6 m<sup>2</sup> (11,050 ft<sup>2</sup>) of floor area designated for affordable housing from Area D to Area C. This will not result in an increase in the gross floor area for the Area C development.

**Floor Area Transfer:** The first requested transfer of floor area from Area B to Area C is relatively minor as the 436.2 m<sup>2</sup> (4,695 ft<sup>2</sup>) of floor area that was not built as part of Area B is the equivalent of a 2.8% increase in floor area to the proposed building in Area C. Attachment 6 indicates in a schematic diagram how the additional massing could be added to the Area C development.

Staff are supportive of this requested Zoning Text Amendment as this will result in a minor increase in massing for the proposed building in Area C and will not have a negative effect with respect to shadowing. The exact location and massing of this additional floor area will be reviewed through the Development Permit process.

**Affordable Housing Floor Area Transfer:** The second requested transfer would include moving the required affordable housing floor area from Area D to Area C. This would not result in an additional increase in gross floor area for the Area C development. Rather, the required affordable housing floor area in Area D would essentially be replaced with the 1,026.6 m<sup>2</sup> (11,050 ft<sup>2</sup>) of market residential floor area currently permitted in Area C. A total of 3,007m<sup>2</sup> (32,367 ft<sup>2</sup>) of affordable housing floor area would be located within Area C which would comprise of 18.6% of the total building floor area. The applicant is proposing to have 40 affordable housing units with the following distribution:

- Bachelor: 2 units (5% of all affordable housing units in Area C)
- 1-Bedroom: 17 units (42.5%)
- 2-Bedroom: 8 units (20%)
- 3-Bedroom: 13 units (32.5%)

The applicant is required to build and have the affordable housing units occupied prior to or at the same time as the occupancy of the market dwelling units in Area C. Further the Area C building would be constructed prior to the Area D building thus providing for earlier delivery of the affordable housing units.

The affordable housing units would be scattered throughout the first five floors of the building on Area C and residents would be able to enjoy full and unlimited access to all on-site indoor and outdoor amenity spaces. The applicant will be required to enter into a housing agreement with the City to secure those units for low end market rental rates in perpetuity. To enable non-profits to potentially purchase units, no less than 9 affordable housing units can be sold or transferred in a single transaction. Staff are supportive of this amendment as the remaining affordable housing units would be made available sooner with this requested amendment.

#### Capstan Station 'Kiss & Ride' Facility

As per the City Centre Area Plan policy with respect to the Capstan Station Bonus, bonus provisions contained within the ZMU25 zone required that the developer grants to the City, via a statutory right-of-way (SRW), rights of public use over a suitably landscaped area of the site for park and related purposes. The original development proposal for Area A to D included a series of public greenways and trails (Attachment 7).

One particular trail that was part of the Capstan Station Bonus is a neighbourhood park trail secured through a SRW that would connect No. 3 Road to Carscallen Road along the south side of Area D, labeled 'Neighbourhood Park Trail (SRW) 503.0m<sup>2</sup>' in Attachment 7.

Translink has indicated support for the proposed one-way eastbound road connecting No. 3 Road to Carscallen Road along the south side of Area D. A 'kiss & ride' facility is proposed along the south side of the road to facilitate future drop-off activities at the Capstan Canada Line Station, which will minimize potential traffic that would otherwise stop and queue along No. 3 Road. A separate lay-by is proposed along the north side of the road to drop-off and pick-up hotel guests on Area D, which will improve access to the hotel. Further details on the proposed one-way road and 'kiss & ride' facility will be provided as part of the upcoming Development Permit for Area C and D.

The new road and drop-off area would be secured through a revised SRW. As a result, and in order to satisfy the Capstan Station Bonus in the ZMU25 zone, an additional SRW would need to be secured to satisfy the Capstan Station Bonus in the ZMU25 zone. The area of the SRW must be a minimum of 503 m<sup>2</sup>. Accordingly, the applicant has agreed to secure a SRW over the public plaza area between No. 3 Road and the proposed building on Area D. Staff are supportive of this change and are reflected in the rezoning considerations (Attachment 8).

#### Development Permit Application

Should the proposed zoning text amendment receive third reading following public hearing of Bylaw 10107, the applicant's Development Permit application (DP18-821292) would be forwarded to a future meeting of the Development Permit Panel, and if endorsed, forwarded to Council for Development Permit issuance. In general, at Development Permit stage, design development is encouraged regarding, but not limited to, the following items:

- Conditions of adjacency
- Urban design and site planning
- Architectural form and charter
- Landscaping and open space design

- Affordable housing
- Accessible housing
- Crime prevention through environmental design

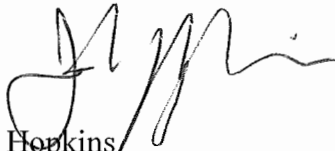
### **Financial Impact**

None.

### **Conclusion**

The proposed zoning text amendment to the “Residential / Limited Commercial and Artist Residential tenancy Studio Units (ZMU25) – Capstan Village (City Centre)” zone to transfer 436 m<sup>2</sup> (4,693 ft<sup>2</sup>) of permitted floor area from Area B (3328 Carscallen Road) to Area C (3208 Carscallen Road), and to transfer the required affordable housing floor area from Area D (3211 Carscallen Road) to Area C, is consistent with the purpose of the zone and complies with the land use designations outlined within the Official Community Plan and the City Centre Area Plan. Further, staff are supportive of including a one-way road and ‘kiss & ride’ drop-off facility along the south side of Area D.

It is recommended that Zoning Bylaw 8500, Amendment Bylaw 10107 be introduced and given first reading.



John Hopkins  
Senior Policy Coordinator  
(604-276-4279)

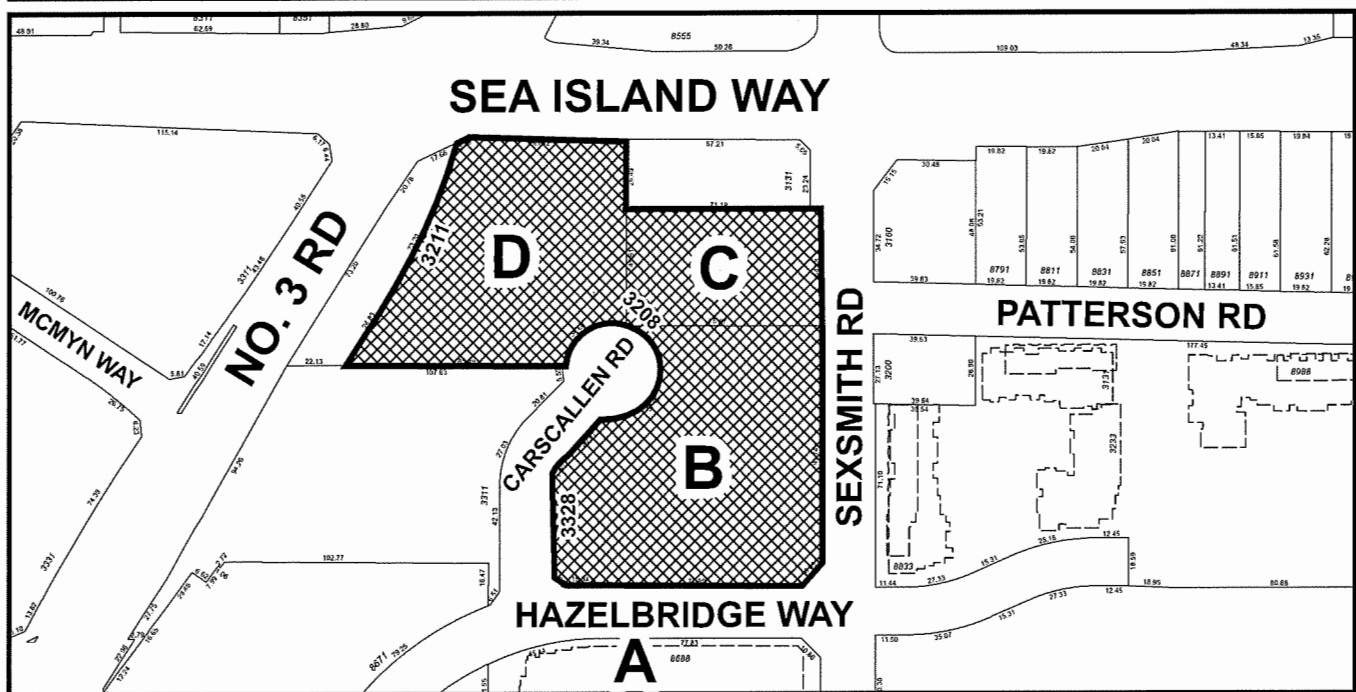
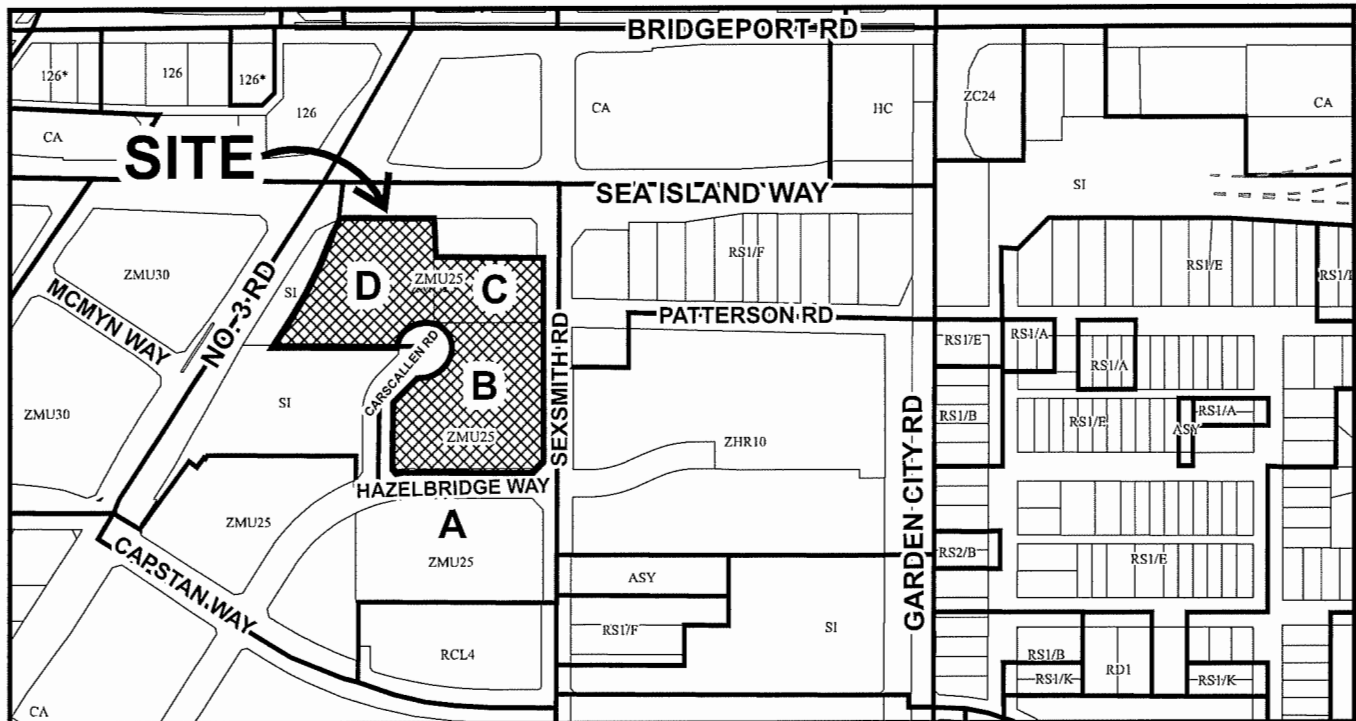
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- Att. 1: Location Map and Aerial Photo
- 2: Development Application Data Sheet
  - 3: Pinnacle Living (Capstan Village) Development Summary
  - 4: Area C and D Proposed Development Summary
  - 5: Site Massing & Context Plan for Area C and D
  - 6: Schematic of Area C and Additional Floor Area Density Transfer
  - 7: Capstan Station Bonus – Public Open Space Location Map
  - 8: Rezoning Considerations Concurrence



# City of Richmond

## ATTACHMENT 1



ZT 18-827860

Original Date: 07/05/18

Revision Date: 10/16/19

Note: Dimensions are in METRES





City of  
Richmond



RZ 18-827860

Original Date: 07/05/18

Revision Date: 10/02/19

Note: Dimensions are in METRES

CNCL - 251





**ZT 18-827860**

**Attachment 2**

Address: 3328 (Area B), 3208 (Area C), and 3211 (Area D) Carscallen Road

Applicant: Pinnacle Living (Capstan Village) Lands Inc.

Planning Area(s): Capstan Village (City Centre)

	Existing	Proposed
<b>Owner:</b>	Pinnacle Living (Capstan Village) Lands Inc.	No change
<b>Site Size (m<sup>2</sup>):</b>		No change
• Area B	8,948 m <sup>2</sup>	
• Area C	3,429 m <sup>2</sup>	
• Area D	7,166 m <sup>2</sup>	
<b>Land Uses:</b>		Multi-use medium- and high-rise buildings
• Area B	Multi-use medium- and high-rise building (under construction)	
• Area C	Construction staging for Area B development	
• Area D	Temporary sales office	
<b>OCP Designation:</b>	Mixed Use	Complies
<b>Area Plan Designation:</b>	Urban Centre T5 (45m)	Complies
<b>Aircraft Noise Sensitive Development Policy:</b>	Area 3 Moderate Aircraft Noise Area	Complies
<b>Zoning:</b>	Residential / Limited Commercial and Artist Residential tenancy Studio Units (ZMU25) – Capstan Village (City Centre)	Amended to transfer 436 m <sup>2</sup> of floor area from Area B to Area C, and to transfer 1,026.6 m <sup>2</sup> of affordable housing floor area from Area D to Area C
<b>Number of Units:</b>		
• Area B	406 market residential units and 12 affordable housing units (under construction)	406 market residential units and 12 affordable housing units (DP 14-667322)
• Area C	None	167 market residential units and 40 affordable housing units
• Area D	None	114 market residential units

	ZMU25 Requirement	Proposed ZMU25 Requirement
Floor Area Ratio:	Max. 3.0 including Village Centre bonus: Min. 1.0 office	Remains the same
Lot Coverage – Building	Max. 90%	Remains the same
Height	Max. 47 m geodetic	Remains the same

**Pinnacle Living (Capstan Village) Development Summary**

The rezoning application (RZ 12-610011) which was adopted on December 17, 2014 established a site-specific ZMU25 zone to permit the construction of a high-rise, high density, mixed use development and City park in the City Centre's Capstan Village area. The overall project included the following key features to be developed in four development parcels:

- a) A combined total floor area of 126,575 m<sup>2</sup> (1,362,491 ft<sup>2</sup>), including:
  - 98,008 m<sup>2</sup> (1,054,984 ft<sup>2</sup>) of residential; and
  - 28,567 m<sup>2</sup> (307,507 ft<sup>2</sup>) of hotel, retail, office, and public amenity uses;
- b) Approximately 1,128 dwelling units (to be confirmed through the Development Permit review and approval process for each of the subject development's four phases), including:
  - +/- 1,048 market units;
  - +/- 63 affordable housing units secured with a Housing Agreement, as per the Affordable Housing Strategy policy in 2014 (i.e. 5% of residential floor area); and
  - 17 subsidized affordable housing units for professional artists secured with a Housing Agreement (in addition to the 5% affordable housing provided with respect to the Affordable Housing Strategy policy in 2014);
- c) Early Childhood Development (ECD) hub, constructed at the developer's sole cost, including 1,428 m<sup>2</sup> (15,376 ft<sup>2</sup>) of indoor space for child care for 81 children and community amenity services, together with outdoor play space;
- d) 10,199 m<sup>2</sup> (2.52 ac) of park and public open space, constructed at the developer's sole cost, including:
  - 6,715 m<sup>2</sup> (1.66 ac) of City-owned neighbourhood park adjacent to the future location of the Capstan Canada Line Station;
  - 1,674 m<sup>2</sup> (0.41 ac) of additional City-owned park space along the No. 3 Road frontage of the development site; and
  - 1,810 m<sup>2</sup> (0.45 ac) of publicly-accessible trails and greenways.
- e) Public art; and
- f) Road network and engineering improvements, including the extension of Hazelbridge Way.

All Engineering, Transportation, and Parks off-site requirements with respect to Pinnacle's four-phase development were resolved through the rezoning process and secured with legal and servicing agreements (SA 16-731709 and SA 19-861963) registered on title.

### **Area C and D Proposed Development Summary**

The property owner wishes to construct Area C and D at the same time which would include the following:

#### ***Area C:***

##### **Residential**

- 207 residential units: 16,168.4 m<sup>2</sup> (174,035.2 ft<sup>2</sup>) of residential floor area, including:
  - 167 market housing units: 13,161.4 m<sup>2</sup> (141,668.1 ft<sup>2</sup>) of floor area; and
  - 40 affordable housing units: 3,007 m<sup>2</sup> (32,367 ft<sup>2</sup>) of floor area which includes 1,026.6 m<sup>2</sup> (11,050.2 ft<sup>2</sup>) of floor area being transferred from Lot D;
- dwelling unit types including the following:
  - Bachelor: 2 units (1% of total units) (0 market & 2 affordable housing units);
  - 1-Bedroom: 113 units (54.6%) (96 market & 17 affordable housing units);
  - 2-Bedroom: 63 units (30.4%) (55 market & 8 affordable housing units); and
  - 3-Bedroom: 29 units (14%) (16 market & 13 affordable housing units).

##### **Amenity Space**

- 422 m<sup>2</sup> (4,556.3 ft<sup>2</sup>) of indoor amenity space; and
- 1,242 m<sup>2</sup> (13,368.8 ft<sup>2</sup>) of outdoor amenity space, including 621 m<sup>2</sup> (6,684.4 ft<sup>2</sup>) for children's play area.

#### ***Area D:***

##### **Residential**

- 114 residential market units: 7,937.2 m<sup>2</sup> (85,435.0 ft<sup>2</sup>) of residential floor area (all market housing units as the required affordable housing floor area would be transferred to Area C); and
- Dwelling Unit Types include the following:
  - Bachelor: 29 units (25.4%)
  - 1-Bedroom: 38 units (33.3%)
  - 2-Bedroom: 26 units (22.8%)
  - 3-Bedroom: 21 units (18.5%)

##### **Non-Residential**

- Office: 18,971.3 m<sup>2</sup> (204,205.4 ft<sup>2</sup>)
- Hotel: 6,956.9 m<sup>2</sup> (74,883.4 ft<sup>2</sup>)
- Retail: 950.7 m<sup>2</sup> (10,233.2 ft<sup>2</sup>)

##### **Amenity Space**

- 422 m<sup>2</sup> (4,542.3 ft<sup>2</sup>) of indoor amenity space, including:
  - 100.0 m<sup>2</sup> (1,076.4 ft<sup>2</sup>) for residents
  - 268.8 m<sup>2</sup> (2,893.3 ft<sup>2</sup>) for non-residents
- 717.5 m<sup>2</sup> (7,723.1 ft<sup>2</sup>) of outdoor amenity space, including 342 m<sup>2</sup> (3,681.3 ft<sup>2</sup>) for children's play area.

The applicant has submitted a concurrent Development Permit application for Area C and D which is currently under review (DP 18-821292) and is consistent with the proposed zoning text amendment.

**PROGRESS DRAWINGS**  
Issued for Discussion - Sep 10, 2019  
Response to Staff comments

PROJECT NAME	PROJECT NUMBER
DATE	SCALE
DESIGNER	CLIENT
APPROVED	DATE
DRAWN	BY
CHECKED	DATE
PROJECT	PROJECT

**SITE & CONTEXT  
SITE MASSING  
& CONTEXT  
PLAN**

DATE	BY	DATE	BY
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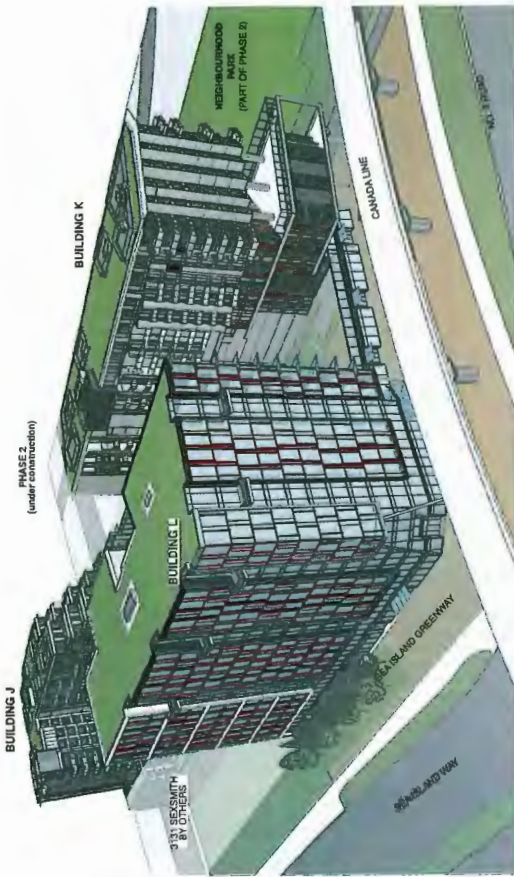
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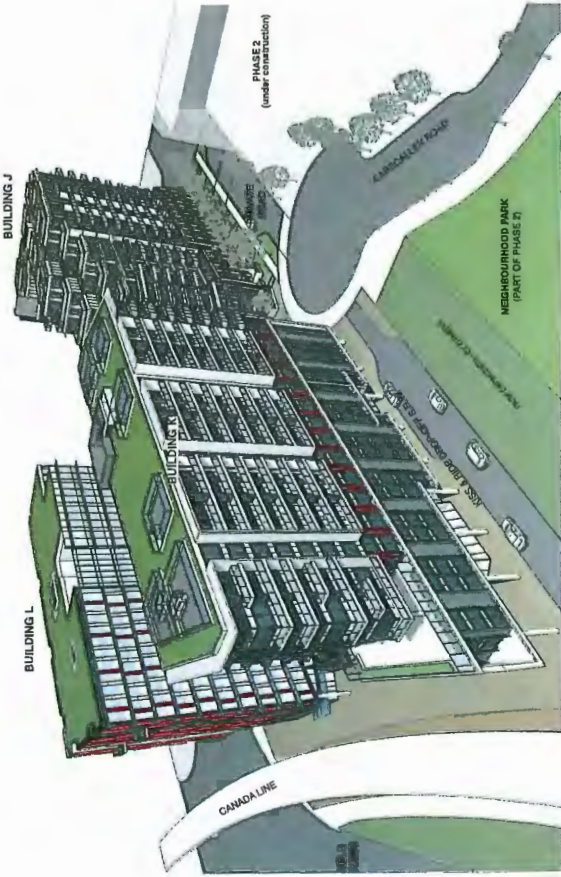
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**PINNACLE LIVING @ CAPSTAN VILLAGE**  
PHASE 3 & 4: 3208 Carscallen Road & 3200 No. 3 Road  
RICHMOND, BRITISH COLUMBIA  
for: PINNACLE LIVING (CAPSTAN VILLAGE) LANDS INC.



AERIAL VIEW FROM NORTHWEST



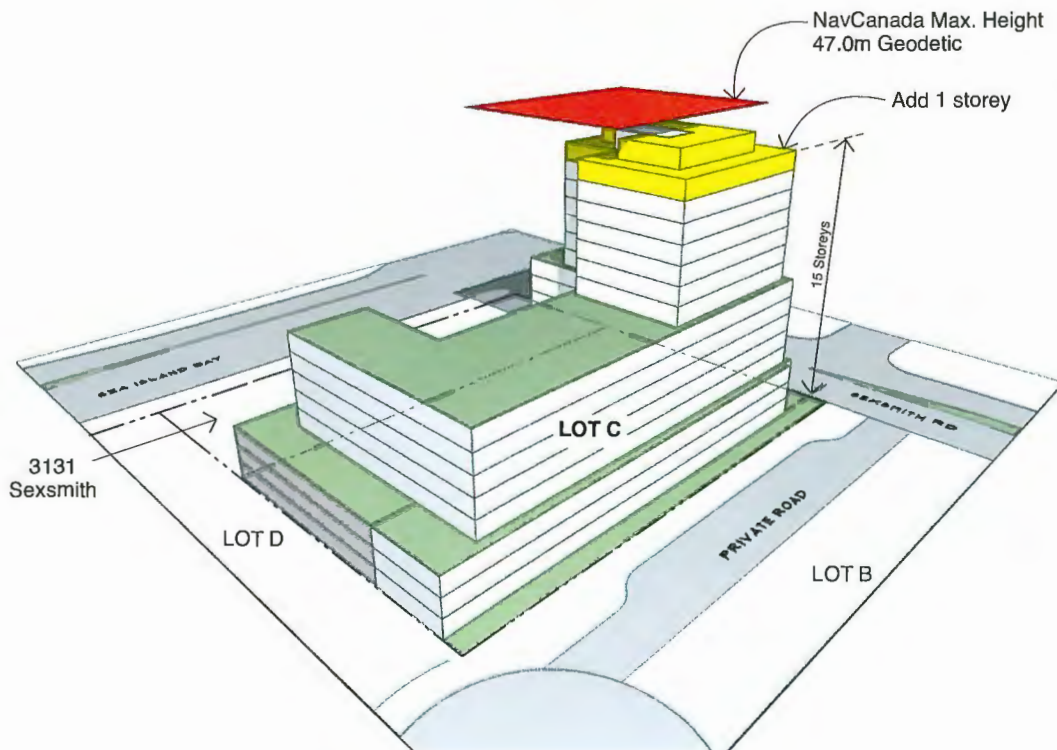
AERIAL VIEW FROM SOUTHWEST





**DIAGRAM 2a**

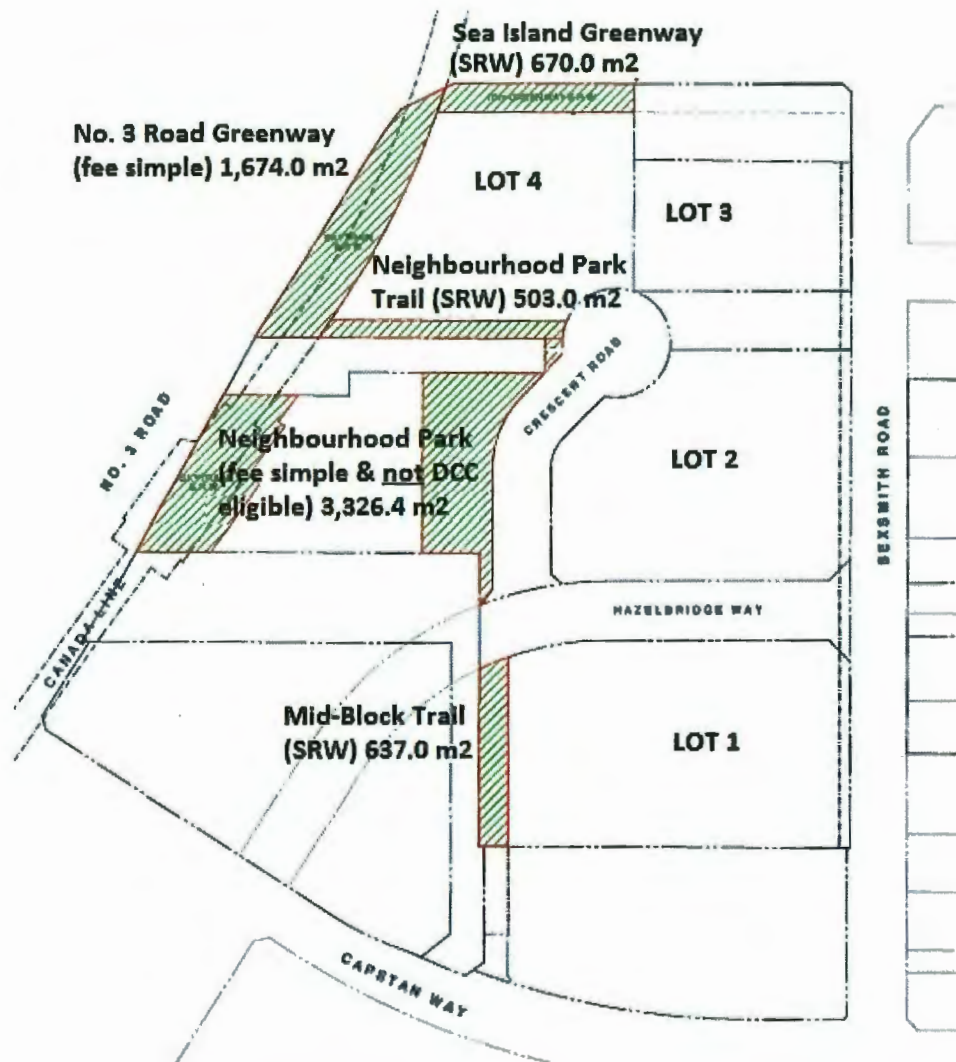
Schematic diagram showing a possible arrangement of current allowable density on Lot C, in compliance with requirements of Zoning Bylaw ZMU25



**DIAGRAM 2b**

Schematic diagram showing a possible arrangement of proposed increased density on Lot C, in compliance with requirements of Zoning Bylaw ZMU25

## Capstan Station Bonus – Public Open Space (Fee Simple &amp; SRW) Location Map



Capstan Station Bonus (CSB) Public Open Space Features**		CSB Voluntary Public Open Space Contribution***	
		Fee Simple	SRW
A.	Neighbourhood Park (excluding DCC park)	3,326.4 m <sup>2</sup>	nil
B.	No. 3 Road Greenway	1,674.0 m <sup>2</sup>	nil
C.	Sea Island Greenway (Lot 4 SRW)	nil	670.0 m <sup>2</sup>
D.	Neighbourhood Park Trail (Lot 4 SRW)	nil	503.0 m <sup>2</sup>
E.	Mid-Block Trail (Lot 1 SRW)	nil	637.0 m <sup>2</sup>
Sub-Total		5,000.4 m <sup>2</sup>	1,810.0 m <sup>2</sup>
<b>TOTAL</b>		6,810.4 m <sup>2</sup> (1.683 ac)	

\*\* CSB public open space features are NOT eligible for Development Cost Charge (DCC) credits for park acquisition or park development; however, as per the ZMU25 zone, the developer may use the area of CSB public open space features for density calculation purposes.

\*\*\* The developer must provide public open space in compliance with the provisions of the ZMU25 zone. If the combined total number of dwellings on Lots 1, 2, 3, and 4 exceeds 1,186, additional public open space shall be required. (No adjustment shall be made if the combined total number of dwellings is less than 1,186.)



## Zoning Text Amendment Considerations

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

**Address:** 3208, 3211, and 3328 Carscallen Road

**File No.:** ZT 18-827860

**Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 10107, the developer is required to complete the following:**

1. Receive written approval by the Ministry of Transportation and Infrastructure (MOTI) regarding works on Sea Island Way.
2. **Registration of the following legal documents:**
  - a. Amendment to CA4136067 for Lot 3 which addresses phasing requirements, the provision of affordable housing units, the entering into of a housing agreement, housing covenant and the provision of a letter of assurance confirming that the number of dwellings and area of public open space to be developed on the Lands comply with the City's zoning requirements. Specific revisions would include the following:
    - The occupancy of the affordable housing units must be granted first prior to or simultaneously with the occupancy of the market dwelling units.
  - b. Amendment to CA4136068 for Lot 4 which addresses phasing requirements, the provisions of affordable housing units, the entering into of a housing agreement, housing covenant and the provision of a letter of assurance confirming that the number of dwellings and area of public open space to be developed on the Lands comply with the City's zoning requirements. Specific revisions would include the following:
    - The building of Lot 3 must receive occupancy prior to the occupancy of any residential units on Lot 4; and
    - Occupancy for the non-residential uses must be granted prior to or simultaneously with the occupancy of the market dwelling units.
  - c. Amendments to other legal documents pertaining to reciprocal access between Lot 3 and Lot 4 may be required as both documents reference affordable housing units.
3. **Entering into the City's standard Housing Agreement for Lot 3 and registration of a covenant to:**
  - a) Secure 40 affordable housing units, the combined habitable floor area of which shall comprise at least 3,007 m<sup>2</sup>, equivalent to 18.6% of the total residential building area, as affordable housing as per the City's low-end market rental rates.
  - b) Ensure occupants of the units subject to the Housing Agreement shall enjoy full and unlimited access to and use of all on-site indoor and outdoor amenity spaces.
  - c) Prohibit the separate sale or transfer of less than 9 Affordable Housing units in a single transaction.
  - d) Ensure Basic Universal Housing features are provided in 100% of the units.
  - e) The terms of the Housing Agreement shall indicate that they apply in perpetuity and provide for the following:

Unit Type	Number of Units	Minimum Unit Area	Maximum Monthly Unit Rent (1) (2)	Total Maximum Household Income (1) (2)
Bachelor	2	37 m <sup>2</sup> (400 ft <sup>2</sup> )	\$759	\$34,650 or less
One bedroom	17	50 m <sup>2</sup> (535 ft <sup>2</sup> )	\$975	\$38,250 or less
Two bedroom	8	69 m <sup>2</sup> (741 ft <sup>2</sup> )	\$1,218	\$46,800 or less
Three bedroom	13	91 m <sup>2</sup> (980 ft <sup>2</sup> )	\$1,480	\$58,050 or less

1. Denotes 2017 amounts adopted by Council on July 24, 2017.

2. Subject to Council approval, total annual household incomes and maximum monthly rents may be increased annually by the Consumer Price Index.

- f) Ensure that no parking fees are charged to residents of the units.



4. Discharge Translink's Statutory Right of Way CA4135986 on Lot 4.
5. Public Rights of Passage: Registration of Statutory Rights-of-Way (SRW), as per the Preliminary Statutory Right of Way Plan (Schedule A), to facilitate public access and related landscaping and infrastructure, including:
  - a. Private Road: 10.0 m wide right-of-way along the southern side of Lot 4, including widening as required to provide for one-way vehicle movements where the SRW intersects with public streets, connecting No. 3 Road with Carscallen Road.
    - The right-of-way shall provide for:
      - 24 hour-a-day, public access for pedestrians (to universally accessible standards), bicycles, and general purpose vehicle traffic;
      - One-way vehicular traffic from No. 3 Road to Carscallen Road only, and allow for temporary vehicular parking for users of the future Canada Line station and hotel visitors;
      - Public access to fronting residential, commercial, public open space, and other on-site uses;
      - Emergency and service vehicle access, City bylaw enforcement, and any related or similar City-authorized activities;
      - Special design treatments and landscape features including, but not limited to, lighting, furnishings, street trees and planting, decorative paving, and innovative storm water management measures, to the satisfaction of the City;
      - Public art;
      - Traffic control (e.g., signals) and related equipment;
      - The owner-developer's ability to close some or all of the right-of-way to public access in the event of an emergency (e.g., structural failure of the road) with the approval of the City;
      - The owner-developer's ability to close some or all of the right-of-way to vehicles for special events with pre-approval in writing from the City;
      - The owner-developer's ability to close a portion of the right-of-way to public access to facilitate maintenance or repairs to the Private Road or the fronting uses, provided that adequate public access is maintained and the duration of the closure is limited, as approved by the City in writing in advance of any such closure;
      - Design and construction at the sole cost and responsibility of the developer, to the satisfaction of the City, via an approved Development Permit\* (secured via the Landscape Letter of Credit) and Building Permit\*; and
      - Maintenance at the sole cost of the owner-developer, to the satisfaction of the City.
    - In addition, the right-of-way shall provide for:
      - Building encroachments, provided that such encroachments do not conflict with the design, construction, or intended operation of the Public Plaza (e.g., tree planting, pedestrian access), as specified in a Development Permit\* approved by the City, including building encroachments situated:
        - i. Fully below the finished grade of the right-of-way; and
        - ii. Above the finished grade of the right-of-way, limited to pedestrian weather protection, architectural appurtenances, and signage, provided that such encroachments do not project more than 3.0 m into the right-of-way or as otherwise determined to the satisfaction of the City as specified in an approved

Development Permit\* and there is a clear distance of at least 2.3 m between the finished grade of the right-of-way and the underside of the encroachment.

- The right-of-way shall not provide for driveway crossings, with the exception of temporary parking for Canada Line related vehicles.

NOTE: This right-of-way is NOT eligible public open space with respect to CCAP and Zoning Bylaw public open space requirements for the Capstan Station Bonus.

- b. Public Plaza: a 503 m<sup>2</sup> right-of-way on the west side of Lot 4 to provide for pedestrian and bicycle movements.

- The right-of-way shall provide for:
  - 24 hour-a-day, universally accessible, public access in the form of combined walkway/off-street bike path and related landscape features, which may include, but may not be limited to, lighting, furnishings, street trees and planting, decorative paving, and innovative storm water management measures, to the satisfaction of the City;
  - Public art;
  - Public access to fronting commercial, residential, public open space, and other on-site uses;
  - Emergency and service vehicle access, City bylaw enforcement, and any related or similar City-authorized activities;
  - The owner-developer's ability to close a portion of the right-of-way to public access to facilitate maintenance or repairs to the right-of-way or the fronting uses, provided that adequate public access is maintained and the duration of the closure is limited, as approved by the City in writing in advance of any such closure;
  - Design and construction, via a Development Permit\*, at the sole cost and responsibility of the developer, as determined to the satisfaction of the City; and
  - Maintenance at the sole cost of the owner-developer, except as otherwise determined via the Development Permit\* approval process.
- In addition, the right-of-way shall provide for:
  - Building encroachments, provided that such encroachments do not conflict with the design, construction, or intended operation of the Public Plaza (e.g., tree planting, pedestrian access), as specified in a Development Permit\* approved by the City, including building encroachments situated:
    - i. Fully below the finished grade of the right-of-way; and
    - ii. Above the finished grade of the right-of-way, limited to pedestrian weather protection, architectural appurtenances, and signage, provided that such encroachments do not project more than 3.0 m into the right-of-way or as otherwise determined to the satisfaction of the City as specified in an approved Development Permit\* and there is a clear distance of at least 2.3 m between the finished grade of the right-of-way and the underside of the encroachment.
- The right-of-way shall not provide for:
  - Driveway crossings;
  - Vehicle access, except as described above; or
  - City utilities.

NOTE: This right-of-way is required in respect to CCAP and Zoning Bylaw public open space requirements for the Capstan Station Bonus.

**Note:**

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

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

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

- Additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering may be required including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.
- Applicants for all City Permits are required to comply at all times with the conditions of the Provincial *Wildlife Act* and Federal *Migratory Birds Convention Act*, which contain prohibitions on the removal or disturbance of both birds and their nests. Issuance of Municipal permits does not give an individual authority to contravene these legislations. The City of Richmond recommends that where significant trees or vegetation exists on site, the services of a Qualified Environmental Professional (QEP) be secured to perform a survey and ensure that development activities are in compliance with all relevant legislation.

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Signed

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Date



**Richmond Zoning Bylaw 8500  
Amendment Bylaw 10107 (ZT 18-827860)  
3208, 3211, and 3328 Carscallen 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 by deleting subsection 20.25.4.4.e) under Section 20.25.4 (Permitted Density) in its entirety and replacing it with the following:
  - “e) maximum **floor area** for the areas shown cross-hatched and indicated as “A”, “B”, “C”, and “D” in Section 20.25.4, Diagram 2, shall not exceed:
    - i) for “A”: 35,144.1 m<sup>2</sup> for residential **uses**, including at least 843.8 m<sup>2</sup> of **habitable space for affordable housing units**, and nil for other **uses**;
    - ii) for “B”: 38,758.3 m<sup>2</sup> for residential **uses**, including at least 979.9 m<sup>2</sup> of **habitable space for affordable housing units**, and 1,688.5 m<sup>2</sup> for other **uses**;
    - iii) for “C”: 16,168.4 m<sup>2</sup> for residential **uses**, including at least 3,007 m<sup>2</sup> of **habitable space for affordable housing units**, and nil for other **uses**;
    - iv) for “D”: 7,937.2 m<sup>2</sup> for residential **uses**, and 26,878.9 m<sup>2</sup> for other **uses**.”
2. This Bylaw may be cited as **“Richmond Zoning Bylaw 8500, Amendment Bylaw 10107”**.

FIRST READING

PUBLIC HEARING



SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

MINISTRY OF TRANSPORTATION AND  
INFRASTRUCTURE APPROVAL

ADOPTED

CITY OF RICHMOND
APPROVED by 
APPROVED by Director or Solicitor 

\_\_\_\_\_  
MAYOR

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



# City of Richmond

## Report to Committee

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

**Date:** October 22, 2019

**File:** RZ 19-857867

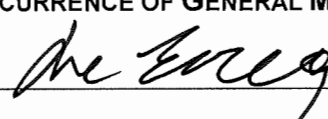
**Re:** Application by Cherdu Properties Ltd. for Rezoning at 10671 and 10691 Gilmore Crescent from the "Single Detached (RS1/D)" Zone to the "Single Detached (RS2/B)" Zone

### Staff Recommendation

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10108, for the rezoning of 10671 and 10691 Gilmore Crescent from the "Single Detached (RS1/D)" zone to the "Single Detached (RS2/B)" zone to facilitate the creation of three single-family lots, be introduced and given First Reading.

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

WC:jr  
Att. 7

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

## **Staff Report**

### **Origin**

Cherdu Properties Ltd. has applied to the City of Richmond for permission to rezone 10671 and 10691 Gilmore Crescent from the “Single Detached (RS1/D)” zone to the “Single Detached (RS2/B)” zone, to permit the properties to be subdivided to create three single-family lots with vehicle access from Gilmore Crescent. A location map and aerial photo are provided in Attachment 1. The proposed subdivision is shown in Attachment 2.

### **Findings of Fact**

A Development Application Data Sheet providing details about the development proposal is provided in Attachment 3.

#### **Subject Site Existing Housing Profile**

There is an existing single-family dwelling on each of the two lots, which would be demolished. The applicant has indicated that both dwellings were owner-occupied, and neither contains a secondary suite.

### **Surrounding Development**

Development immediately surrounding the subject site is generally as follows:

- To the north: Single-family dwellings on lots zoned “Single Detached (RS1/D)” and a duplex on a lot zoned “Two-Unit Dwellings (RD1),” all of which have vehicle access from River Drive.
- To the south, across Gilmore Crescent: Single-family dwellings on lots zoned either “Single Detached (RS1/D)” or “Single Detached (RS2/B),” with vehicle access from either Gilmore Crescent or Finlayson Drive.
- To the east: A vacant lot zoned “Single Detached (RS1/B),” which has subdivision potential to create two single-family lots with vehicle access from Gilmore Crescent. This property was rezoned in 1991 (RZ 91-000167) but redevelopment did not occur.
- To the west: A single-family dwelling on a lot zoned “Single Detached (RS1/D),” with vehicle access from Gilmore Crescent.

### **Related Policies & Studies**

#### **Official Community Plan/Bridgeport Area Plan**

The subject site is located in the Bridgeport Planning Area, and is designated “Neighbourhood Residential” in the Official Community Plan (OCP). It is designated “Residential (Single-Family)” in the Bridgeport Area Plan (Attachment 4). The proposed rezoning and subdivision are consistent with these designations.

### Richmond Zoning Bylaw 8500/Single-Family Lot Size Policy 5448

The subject site is located in the area governed by Single-Family Lot Size Policy 5448, which was adopted by Council on September 16, 1991, and subsequently amended February 20, 2012 (Attachment 5). Rezoning and subdivision is permitted as per the “Single Detached (RS1/B)” zone. The proposed rezoning and subdivision are consistent with this Policy.

### Aircraft Noise Sensitive Development Policy

The subject site is located within Aircraft Noise Area 2. New single-family development is generally prohibited, except where rezoning from one “Single Detached (RS1/RS2)” sub-zone to another sub-zone, in accordance with the Aircraft Noise Sensitive Development Policy (ANSND) contained in the OCP. The proposed rezoning and subdivision are consistent with this Policy.

Prior to final adoption of the rezoning bylaw, the applicant is required to register an aircraft noise sensitive use covenant on Title to address public awareness and ensure that noise mitigation, mechanical ventilation, and a central air conditioning system (or alternative) is incorporated into the building design and construction.

### Floodplain Management Implementation Strategy

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

### **Public Consultation**

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

Should the Planning Committee endorse this application and Council grant First Reading to the rezoning bylaw, the bylaw will be forwarded to a Public Hearing, where any area resident or interested party will have an opportunity to comment. Public notification for the Public Hearing will be provided as per the *Local Government Act*.

### **Analysis**

#### Transportation and Site Access

Vehicle access is proposed from Gilmore Crescent. The driveways are to be paired so as to maximize opportunities for street parking, with the exact location of each driveway established through the Servicing Agreement process at subdivision stage.

#### Tree Retention and Replacement

The applicant has submitted a Certified Arborist’s Report; which identifies on-site and off-site tree species, assesses tree structure and condition, and provides recommendations on tree



retention and removal relative to the proposed development. The Report assesses six bylaw-sized trees on the subject property, and two trees on neighbouring properties.

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

- One tree (Tree # 3781), specifically a 30 cm caliper Pear tree, is in fair condition and should be retained and protected.
- Five trees on site (Tree # 3775, 3779, 3778, 3777 and 3776) are all in very poor condition exhibiting signs of root rot (fungal conks in the basal flare), cracking in major limbs, historical topping and poorly attached main stems. These trees are not good candidates for retention and should be removed and replaced.
- Two trees (Tree # 3780, O/S 1) located on neighbouring property to be protected as per as per City of Richmond Tree Protection Information Bulletin Tree-03.
- Replacement trees should be specified at 2:1 ratio as per the OCP.

#### *Tree Protection*

One tree (Tag # 3781) on the subject site and two trees (Tag # 3780 and O/S 1) on neighbouring properties are to be retained and protected. The applicant has submitted a tree protection plan showing the trees to be retained and the measures taken to protect them during development stage (Attachment 6). To ensure that the trees identified for retention are protected at development stage, the applicant is required to complete the following items:

- Prior to final adoption of the rezoning bylaw, submission of a \$5,000 Tree Survival Security for the one on-site tree to be retained.
- Prior to final adoption of the rezoning bylaw, submission to the City of a contract with a Certified Arborist for the supervision of all works conducted within or in close proximity to tree protection zones. The contract must include the scope of work required, the number of proposed monitoring inspections at specified stages of construction, any special measures required to ensure tree protection, and a provision for the arborist to submit a post-construction impact assessment to the City for review.
- Prior to demolition of the existing dwelling on the subject site, installation of tree protection fencing around all trees to be retained. Tree protection fencing must be installed to City standard in accordance with the City's Tree Protection Information Bulletin Tree-03 prior to any works being conducted on-site, and remain in place until construction and landscaping on-site is completed.

#### *Tree Replacement*

The applicant wishes to remove five on-site trees (Trees # 3775, 3779, 3778, 3777 and 3776). The 2:1 replacement ratio would require a total of 10 replacement trees. The applicant has agreed to plant three trees on each lot proposed; for a total of nine trees. The required replacement trees are to be of the following minimum sizes, based on the size of the trees being removed as per Tree Protection Bylaw No. 8057.

No. of Replacement Trees	Minimum Caliper of Deciduous Replacement Tree	Minimum Height of Coniferous Replacement Tree
4	11 cm	6 m
2	10 cm	5.5 m
3	9 cm	5 m

To satisfy the 2:1 replacement ratio established in the OCP, the applicant will contribute \$500 to the City's Tree Compensation Fund in lieu of the remaining tree that cannot be accommodated on the subject property after redevelopment.

#### Affordable Housing Strategy

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

The applicant has agreed to provide a secondary suite in each of the three proposed single-family dwellings, consistent with the Affordable Housing Strategy. Each secondary suite will have a minimum of one bedroom. Prior to final adoption of the rezoning bylaw, the applicant is required to register a legal agreement on Title securing the provision of the agreed upon secondary suites.

#### Site Servicing and Frontage Improvements

At subdivision stage, the applicant is required to enter in to a Servicing Agreement for the completion of site servicing and off-site improvements as described in Attachment 7. These works include, but are not limited to:

- Road widening, and construction of concrete curb and gutter, landscaped boulevard with street lighting, and 1.5 m concrete sidewalk at the property line.
- New driveway crossings to access the subdivided lots.
- Ditch infill and replacement with piped storm sewer.

#### **Financial Impact**

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

## **Conclusion**

The purpose of this application is to rezone 10671 and 10691 Gilmore Crescent from the “Single Detached (RS1/D)” zone to the “Single Detached (RS2/B)” zone, to permit the properties to be subdivided to create three single-family lots with vehicle access from Gilmore Crescent.

The proposed rezoning and subdivision are consistent with the applicable plans and policies affecting the subject site.

The list of rezoning considerations is provided in Attachment 7.

It is recommended that Richmond Zoning Bylaw 8500, Amendment Bylaw 10108 be introduced and given First Reading.

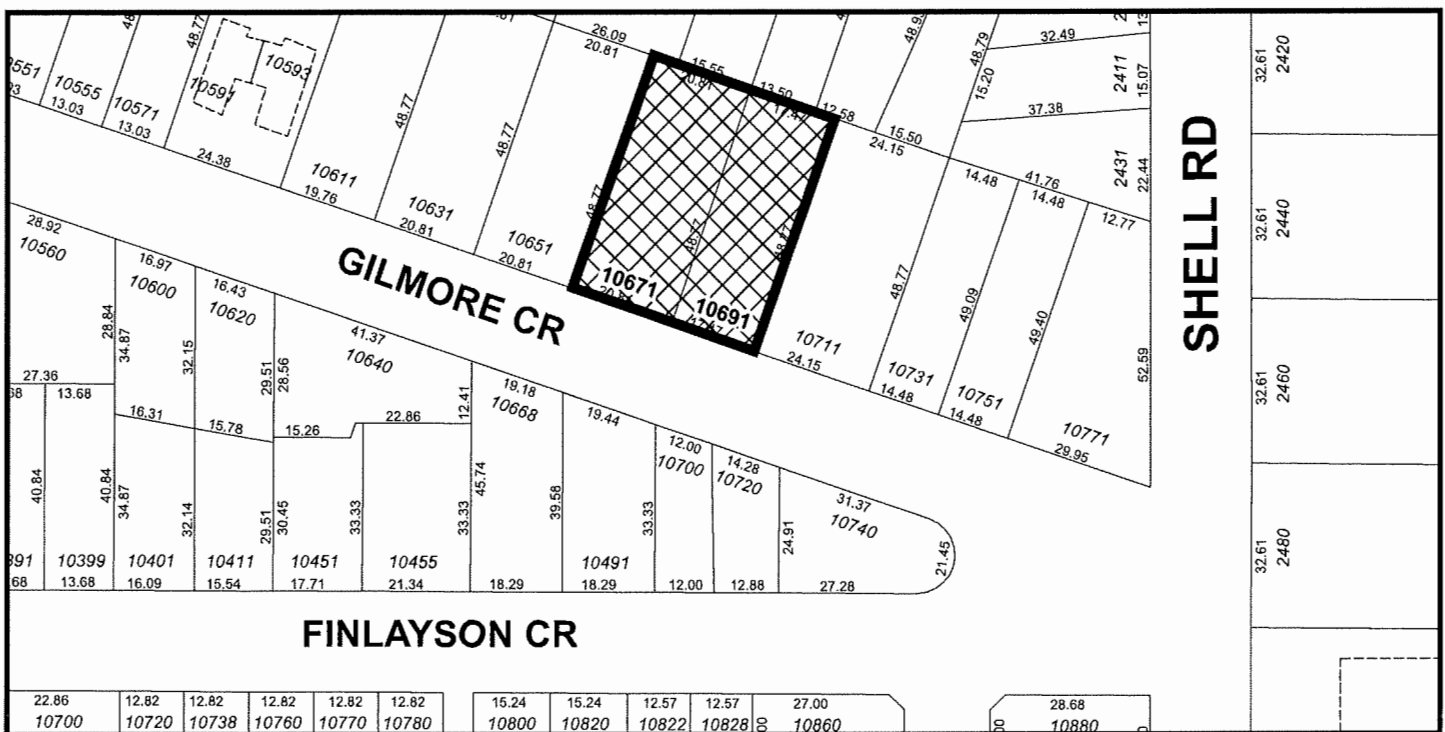


Jordan Rockerbie  
Planning Technician – Design  
(604-276-4092)

JR:blg

- Attachment 1: Location Map and Aerial Photo
- Attachment 2: Proposed Subdivision Plan
- Attachment 3: Development Application Data Sheet
- Attachment 4: Bridgeport Area Plan Land Use Map
- Attachment 5: Single-Family Lot Size Policy 5448
- Attachment 6: Tree Management Plan
- Attachment 7: Rezoning Considerations

City of  
Richmond



RZ 19-857867  
CNCL - 269

Note: Dimensions are in METRES





# City of Richmond

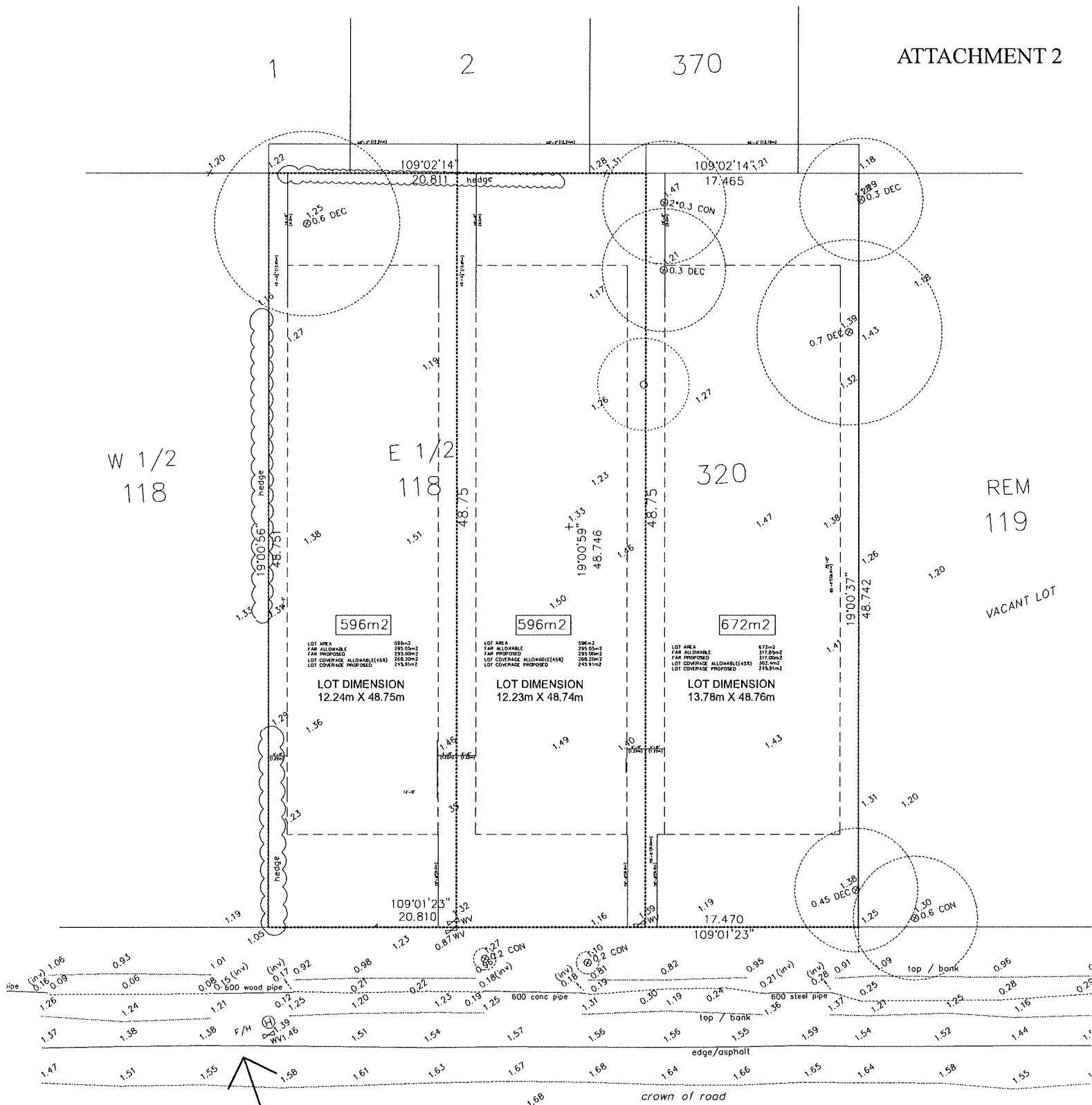


**RZ 19-857867**  
CNCL - 270

Original Date: 04/17/19

Revision Date: 04/25/19

Note: Dimensions are in METRES



GILMORE CRESCENT

Note:  
 - All dimensions are in metres.  
 - This plan is NOT to be used for location of property lines.  
 - Only trees with a diameter of at least 0.20m are shown.  
 - This plan does not show non-plan charges, liens or interests.  
 - Elevations are based on City of Richmond HPN datum, Tag No. 198. Elevation = 1.659m, located at the centerline of Gilmore Crescent at house 10671.  
 - property dimensions are derived from field survey



**RZ 19-857867**

**Attachment 3**

Address: 10671 and 10691 Gilmore Crescent

Applicant: Cherdu Properties Ltd.

Planning Area(s): Bridgeport Area Plan

	Existing	Proposed
<b>Owner:</b>	Juan Minor Leung Cherdu Properties Ltd.	To be determined
<b>Site Size (m<sup>2</sup>):</b>	10671 Gilmore Cres.: 1,014 m <sup>2</sup> 10691 Gilmore Cres.: 852 m <sup>2</sup>	Proposed Lot 1: 596 m <sup>2</sup> Proposed Lot 2: 596 m <sup>2</sup> Proposed Lot 3: 672 m <sup>2</sup>
<b>Land Uses:</b>	2 single-family dwellings	3 single-family dwellings
<b>OCP Designation:</b>	Neighbourhood Residential	No change
<b>Area Plan Designation:</b>	Residential (Single-Family)	No change
<b>702 Policy Designation:</b>	Single Detached (RS1/B)	Single Detached (RS2/B)
<b>Zoning:</b>	Single Detached (RS1/D)	Single Detached (RS2/B)

On Future Subdivided Lots	Bylaw Requirement	Proposed	Variance
Floor Area Ratio:	Max. 0.55 for lot area up to 464.5 m <sup>2</sup> plus 0.3 for area in excess of 464.5 m <sup>2</sup>	Max. 0.55 for lot area up to 464.5 m <sup>2</sup> plus 0.3 for area in excess of 464.5 m <sup>2</sup>	none permitted
Buildable Floor Area (m <sup>2</sup> ):*	Lots 1-2: Max. 294.93 m <sup>2</sup> (3,174.54 ft <sup>2</sup> ) Lot 3: Max. 317.73 m <sup>2</sup> (3,419.96 ft <sup>2</sup> )	Lots 1-2: Max. 294.93 m <sup>2</sup> (3,174.54 ft <sup>2</sup> ) Lot 3: Max. 317.73 m <sup>2</sup> (3,419.96 ft <sup>2</sup> )	none permitted
Lot Coverage (% of lot area):	Building: Max. 45% Non-porous Surfaces: Max. 70% Landscaping: Min. 25%	Building: Max. 45% Non-porous Surfaces: Max. 70% Landscaping: Min. 25%	none
Lot Size:	360 m <sup>2</sup>	Lots 1-2: 596 m <sup>2</sup> Lot 3: 672 m <sup>2</sup>	none
Lot Dimensions (m):	Width: 12.0 m Depth: 24.0 m	Lots 1-2 Width: 12.24 m Lot 3 Width: 13.79 m Depth: 48.75 m	none

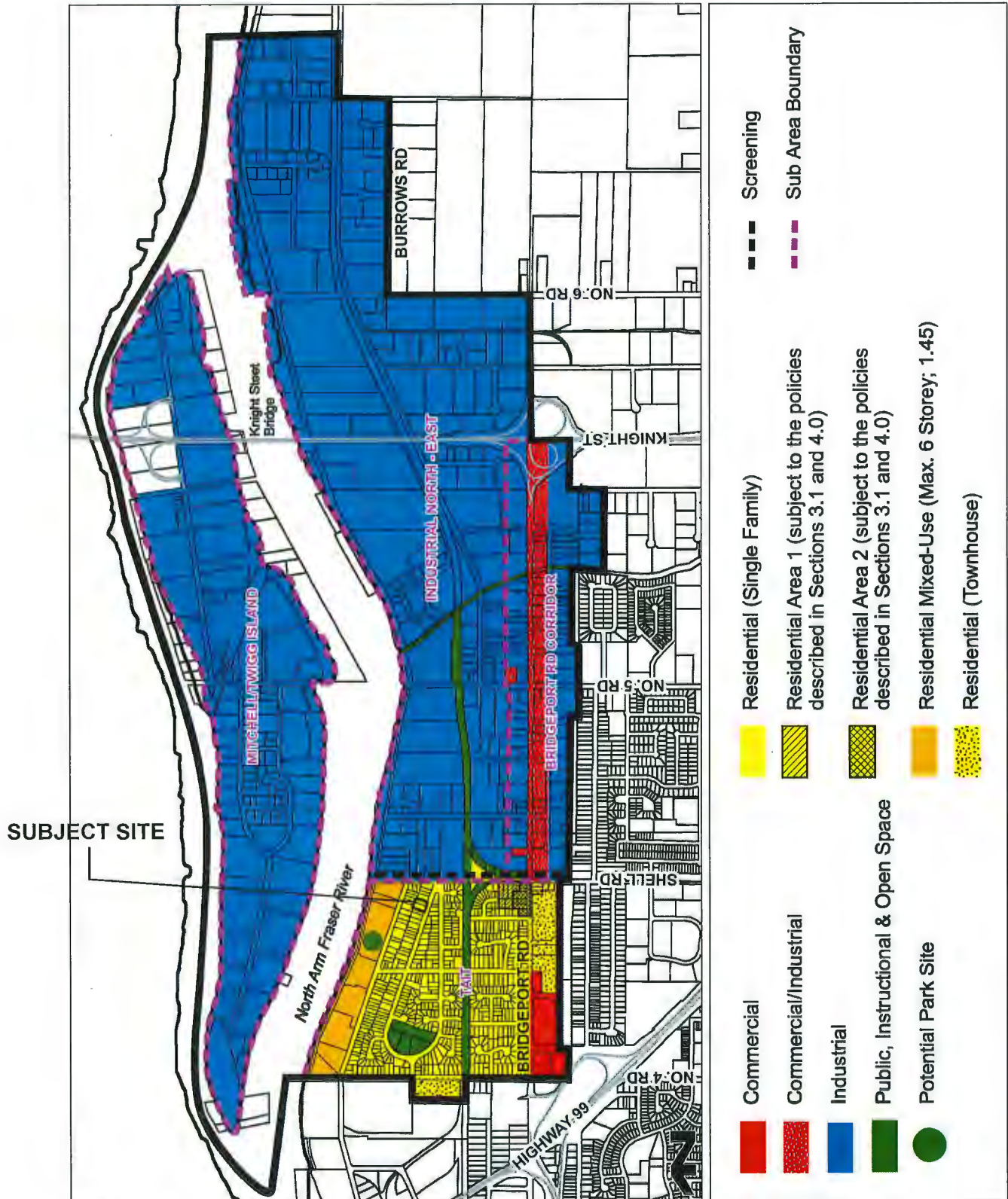


On Future Subdivided Lots	Bylaw Requirement	Proposed	Variance
Setbacks (m):	Front: Min. 6.0 m Side: Min. 1.2 m Rear: Min. 20% of lot depth for up to 60% of the principal dwelling, 25% of lot depth for the remainder, up to 10.7 m	Front: Min. 6.0 m Side: Min. 1.2 m Rear: Min. 9.75 m for up to 60% of the principal dwelling, 10.7 m for the remainder	none
Height (m):	Max. 2 ½ Storeys	Max. 2 ½ Storeys	none

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

City of Richmond

**Land Use Map – Bridgeport**Bylaw 9024  
2013/11/18**CNCL - 274**



# City of Richmond

# Policy Manual

Page 1 of 2

Adopted by Council: September 16, 1991

**POLICY 5448**

Amended By Council: February 20, 2012

File Ref: 4045-00

**SINGLE-FAMILY LOT SIZE POLICY IN QUARTER-SECTION 23-5-6****POLICY 5448:**

The following policy establishes lot sizes in a portion of Section 23-5-6, bounded by the **Bridgeport Road, Shell Road, No. 4 Road and River Drive:**

That properties within the area bounded by Bridgeport Road on the south, River Drive on the north, Shell Road on the east and No. 4 Road on the west, in a portion of Section 23-5-6, be permitted to rezone and subdivide in accordance with the provisions of Single Detached (RS1/B) in Zoning and Development Bylaw 8500, with the following provisions:

- (a) Properties along Bridgeport Road (between McKessock Avenue and Shell Road) and along Shell Road will be restricted to Single Detached (RS1/D) unless there is lane or internal road access in which case Single Detached (RS1/B) will be permitted;
- (b) Properties along Bridgeport Road between No. 4 Road and McKessock Avenue will be restricted to Single Detached (RS1/D) unless there is lane access in which case Compact Single Detached (RC2) and Coach Houses (RCH) will be permitted;
- (c) Properties along No. 4 Road and River Drive will be restricted to Single Detached (RS1/C) unless there is lane or internal road access in which case Single Detached (RS1/B) will be permitted;

and that this policy, as shown on the accompanying plan, be used to determine the disposition of future single-family rezoning applications in this area, for a period of not less than five years, unless changed by the amending procedures contained in the Zoning and Development Bylaw.

# SUBJECT SITE



Rezoning and subdivision permitted as per **RS1/B** except:

1. River Drive: **RS1/C** unless there is a lane or internal road access, then **RS1/B**.
2. Shell Road: **RS1/D** unless there is a lane or internal road access, then **RS1/B**.
3. No. 4 Road: **RS1/C** unless there is a lane or internal road access then **RS1/B**.
4. Bridgeport Road: **RS1/D** unless there is a lane or internal road access then **RS1/B**.



Rezoning and subdivision permitted as per **RS1/B** unless there is a lane access then **RC2** or **RCH**.



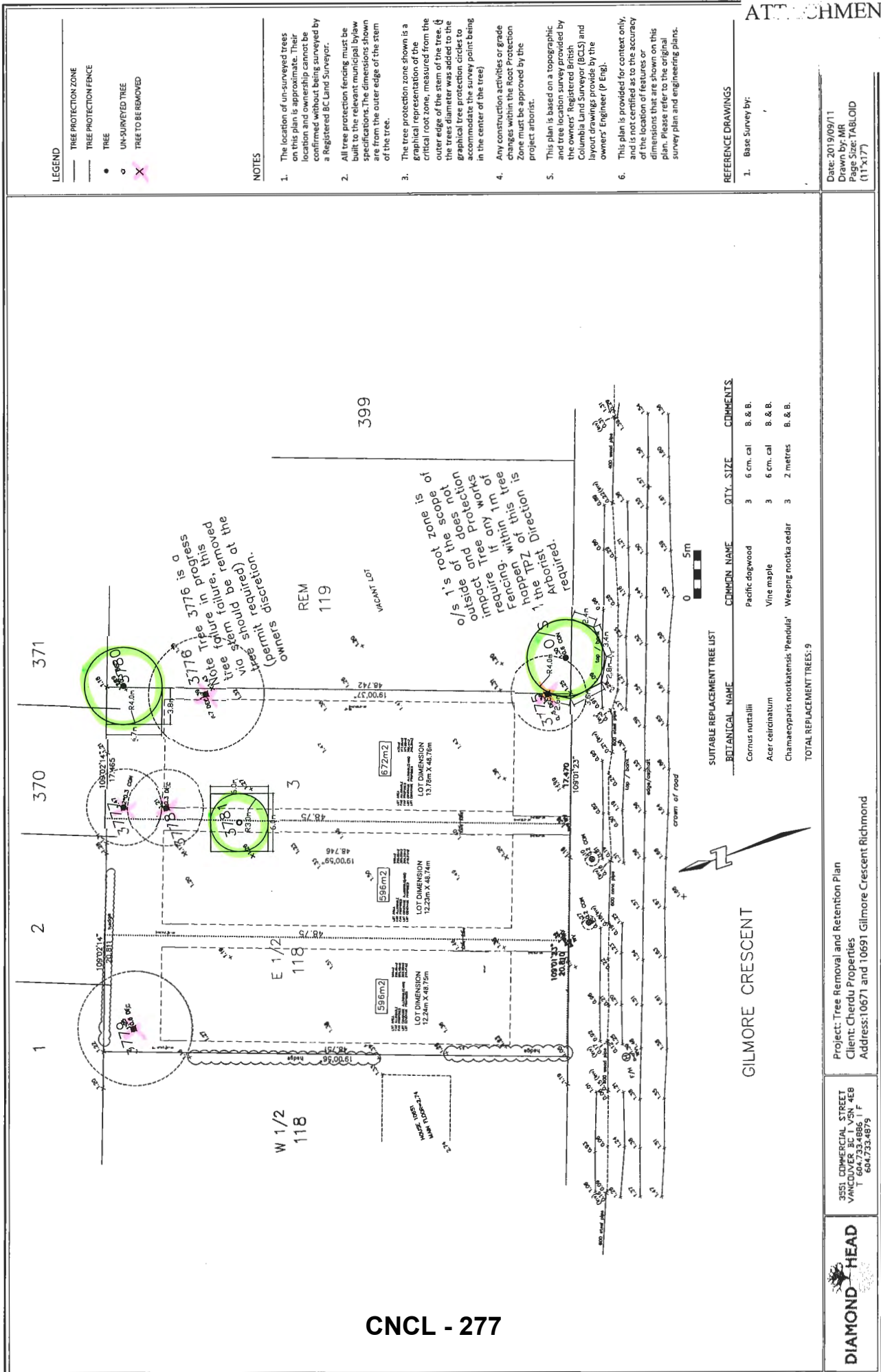
## Policy 5448 Section 23, 5-6

**CNCL 276**

Adopted Date: 09/16/91

Amended Date: 02/20/12







**Address:** 10671 and 10691 Gilmore Crescent

**File No.:** RZ 19-857867

**Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 10108, the developer is required to complete the following:**

1. Submission of a Landscape Security in the amount of \$4,500 (\$500/tree) to ensure that a total of 3 replacement trees are planted and maintained on each lot proposed (for a total of 9 trees). **NOTE: minimum replacement size to be as per Tree Protection Bylaw No. 8057 Schedule A – 3.0 Replacement Trees.**

No. of Replacement Trees	Minimum Caliper of Deciduous Replacement Tree	Minimum Height of Coniferous Replacement Tree
4	11 cm	6 m
2	10 cm	5.5 m
3	9 cm	5 m

2. City acceptance of the developer's offer to voluntarily contribute \$500 to the City's Tree Compensation Fund for the planting of replacement trees within the City.
3. Submission of a Contract entered into between the applicant and a Certified Arborist for supervision of any on-site works conducted within the tree protection zone of the trees to be retained. The Contract should include the scope of work to be undertaken, including: the proposed number of site monitoring inspections, and a provision for the Arborist to submit a post-construction assessment report to the City for review.
4. Submission of a Tree Survival Security to the City in the amount of \$5,000 for the 1 on-site tree to be retained. The applicant is required to provide a post-construction impact report upon completion of all construction activities on-site, at which time the City may return all or a portion of the Tree Survival Security. The remainder may be held for a one year monitoring period, to ensure that the tree survives. The City may transfer the remaining security to the City's Tree Compensation Fund if the tree is not successfully retained.
5. Registration of an aircraft noise sensitive use covenant on title (Area 2).
6. Registration of a flood indemnity covenant on title (Area A).
7. Registration of a legal agreement on Title to ensure that no final Building Permit inspection is granted until a secondary suite is constructed on the lot for each of the three future lots, to the satisfaction of the City in accordance with the BC Building Code and the City's Zoning Bylaw. Each secondary suite is to have a minimum of one bedroom.

**Prior to a Demolition Permit\* issuance, the developer is required to:**

1. Installation of appropriate tree protection fencing around all trees to be retained as part of the development prior to any construction activities, including building demolition, occurring on-site.

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

1. Submission of a Construction Parking and Traffic Management Plan to the Transportation Department (if applicable). Management Plan shall include location for parking for services, deliveries, workers, loading, application for any lane closures, and proper construction traffic controls as per Traffic Control Manual for works on Roadways (by Ministry of Transportation) and MMCD Traffic Regulation Section 01570.
2. Obtain a Building Permit (BP) for any construction hoarding. If construction hoarding is required to temporarily occupy a public street, the air space above a public street, or any part thereof, additional City approvals and associated fees may be required as part of the Building Permit. For additional information, contact the Building Approvals Department at 604-276-4285.
3. Submission of an acoustical and thermal report and recommendations prepared by an appropriate registered professional, which demonstrates that the interior noise levels and noise mitigation standards comply with the City's

ENCL - 278

Initial: \_\_\_\_\_

Official Community Plan and Noise Bylaw requirements. The standard required for air conditioning systems and their alternatives (e.g. ground source heat pumps, heat exchangers and acoustic ducting) is the ASHRAE 55-2004 "Thermal Environmental Conditions for Human Occupancy" standard and subsequent updates as they may occur. Maximum interior noise levels (decibels) within the dwelling units must achieve CMHC standards follows:

Portions of Dwelling Units	Noise Levels (decibels)
Bedrooms	35 decibels
Living, dining, recreation rooms	40 decibels
Kitchen, bathrooms, hallways, and utility rooms	45 decibels

**At Subdivision\* stage, the developer must complete the following requirements:**

1. Payment of property taxes up to the current year, Development Cost Charges (City and GVSS & DD), School Site Acquisition Charge, Address Assignment Fees, and any other costs or fees identified at the time of Subdivision application, if applicable.
2. Enter into a Servicing Agreement\* for the design and construction of engineering infrastructure improvements. A Letter of Credit or cash security for the value of the Service Agreement works, as determined by the City, will be required as part of entering into the Servicing Agreement. Works include, but may not be limited to:

Water Works:

- A. Using the OCP Model, there is 226 L/s of water available at a 20 psi residual at the Gilmore Crescent frontage. Based on your proposed development, your site requires a minimum fire flow of 95 L/s.
- B. At Developer's cost, the Developer is required to:
  - (1) Submit Fire Underwriter Survey (FUS) or International Organization for Standardization (ISO) fire flow calculations to confirm development has adequate fire flow for onsite fire protection. Calculations must be signed and sealed by a Professional Engineer and be based on Building Permit Stage building designs.
  - (2) Review hydrant spacing on all road frontages and install new fire hydrants as required to meet City spacing requirements for the proposed land use.
  - (3) Provide rights-of-ways for the water meters, if located onsite. Minimum right-of-way dimensions to be the size of the meter box (from the City of Richmond supplementary specifications) + any appurtenances (for example, the bypass on W2o-SD) + 0.5 m on all sides. Exact right-of-way dimensions to be finalized via the servicing agreement process.
- C. At Developer's cost, the City will:
  - (1) Cap the two existing water connections at main and remove water meters.
  - (2) Install three new water service connections, complete with water meters, one to serve each new lot.

Storm Sewer Works:

- D. At Developer's cost, the Developer is required to:
  - (1) Infill the ditch along the development frontage with a new 600 mm storm sewer, to the extent of the proposed road works.
  - (2) Remove the existing privately-owned culverts along the development frontage.
  - (3) Install new storm service connections to serve the three newly subdivided lots. Where possible, a single service connection located at the common property line with an inspection chamber and dual service leads shall be used.
  - (4) Provide an erosion and sediment control plan for all on-site and off-site works, to be reviewed as part of the servicing agreement design.

Sanitary Sewer Works:

- E. At Developer's cost, the Developer is required to:



- (1) Check the existing sanitary service connections and confirm the material and condition of the inspection chambers and pipes. If deemed acceptable by the City, the existing service connections may be retained to serve the new western and centre lots. In the case that the service connections are not in a condition to be re-used, the service connections shall be replaced, as described below.

F. At Developer's cost, the City will:

- (1) Install a new service lead off of the existing inspection chamber at the southeast corner of the development site, to serve the new eastern lot.
- (2) If the existing sanitary connections are not in a condition to be reused:
  - (a) Install a new sanitary connection complete with inspection chamber and dual service leads at the common property line of the newly subdivided western and centre lots.
  - (b) Cap the southwestern connection at the inspection chamber. The inspection chamber shall be retained to serve 10631 Gilmore Crescent.
  - (c) Cap and remove the existing sanitary connection and inspection chamber serving 10671 Gilmore Crescent.

Frontage Improvements:

G. At Developer's cost, the Developer is required to:

- (1) Coordinate with BC Hydro, Telus and other private communication service providers:
  - (a) Before relocating/modifying any of the existing power poles and/or guy wires within the property frontages.
  - (b) To underground overhead service lines.
  - (c) To determine if above ground structures are required and coordinate their locations on-site (e.g. Vista, PMT, LPT, Shaw cabinets, Telus Kiosks, etc.).
- (2) Provide street lighting along the Gilmore Crescent frontage.
- (3) Complete other frontage improvements as per Transportation requirements:
  - (a) Per City Engineering Specifications R-5-DS: road pavement widening, concrete curb and gutter, landscaped boulevard, and 1.5 m wide concrete sidewalk at the existing property line. This will also include, proper tapers to transition back to the existing road cross section.
  - (b) Removal of existing driveways and replacement of frontage works as described above.
  - (c) Access design to be in accordance with City requirements for local streets, with driveways paired to maximize street parking.

General Items:

H. At Developer's cost, the Developer is required to:

- (1) Provide, prior to start of site preparation works or within the first servicing agreement submission, whichever comes first, a preload plan and geotechnical assessment of preload, dewatering, and soil preparation impacts on the existing utilities fronting the development site and provide mitigation recommendations (as applicable).
- (2) Coordinate the servicing agreement design for this development with the servicing agreement(s) for the adjacent development(s), both existing and in-stream (if applicable). The developer's civil engineer shall submit a signed and sealed letter with each servicing agreement submission confirming that they have coordinated with civil engineer(s) of the adjacent project(s) and that the servicing agreement designs are consistent. The City will not accept the 1st submission if it is not coordinated with the adjacent developments. The coordination letter should cover, but not be limited to, the following:
  - (a) Corridors for City utilities (existing and proposed water, storm sewer, sanitary and DEU) and private utilities.
  - (b) Pipe sizes, material and slopes.
  - (c) Location of manholes and fire hydrants.

- (d) Road grades, high points and low points.
- (e) Alignment of ultimate and interim curbs.
- (f) Proposed street lights design.
- (3) Enter into, if required, additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering, including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.

**Note:**

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

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

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

- Additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering may be required including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.
- Applicants for all City Permits are required to comply at all times with the conditions of the Provincial *Wildlife Act* and Federal *Migratory Birds Convention Act*, which contain prohibitions on the removal or disturbance of both birds and their nests. Issuance of Municipal permits does not give an individual authority to contravene these legislations. The City of Richmond recommends that where significant trees or vegetation exists on site, the services of a Qualified Environmental Professional (QEP) be secured to perform a survey and ensure that development activities are in compliance with all relevant legislation.

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Signed

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Date



**Richmond Zoning Bylaw 8500  
Amendment Bylaw 10108 (RZ 19-857867)  
10671 and 10691 Gilmore Crescent**

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

1. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it **“SINGLE DETACHED (RS2/B)”**.

P.I.D. 008-706-450

Easterly Half of Lot 118 Section 23 Block 5 North Range 6 West New Westminster District  
Plan 25167

P.I.D. 005-959-811

Lot 320 Section 23 Block 5 North Range 6 West New Westminster District Plan 45757

2. This Bylaw may be cited as **“Richmond Zoning Bylaw 8500, Amendment Bylaw 10108”**.

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

ADOPTED

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

CITY OF RICHMOND
APPROVED by 
APPROVED by Director or Solicitor 

\_\_\_\_\_  
MAYOR

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



**To:** Planning Committee

**Date:** October 21, 2019

**From:** Wayne Craig  
Director, Development

**File:** RZ 18-835532

**Re:** Application by Mosaic No. 3 Road and Williams Limited Partnership to Amend the 2041 OCP Land Use Map Designation of 8031 Williams Road in Schedule 1 of Richmond Official Community Plan Bylaw 9000, Create the "Commercial Mixed Use (ZMU44) – Broadmoor" Zone, and Rezone 9900 No. 3 Road and 8031 Williams Road from the "Gas & Service Stations (CG2)" and "Single Detached (RS1/E)" Zones (respectively), to the "Commercial Mixed Use (ZMU44) – Broadmoor" Zone

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#### Staff Recommendation

1. That Richmond Official Community Plan Bylaw 9000, Amendment Bylaw 10110, to redesignate 8031 Williams Road from "Neighbourhood Residential" to "Neighbourhood Service Centre" in Attachment 1 to Schedule 1 of Richmond Official Community Plan Bylaw 9000 (2041 OCP Land Use Map), be introduced and given First Reading.
2. That Richmond Official Community Plan Bylaw 9000, Amendment Bylaw 10110, having been considered in conjunction with:
  - the City's Financial Plan and Capital Program; and
  - the Greater Vancouver Regional District Solid Waste and Liquid Waste Management Plans;

is hereby found to be consistent with said program and plans, in accordance with Section 477(3)(a) of the *Local Government Act*.

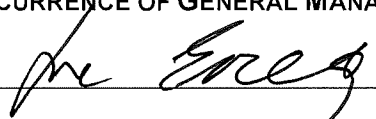
3. That Richmond Official Community Plan Bylaw 9000, Amendment Bylaw 10110, having been considered in accordance with OCP Bylaw Preparation Consultation Policy 5043, is hereby found not to require further consultation.

4. That Richmond Zoning Bylaw 8500, Amendment Bylaw 10111 to create the "Commercial Mixed Use (ZMU44) – Broadmoor" zone, and to rezone 9900 No. 3 Road from the "Gas & Service Stations (CG2)" zone, and 8031 Williams Road from the "Single Detached (RS1/E)" zone, to the "Commercial Mixed Use (ZMU44) - Broadmoor" zone, be introduced and given First Reading.



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

WC:cl  
Att. 8

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

## Staff Report

### Origin

Mosaic No. 3 Road and Williams Limited Partnership have applied to the City of Richmond for permission to:

- Amend the land use designation of 8031 Williams Road in Schedule 1 of Richmond Official Community Plan Bylaw 9000 (i.e., the 2041 OCP Land Use Map) from “Neighbourhood Residential” to “Neighbourhood Service Centre”; and
- Rezone 9900 No. 3 Road from the “Gas & Service Stations (CG2)” zone, and 8031 Williams Road from the “Single Detached (RS1/E)” zone, to a new site-specific zone entitled “Commercial Mixed Use (ZMU44) - Broadmoor”, which is to be established for this proposal;

in order to develop a four-storey mixed use building containing non-residential uses on the ground floor and 33 secured market rental units above the ground floor, with right-in/right-out vehicle access to No. 3 Road and Williams Road. The subject site is currently 3,020.7 m<sup>2</sup> in size and is located on the northeast corner the No. 3 Road and Williams Road intersection, in the Broadmoor Planning Area (Attachment 1).

### Findings of Fact

A Development Application Data Sheet providing details about the development proposal is provided in Attachment 2

#### Subject Site Existing Housing Profile

The subject site currently consists of a vacant former gas station lot at 9900 No. 3 Road and a vacant single-family dwelling at 8031 Williams Road. The applicant indicates that the single-family house at 8031 Williams Road will be demolished prior to consolidation of the two lots.

#### Surrounding Development

Existing development immediately surrounding the subject site is as follows:

- To the north, is an existing townhouse complex fronting No. 3 Road on a lot zoned “Medium Density Townhouses (RTM1)” at 9700 No. 3 Road, as well as an existing single-family dwelling on a lot zoned “Single Detached (RS1/E)” at 9871 Pigott Road.
- To the south, across Williams Road, is a one-storey commercial building containing a convenience store and medical offices, as well as three-storey rental apartments on a site zoned “Local Commercial (CL)” and “Medium Density Low Rise Apartments (RAM1)” on the southeast corner of the intersection at 10060, 10100 No. 3 Road and 8080 Williams Road.
- To the east, is an existing townhouse complex fronting Williams Road on a lot zoned “Medium Density Townhouses (RTM3)” at 8091 Williams Road.
- To the west, across No. 3 Road, is an existing townhouse complex on a lot zoned “Low Density Townhouses (RTL1)” at 7711 Williams Road.

The subject site is also opposite an existing mixed-use neighbourhood shopping centre containing a gas station, a range of commercial services, and a six-storey apartment building on the southwest corner of the No. 3 Road and Williams Road intersection.

### Existing Legal Encumbrances

Legal encumbrances existing on Title of the subject properties include (but are not limited to) a Statutory Right-of-Way (SRW) agreement for the sanitary sewer (G113388 Inter Alia, Plan 40608), which is required to be discharged from Title of the properties following the removal of the existing sanitary manhole and main, and a new SRW agreement registered on Title to reflect the revised location of sanitary sewer infrastructure on-site.

Legal notations also exist on Title for the benefit of the subject properties, and include, but are not limited to easements with neighbouring properties to the north and east, which are not proposed to be made use of as part of this development proposal (e.g., shared vehicle access, shared garbage/recycling).

### **Related Policies & Studies**

#### Official Community Plan

The subject site is identified in the Official Community Plan (OCP) as being located in the Broadmoor planning area. The 2041 OCP Land Use Map Designations for 9900 No. 3 Road and 8031 Williams Road are “Neighbourhood Service Centre” and “Neighbourhood Residential”, respectively. The applicant is seeking to amend the 2041 OCP Land Use Map Designation in Schedule 1 of the OCP for the most eastward property at 8031 Williams Road from “Neighbourhood Residential” to “Neighbourhood Service Centre”, to accommodate the proposed development on a land assembly with a single designation (OCP Amendment Bylaw 10110).

The OCP also identifies the intersection of No. 3 Road and Williams Road as one of eight future Neighbourhood Centres, in which a range of land uses and densities supporting residential, employment, daily shopping, personal service and enhanced transit service is envisioned (Attachment 3).

The property at 9900 No. 3 Road is also identified in the OCP’s Employment Lands Strategy (ELS) as being part of the supply of commercial lands required to 2041 in the Central Richmond area. The ELS encourages retention of existing commercially-zoned sites in this area, such as 9900 No. 3 Road, and supports intensification of sites identified as Neighbourhood Centres to accommodate mixed residential/commercial redevelopments (e.g., four-storey to six-storey versus one-storey to two- storey).

Consistent with the planning policies in the OCP regarding sites within a Neighbourhood Centre, and the ELS, the proposed development at the subject site involves the retention of commercial uses on the ground floor as well as land use intensification and diversification through the provision of secured market rental units above the ground floor. On this basis, staff recommend support for the proposed OCP Amendment Bylaw 10110 for 8031 Williams Road.



### Market Rental Housing Policy

In recognition of market rental housing comprising an important piece of the city's housing supply, the OCP encourages the development of new purpose-built market rental housing units secured through registration of a legal agreement on Title or other alternative approach to the satisfaction of the City. A series of incentives are identified in the OCP to encourage the development of new market rental housing. Such incentives may include an increase in density, parking rate reductions and exemptions from all or part of Public Art, community planning, and affordable housing contributions.

The proposal at the subject site is consistent with the intent of the Market Rental Housing Policy in that 100% of units are proposed to be market rental secured through rental tenure zoning and registration of a market rental agreement on Title. The density proposed with this application is being considered more so on the basis of consistency with the planning policies regarding Neighbourhood Centres in the OCP, and the ELS, as well as the proposed form of development being well-integrated with the surrounding neighbourhood, rather than strictly on the basis that secured market rental housing is proposed.

### Affordable Housing Strategy

Consistent with the incentives identified in the OCP to encourage market rental housing, this application is exempt from the requirement to contribute to the City's Affordable Housing Reserve Fund.

### Public Art Program Policy

Consistent with the incentives identified in the OCP to encourage market rental housing, this application is exempt from the requirement to contribute to the City's Public Art Reserve Fund for City-wide projects on City lands. Also, the Public Art Program Policy as it relates to the non-residential component of the proposal is not applicable as the total floor area is less than 2,000 m<sup>2</sup>.

### Floodplain Management Implementation Strategy

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

### Noise Management

To mitigate unwanted noise from commercial areas on residential properties, the OCP requires that new development proposals involving commercial uses within 30 m of any residential use demonstrate that the building envelope is designed to avoid noise generated by the internal use from penetrating into residential areas that exceed noise levels allowed in the City's noise bylaw; and that noise generated from rooftop HVAC units will comply with the City's noise bylaw.

To protect the future dwelling units at the subject site from potential noise impacts generated by traffic on No. 3 Road and Williams Road, noise attenuation is to be incorporated into dwelling unit design and construction.

A legal agreement is required to be registered on title prior to final adoption of the rezoning bylaw to ensure that the necessary noise mitigation measures are incorporated into building design and construction, as per an acoustic and thermal/mechanical report prepared by a registered professional to be submitted as part of the Development Permit application review process.

#### Ministry of Environment and Climate Change Strategy Referral

A referral to the Ministry of Environment and Climate Change Strategy (MOECCS) is not required for the subject site because the property at 9900 No. 3 Road received a Certificate of Compliance from the MOECCS in 2011. Land from the subject site is suitable to be dedicated as roadway to the City.

#### **Public Consultation**

A rezoning sign has been installed on the subject property. With the exception of some initial inquiries by phone from members of the public regarding what is being proposed at the subject site, staff have not received any comments from the public about the rezoning application in response to the placement of the rezoning sign on the property.

The applicant has identified that they have reached out to the neighbouring property owners immediately to the north and east of the subject site to discuss their development proposal. Staff understands that the primary concerns of the neighbouring owners are to provide screening of the proposed building as much as possible and to minimize opportunities for overlook. The applicant has responded to these concerns by ensuring that the principal building is situated furthest away from the common property lines with adjacent sites, and that a buffer to adjacent sites is made possible by the proposed drive-aisle, surface parking, trees, and fencing. Where a one-storey accessory bike storage building is proposed along the north property line, it is proposed to be screened with climbing vines.

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

Public notification for the Public Hearing will be provided as per the *Local Government Act*.

Staff have reviewed the proposed OCP amendment, with respect to the *Local Government Act* and the City's OCP Consultation Policy No. 5043 requirements, and recommend that this report does not require referral to external stakeholders.

The table below clarifies this recommendation as it relates to the proposed OCP amendment.

OCP Consultation Summary

Stakeholder	Referral Comment (No Referral necessary)
Richmond School Board	No referral necessary. This application was not referred to School District No. 38 (Richmond) because it does not have the potential to generate 50 or more school-aged children. According to OCP Bylaw Preparation Consultation Policy 5043, which was adopted by Council and agreed to by the School District, residential developments which generate less than 50 school-aged children do not need to be referred to the School District (e.g., typically around 295 multi-family housing units). This redevelopment proposal only involves 33 multi-family housing units.
The Board of Metro Vancouver	No referral necessary, as the proposed amendment refers to the redesignation on the 2041 OCP Land Use Map of a property from "Neighbourhood Residential" to "Neighbourhood Service Centre" consistent with the OCP planning policies regarding Neighbourhood Centres and the ELS.
BC Land Reserve Commission	
The Councils of adjacent Municipalities	
First Nations (e.g., Sto:lo, Tsawwassen, Musqueam)	
TransLink	No referral necessary, as the proposed amendment refers to the redesignation on the 2041 OCP Land Use Map of a property from "Neighbourhood Residential" to "Neighbourhood Service Centre" consistent with the OCP planning policies regarding Neighbourhood Centres and the ELS.
Port Authorities (Vancouver Port Authority and Steveston Harbour Authority)	
Vancouver International Airport Authority (VIAA) (Federal Government Agency)	
Richmond Coastal Health Authority	
Community Groups and Neighbours	
All relevant Federal and Provincial Government Agencies	

Richmond Official Community Plan Bylaw 9000, Amendment Bylaw 10110, having been considered in accordance with OCP Bylaw Preparation Consultation Policy 5043, is hereby found to not require further consultation.

The public will have an opportunity to comment further on all of the proposed amendments at the Public Hearing.

### Analysis

The proposal at the subject site is to develop a four storey mixed-use building containing approximately 765 m<sup>2</sup> (8,200 ft<sup>2</sup>) of non-residential floor area on the ground floor (e.g., commercial, office, and a limited range of other uses and services), and 33 secured market rental apartment housing units totalling approximately 2,230 m<sup>2</sup> (24,000 ft<sup>2</sup>) above the ground floor, on a site that would be approximately 2,800 m<sup>2</sup> (30,145 ft<sup>2</sup>) in area after the required road dedication at the intersection and along Williams Road. Conceptual development plans proposed by the applicant are included in Attachment 4.

The proposal is consistent with the policies in the OCP as it relates to sites within a Neighbourhood Centre and as it relates to the provision of a variety of housing types to

accommodate the needs of a diverse population as encouraged by the Market Rental Housing Policy. Specifically, the proposal involves:

- 100% market rental housing units secured through a market rental agreement registered on title and rental tenure zoning (i.e., 33 dwelling units). The legal agreement would also prohibit stratification, or creation of air space parcels, of individual dwelling units. There will be no restriction on tenant incomes or rental rates for the market rental units, as the applicant's intention is that the rental rates would fluctuate with market demand. The approximate rental rates that the applicant would target at this time are as follows:

Type of Unit (# units)	Approx. Rental Rate (as per applicant)	Estimated Total Household Annual Income required (of which rent would comprise 30%)
Studio (8)	\$1,400 - \$1,600	\$56,000 - \$64,000
1-Bedroom (11)	\$1,700 - \$2,000	\$68,000 - \$80,000
2-Bedroom (14)	\$2,300 - \$2,400	\$92,000 - \$96,000

- 42% of the units being designed with two or more bedrooms that are suitable for families (i.e., 14 two-bedroom units);
- 30% of the units being designed with basic universal housing features (i.e., 10 units in total consisting of three two-bedroom units, one 1-bedroom unit, and six studios);
- The provision of aging-in-place features in all units (stairwell handrails, lever type handles for plumbing fixtures and door handles, and solid blocking in washroom walls for future grab bar installation beside toilet, bathtub and shower);

The proposed number of family-friendly and basic universal housing units will be secured through the legal agreement which must be registered on Title prior to final adoption of the rezoning bylaw.

The form and character of the proposed development is well-integrated with the surrounding neighbourhood, and generally complies with the design guidelines for low-rise mixed-use developments in the OCP. The form and character of development, and the proposed accessible features will be further reviewed through the Development Permit application review process.

#### Proposed "Commercial Mixed Use (ZMU44) – Broadmoor" Zone

A new site-specific zoned entitled "Commercial Mixed Use (ZMU44) – Broadmoor" is proposed to accommodate the development under Zoning Amendment Bylaw 10111, and to rezone the subject site to the new zone. The zone has been prepared to accommodate a limited range of non-residential uses, with market rental dwelling units above the ground floor. The ZMU44 zone also reflects various other aspects of the development proposal to accommodate setbacks that are consistent with the City's design guidelines for commercial buildings, a four-storey building height plus rooftop access structures, mechanical equipment and screening, site-specific landscaping, fencing, and screening, and site-specific parking rates substantiated by the analysis included in a Traffic Impact Assessment report prepared by a registered professional engineer.

Specifically, the proposed ZMU44 zone provides for:

- A total maximum density of 1.08 Floor Area Ratio (FAR), subject to a maximum of 0.28 FAR permitted for non-residential uses (exclusive of building entrance lobbies) and a maximum of 0.80 permitted for apartment housing if the owner provides 33 market rental dwelling units on-site with a combined floor area of at least 2,230 m<sup>2</sup>, secured through registration of a market rental agreement on title prior to final adoption of the rezoning bylaw;
- A maximum principal building height of four storeys and 20.0 m;
- Minimum 2.0 m setbacks to No. 3 Road and Williams Road, with site-specific projections for awning and balconies;
- Minimum 20.0 m setbacks to the east and north property lines along the common boundary with adjacent residential sites;
- An accessory bike storage building to be located 0.85 m from the north lot line subject to landscaping and screening along its north side;
- Surface parking setbacks of at least 2.0 m from property lines abutting a road, and 0.6 m to 1.2 m from the north and east lot lines (respectively);
- Landscaped areas within 2.0 m of road frontages;
- Fence heights of 2.0 m and 2.4 m in height along the north and east lot lines (respectively), in response to specific comments received from the adjacent property owners, but stepping down to no more than 1.2 m in height where fences on side lot lines approach road frontages (to ensure visibility); and
- A site-specific parking rate of 1.0 space per market rental housing unit.

### Site Planning

The proposed site layout consists of the principal building at southwest corner of the property, close to the No. 3 Road and Williams Road intersection, and an L-shaped drive aisle flanked by surface parking to the north and east of the building. A one-storey accessory building containing long-term bike parking for residents of the building is proposed approximately mid-way along the north property line of the site, which is to be screened from the north by fencing and climbing vines.

A shadow impact analysis is included as part of the conceptual development plans, which supports the proposed location of the building closest to the intersection and away from the existing adjacent low density housing to the north and east. Consistent with the design guidelines in the OCP, the analysis uses prescribed dates and times to gauge the level of sun penetration and shadowing during high-use periods (i.e., 10:00 am to 2:00 pm, and 4:00 pm) between March 21<sup>st</sup> and September 21<sup>st</sup>. The analysis indicates that the building will not cast shadows on the adjacent properties the majority of these times, with the exception that negligible shadowing will occur along a strip at the west edge of the property to the east at 8091 Williams Road for a few hours prior to sunset at the equinoxes (March 21<sup>st</sup> and September 21<sup>st</sup>).

Entrances to the non-residential units on the ground floor are proposed via walkways along the Williams Road frontage and along the north side of the building, and are accentuated through the use of individual awnings, non-fixed landscape planters, and storefront glazing. The entrance to the residential lobby is proposed on the east side of the building, and is accentuated through a large awning with signage, decorative paving stones, soft landscaping including trees, and an arrival area with seating.

Garbage, recycling, and organics storage is incorporated into the northeast corner of the building on the ground floor to facilitate access by building users and during collection service. The storage area is sized to accommodate the appropriate number of carts to service the development.

A large common outdoor amenity space for residential users is proposed on the south side of the rooftop, which is accessible by elevator and stairway, and consists of a children's play hut, hopscotch surface, rubber mounds, an artificial turf play area with mounting fixtures for removable badminton net and putting green, ping pong tables, a potting bench with planters for gardening, seating areas, and a dining area. Small trees and planting areas containing shrubs are also proposed. The area is screened through several measures, such as setting the area back from the edges of the building, using a roof parapet, as well as metal picket guardrail and planters. Rooftop mechanical equipment is screened by solid privacy fencing.

Private outdoor space is proposed on the second, third, and fourth floors in the form of decks (approx. 9 m<sup>2</sup> (90 ft<sup>2</sup>)/unit) or Juliet balconies (approx. 0.86 m<sup>2</sup> (9 ft<sup>2</sup>)/unit). This is acceptable to staff on the basis that the proposed rooftop common outdoor amenity space is substantially greater than the amount identified in the design guidelines in the OCP, and that the total amount of common and private outdoor space required per unit is achieved when considering all of the on-site outdoor space combined.

Consistent with the OCP, the applicant proposes to submit a contribution to the City in the amount of \$75, 200 prior to rezoning bylaw adoption in-lieu of the provision of common indoor amenity space on-site (i.e., \$1,600/unit for the first 19 units; plus \$3,200 for the remaining 14 units).

#### Vehicle Access, Parking, and Transportation Improvements

The subject site is currently accessed by a total of three driveway crossings (two on No. 3 Road and one on Williams Road). For the development proposal, one of the driveway crossings on No. 3 Road will be eliminated, and two new driveway crossings will be proposed in approximately the same locations as the remaining existing driveway crossings (i.e., at the southeast corner on Williams Road, and at the northwest corner on No. 3 Road). Both new driveway crossings will be constructed with a triangular-shaped raised barrier curb island within the boulevard to physically restrict vehicle movements to the site to right-in/right-out only.

The applicant submitted a Traffic Impact Assessment report prepared by a registered professional engineer. The Report has been reviewed and the findings are supported by staff. The Report confirms that the proposed vehicle access at the subject site, with right-in/right-out restrictions to Williams Road and No. 3 Road, minimizes disruption to existing traffic operations

on both roads and reduces conflicting vehicle movements compared to the access configuration of the previous gas station that occupied the site.

Defined pedestrian access is provided to the subject site via walkways leading from the public sidewalks on both Williams Road and No. 3 Road. Pedestrian circulation on-site is also provided through defined walkways along the east and north sides of the building, leading to the non-residential building entries, main residential entrance lobby, and service areas.

A total of 55 surface parking spaces are proposed for the development, 22 of which are for non-residential uses, and 33 of which are for the residential market rental use. The seven required residential visitor parking spaces are proposed to be shared among the non-residential parking spaces in recognition that the primary demand of such parking spaces by each of those uses occurs at different periods of the day. The applicant is providing a comprehensive Transportation Demand Management (TDM) strategy as part of the proposed development, including but not limited to: monthly transit passes (2-zone) for one year for all 33 dwelling units, upgrades to the Williams Road bike lane, and a contribution in the amount of \$15,000 to the City for future streetscape improvements at the No. 3 Road and Williams Road intersection.

On-site bike parking and loading is proposed on-site consistent with the requirements in the Zoning Bylaw.

The proposed shared commercial/visitor parking spaces, common long-term bike storage for all building occupants, shared commercial/residential loading space, and TDM measures are to be secured through registration of a legal agreement on title prior to final adoption of the rezoning bylaw.

Road and frontage improvements along both Williams Road and No. 3 Road are required with the development proposal, and will be designed and constructed as part of a Servicing Agreement (SA), which is to be entered into prior to rezoning bylaw adoption. The scope of improvements includes (but is not limited to):

- Traffic Signal Infrastructure – provision and installation of a Traffic Signal cabinet, and an Uninterrupted Power Supply (UPS) Cabinet for the No. 3 Road and Williams Road intersection;
- Bus Stop Infrastructure – an existing Translink bus stop and shelter on the east side of No. 3 Road, south of Williams Road, is proposed to be relocated to the north side of Williams Road and improved to current City and Translink Accessible Bus Stop standards, complete with concrete pad for the bus shelter and pre-ducting for electrical connections;
- Williams Road – road widening to accommodate an on-street bike lane along the north side of Williams Road complete with a raised buffer between the bike lane and vehicle lanes, new concrete curb and gutter, treed/grass boulevard, and concrete sidewalk at the new property line after road dedication, complete with transition to meet the existing frontage condition east of the subject site.
- No. 3 Road – removal of the existing sidewalk and boulevard, and construction of a new treed/grass boulevard and concrete sidewalk at the new property line after road dedication, complete with transition to meet the existing frontage condition north of the subject site.



- No. 3 Road – removal of the existing sidewalk and boulevard, and construction of a new treed/grass boulevard and concrete sidewalk at the new property line after road dedication, complete with transition to meet the existing frontage condition north of the subject site.

Further details on the scope of the frontage improvements are included in Attachment 7.

To accommodate the required road improvements, the applicant is required to provide a minimum road dedication of 2.0 m along the entire frontages of No. 3 Road and Williams Road, and a 4 m x 4 m corner cut dedication at the intersection for adequate visibility and streetscape infrastructure. Although a preliminary functional road plan has been prepared to conceptually illustrate the proposed road and frontage improvements required with redevelopment of the subject site (Attachment 5), the exact amount of road dedication is to be finalized through a functional road plan prepared through the SA design review process.

#### Tree Retention and Landscaping

The Site Survey submitted by the applicant indicates that there are no bylaw-sized trees on-site, that there are trees on the adjacent properties to the north near common property lines, and that there is a hedge along the front property line at 8031 Williams Road that encroaches into the boulevard on City-owned property. The City's Tree Preservation Coordinator and the City's Parks Department staff have conducted site inspections and visual tree assessments, and provide the following comments:

- Neighbouring trees will not be impacted by the proposed development on the subject site.
- The hedge along the Williams Road frontage is authorized to be removed as it conflicts with the required frontage improvements, and is inconsistent with the design guidelines in the OCP, which encourage an animated public realm for mixed-use developments. The hedge is proposed to be removed prior to issuance of a Demolition Permit for the existing dwelling at 8031 Williams Road.

The applicant's preliminary Landscape Plan illustrates that 22 trees of a variety of species and sizes are proposed to be planted throughout the site, including the rooftop outdoor amenity space (e.g., Dogwood, Sweetgum, Pine, Columnar Aspen, Spruce). The preliminary Landscape Plan also includes a variety of shrubs, perennials, vines, and grasses to enhance the subject site (e.g., Azalea, Mexican Orange Blossom, Salal, Spiraea, Topiary Cedar, Trumpet Creeper Vine, Evergold Japanese Sedge, Winter Heather, Blue Fescue, Daylily).

A variety of hardscape material is also proposed to provide visual interest and includes the use of some materials that increase site surface permeability (e.g., two-toned cast-in-place concrete walkways, porous paving, decorative pavers at key pedestrian areas at grade, as well as hydra pressed pavers and wood decking on the rooftop).

To ensure that the trees and landscape materials are installed in accordance with the Landscape Plan, the applicant is required to submit a Landscaping Security in the amount of 100% of a cost estimate prepared by the Registered Landscape Architect (including all materials, installation, and a 10% contingency) prior to issuance of a Development Permit.

### Energy Step Code

This development application was received after July 16, 2018, and is subject to the Energy Step Code (Step 2 for non-residential uses; and Step 3 for residential uses).

Applicants are expected to conduct energy modelling early on as part of their development plans to confirm that their proposed design is able to meet the requirements of BC Energy Step Code that will be in place at the time of their Building Permit application. Attached is a statement from the applicant acknowledging that the proposed development will comply with this requirement (Attachment 6).

### Site Servicing

Prior to rezoning, the applicant is required to enter into a SA for the design and construction of the required water, storm, and sanitary service connection works and upgrades, as well as the frontage and transportation infrastructure improvements described previously. The scope of the servicing works includes (but is not limited to):

- Relocation of the existing fire hydrant on Williams Road;
- Replacement of a portion of the watermain on No. 3 Road at the crossing location with the proposed storm sewer;
- Upgrading of the existing storm sewer along Williams Road at No. 3 Road;
- Removal of the existing sanitary manhole and main in the northwest corner of the existing property at 8031 Williams Road, and subsequent discharge of the existing SRW from the Title of the properties and registration of a new SRW on Title of the properties to reflect the new location of the infrastructure;

Further details on the scope of the servicing works are included in Attachment 7.

### **Future Development Permit Application Considerations**

A Development Permit application is required for the subject proposal to ensure further consideration of the design guidelines for mixed-use buildings contained within the OCP. Further refinements to the Site Plan, Landscape Plan, and Architectural Elevation Plans may be made as part of the Development Permit application review process, including:

- Strengthening of the on-site pedestrian circulation through the surface parking area.
- Refining the concepts for the required City infrastructure on-site (e.g., location of water meter and traffic infrastructure cabinets etc.).
- Demonstrating that all of the proposed accessibility features are incorporated into unit design.
- Finalizing the proposed colour palette, exterior building materials, and landscape elements.
- Reviewing the applicant's design response to the principles of Crime Prevention Through Environmental Design (CPTED).
- Gaining a better understanding of the proposed sustainability features to be incorporated into the project.

## Financial Impact

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

## Conclusion

The purpose of this application is to:

- Amend the land use designation of 8031 Williams Road in Schedule 1 of Richmond Official Community Plan Bylaw 9000 (i.e., the 2041 OCP Land Use Map) from “Neighbourhood Residential” to “Neighbourhood Service Centre”; and
- Rezone 9900 No. 3 Road from the "Gas & Service Stations (CG2)" zone, and 8031 Williams Road from the "Single Detached (RS1/E)" zone, to the "Commercial Mixed Use (ZMU44) - Broadmoor" zone, which is to be established for this proposal;

in order to develop a four-storey mixed use building containing non-residential uses on the ground floor and 33 secured market rental housing units with residential rental tenure zoning above the ground floor, with right-in/right-out vehicle access to No. 3 Road and Williams Road.

The proposal is consistent with the planning policies in the ELS, and those in the OCP regarding sites identified as a future Neighbourhood Centre. The proposal is also consistent with the intent of the Market Rental Housing Policy as 100% of the dwelling units proposed are market rental housing units to be secured through a market rental agreement on title and rental tenure zoning.

The list of Rezoning Considerations, which must be completed by the applicant prior to adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 10111, is included in Attachment 7.

It is recommended that Richmond Official Community Plan Bylaw 9000, Amendment Bylaw 10110 and Richmond Zoning Bylaw 8500, Amendment Bylaw 10111, be introduced and given First Reading.



Cynthia Lussier  
Planner 1  
(604-276-4108)

CL:blg

Attachment 1: Location Map/Aerial Photo

Attachment 2: Development Application Data Sheet

Attachment 3: Excerpts from OCP – Future Neighbourhood Centres Map & Broadmoor  
Planning Area Map

Attachment 4: Conceptual Development Plans

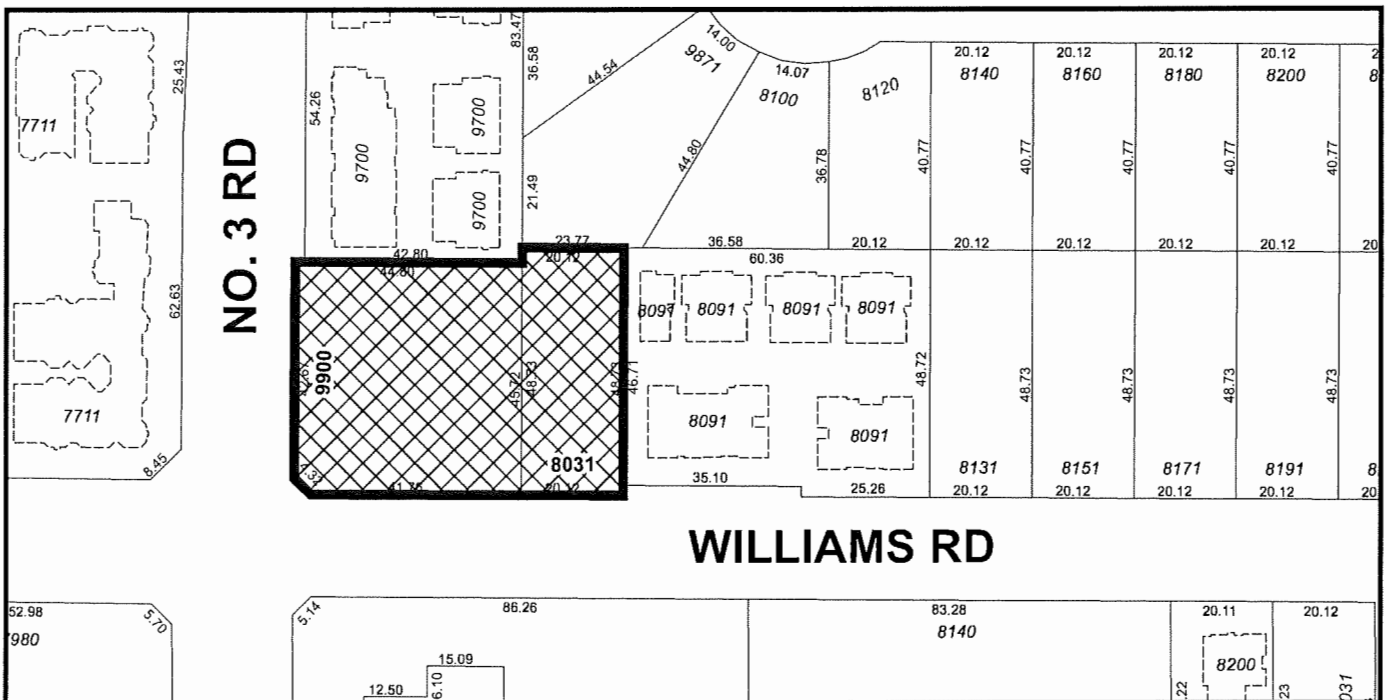
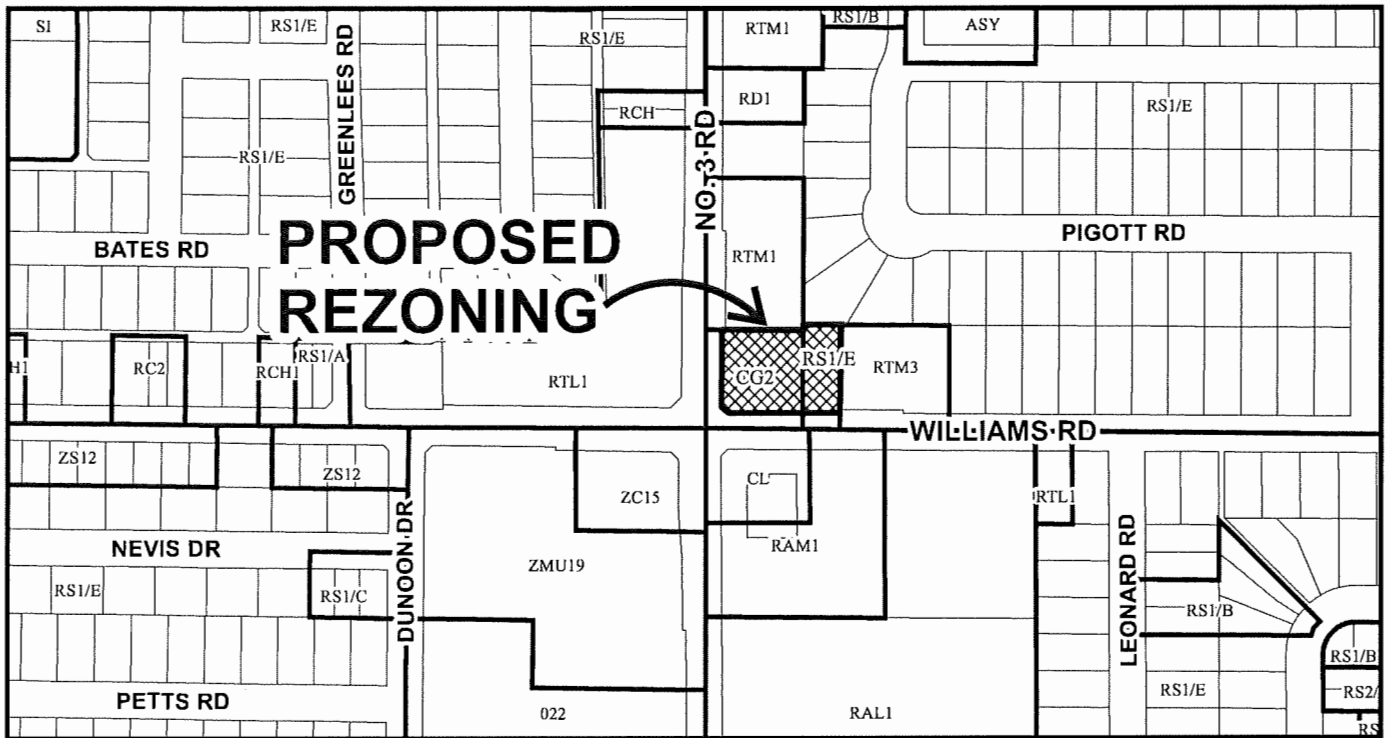
Attachment 5: Preliminary Functional Road Plan

Attachment 6: Statement regarding BC Energy Step Code

Attachment 7: Rezoning Considerations



# City of Richmond



## RZ 18-835532

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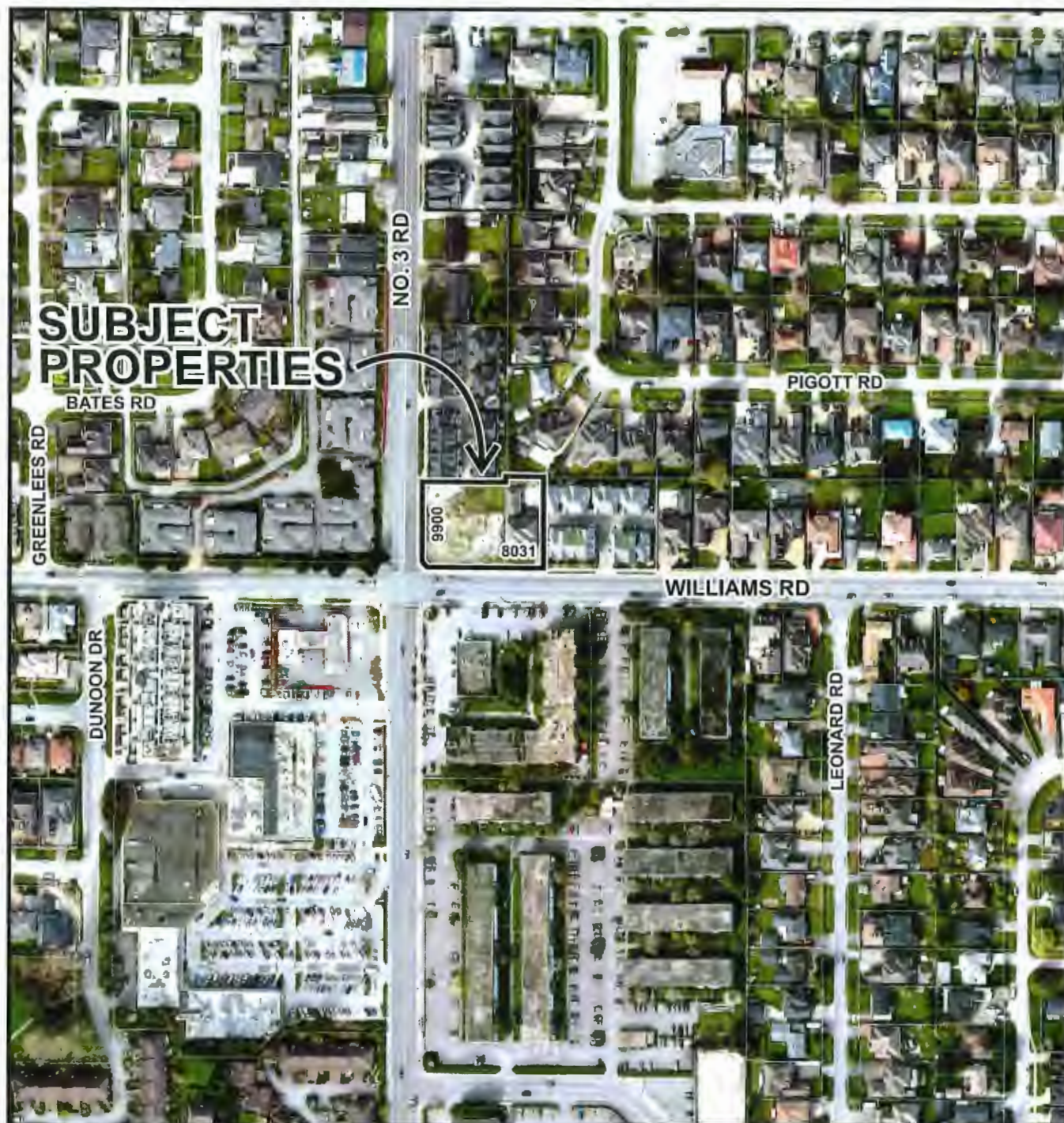
Revision Date:

Note: Dimensions are in METRES





City of  
Richmond



RZ 18-835532

Original Date: 09/19/18

Revision Date:

Note: Dimensions are in METRES

CNCL - 298



# Development Application Data Sheet

Development Applications Department

**RZ 18-835532**

Address: 9900 No. 3 Road and 8031 Williams Road

Applicant: Mosaic No. 3 Road and Williams Limited Partnership

Planning Area(s): Broadmoor

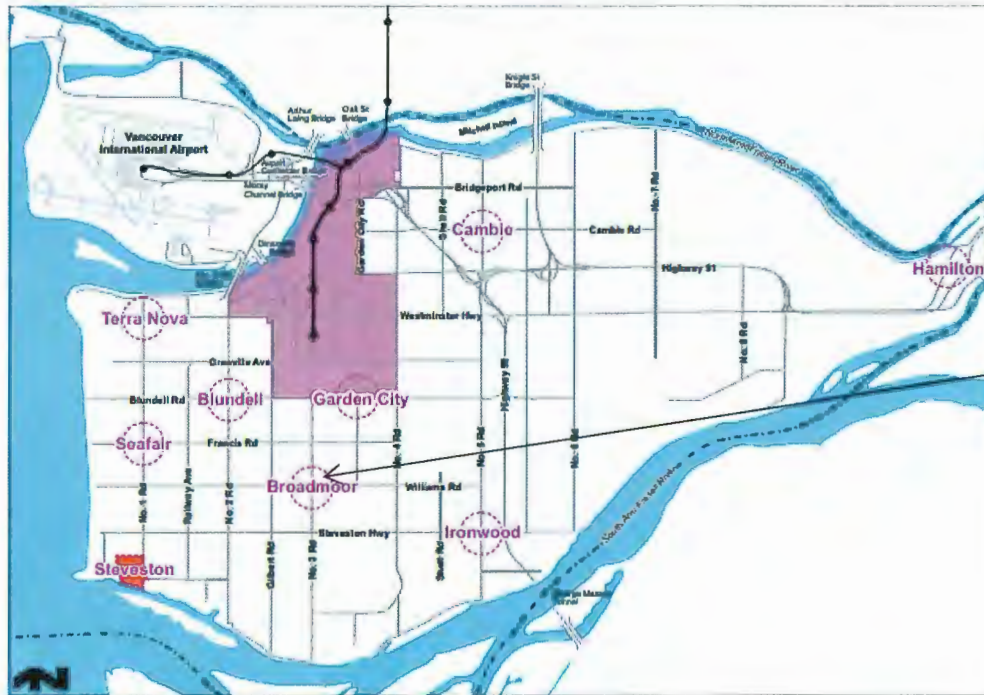
	Existing	Proposed
<b>Owner:</b>	Mosaic (9900 – No. 3 Road) Corporation	Mosaic (9900 – No. 3 Road) Corporation
<b>Site Size (m<sup>2</sup>):</b>	9900 No. 3 Road - 2,041.5 m <sup>2</sup> 8031 Williams Road - 979.2 m <sup>2</sup> Total 3,020.7 m <sup>2</sup> (21,974 ft <sup>2</sup> )	2,800.6 m <sup>2</sup> (30,145 ft <sup>2</sup> ) after the required road dedication and land consolidation
<b>Land Uses:</b>	9900 No. 3 Road - Vacant 8031 Williams Road - Single-family dwelling	4-storey mixed commercial/residential market rental building with rooftop amenity space
<b>OCP Designation:</b>	9900 No. 3 Road - Neighbourhood Service Centre 8031 Williams Road - Neighbourhood Residential	Neighbourhood Service Centre
<b>Zoning:</b>	9900 No. 3 Road - Gas & Service Stations (CG2) 8031 Williams Road - Single Detached (RS1/E)	Commercial Mixed Use (ZMU44) - Broadmoor"
<b>Number of Units:</b>	1	33

	Proposed Bylaw/OCP Requirement		Proposed	Variance
Floor Area Ratio:	Max. 1.08		1.08	None permitted
Buildable Floor Area (m <sup>2</sup> ):	3,024.65 m <sup>2</sup> (32,557 ft <sup>2</sup> )		2,999.51 m <sup>2</sup> (32,286 ft <sup>2</sup> )	None permitted
Lot Coverage (% of lot area):	40%		33%	None
Minimum Lot Size:	2,800.00 m <sup>2</sup>		2,800.60 m <sup>2</sup>	None
Minimum Setbacks (m):	No. 3 Road: 2.0 m Williams Road: 2.0 m North: 20.0 m East: 20.0 m		No. 3 Road: 2.0 m Williams Road: 2.0 m North: 20.37 m East: 20.58 m	None
Maximum Building Height (m):	20.0 m		18.91 m	None
On-Site Parking Spaces – Residential:	1.0/unit	33 spaces	33 spaces	None
On-Site Parking Spaces – Residential Visitor:	0.2/unit	7 spaces	7 spaces (shared with commercial)	

	<b>Proposed Bylaw/OCP Requirement</b>		<b>Proposed</b>	<b>Variance</b>
On-Site Parking Spaces – Commercial:	3/100 m <sup>2</sup> of gross leasable floor area up to 350 m <sup>2</sup> , and 4/100m <sup>2</sup> beyond 350 m <sup>2</sup>	23 spaces	22 spaces	None
	10% reduction for TDMs	- 2 spaces		
	Total:	21 spaces		
On-Site Parking Spaces – Total:	54 spaces		55 spaces	
Small Parking Spaces:	Maximum 50% of spaces provided (16 residential spaces; 11 commercial spaces)		50% (16 residential spaces; 11 commercial spaces)	None
Accessible Parking Spaces:	2% of total required parking spaces (2 spaces)		2 spaces	None
Amenity Space – Indoor:	70 m <sup>2</sup> or Cash-in-lieu		Cash-in-lieu	N/A
Amenity Space – Outdoor:	6 m <sup>2</sup> /unit (198 m <sup>2</sup> )		338.07 m <sup>2</sup>	N/A



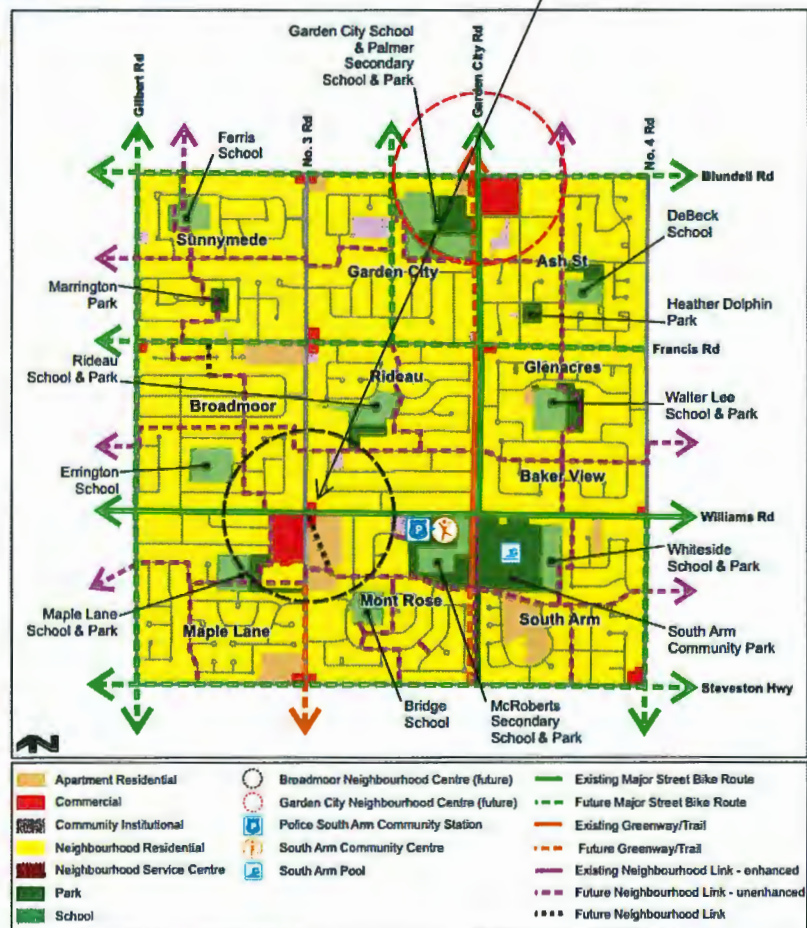
## Future Neighbourhood Shopping Centre Map



Subject Site



## 6. Broadmoor







## MOSAIC



**SOUTH WEST CORNER ELEVATION**



NORTH WEST CORNER ELEVATION



3 NORTH EAST CORNER ELEVATION



SOUTH EAST CORNER ELEVATION

REV.	DESCRIPTION	DATE	BY
-	ISSUED FOR REWORKING	HC	01.11.18
-	ISSUED FOR REWORKING	HC	03.11.18
-	ISSUED FOR REWORKING	HC	21.07.18

QMS FILE -  
PROCESS NO. -

PROJECT ADDRESS  
9900 NO.3 ROAD  
RICHMOND, BC

PROJECT 9900 NO.3 ROAD & 8031 WILLIAMS ROAD	DRAWING TITLE PROPOSED BUILDING 3D ELEVATIONS	PROJECT NUMBER 18-02	DATE REC. A002
		DATE MAY 2018	SCALE NTS
		CHECKED HC	DRAWN MH



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④ SE CORNER WILLIAMS & NO. 3 ROAD



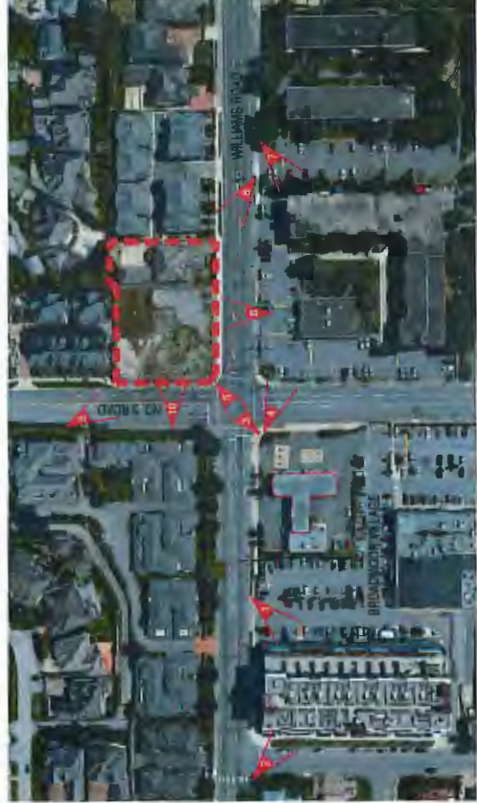
⑧ WILLIAMS STREET



③ NE CORNER WILLIAMS & NO. 3 ROAD



⑦ BLAIR HOUSE APARTMENTS



⑪ CONTEXT PLAN



② CIRCA RESIDENCES



⑥ WILLIAMS FRONTAGE



⑩ SITE FROM NO. 3 ROAD



① CIRCA RESIDENCES



⑤ CORNER WILLIAMS & NO. 3 ROAD



⑨ NO. 3 ROAD

REV.	DESCRIPTIONS	BY	DATE
1	ISSUED FOR RECORDING	HC	08.10.18
2	ISSUED FOR RECORDING	HC	08.10.18
3	ISSUED FOR RECORDING	HC	08.10.18
4	ISSUED FOR RECORDING	HC	08.10.18
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95	ISSUED FOR RECORDING	HC	08.10.18
96	ISSUED FOR RECORDING	HC	08.10.18
97	ISSUED FOR RECORDING	HC	08.10.18
98	ISSUED FOR RECORDING	HC	08.10.18
99	ISSUED FOR RECORDING	HC	08.10.18
100	ISSUED FOR RECORDING	HC	08.10.18

PROJECT NAME  
9900 NO. 3 ROAD  
8031 WILLIAMS ROAD  
RICHMOND, BC

PROJECT	9900 NO. 3 ROAD & 8031 WILLIAMS ROAD
DRAWING TITLE	EXISTING CONTEXT
PROJECT NUMBER	18-02
DWG. NO.	A003
DATE	MAY 2018
SCALE	1:100
DRAWN	HC
CHECKED	HC





**CNCL - 305**

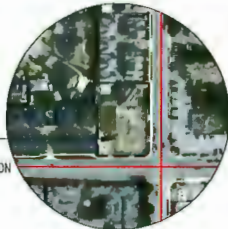
REV.	DESCRIPTIONS	BY	DATE
1	ISSUED FOR RECORDING	HW	08.10.18
2	ISSUED FOR RECORDING	HW	08.24.18
3	CAD FILE	HW	08.24.18

PROJECT ADDRESS  
9900 NO.3 ROAD  
RICHMOND, BC

PROJECT ADDRESS 9900 NO.3 ROAD & 8031 WILLIAMS ROAD RICHMOND, BC	PROJECT NUMBER 18-02
PROJECT NAME SHADOW ANALYSIS	PROJECT NO. A004
DATE MAY 2019	SCALE 1/4" = 1'
DRAWN HW	CHECKED HW

## MOSAIC

9990 NO.3 ROAD  
8031 WILLIAMS ROAD

[illegible]

**2** PROPOSED STREETSCAPE ON NO.3 ROAD

[illegible]

PROJECT ADDRESS  
9900 NO.3 ROAD  
RICHMOND, BC

PROJECT	9900 NO.3 ROAD & 8031 WILLIAMS ROAD	PROJECT NUMBER	18-02
ISSUED TITLE	CONTEXT STUDY STREETSCAPE		

DATE	SCALE	DRAWN	DEVELOP
MAY 2010	MIS	MH	HC





[illegible]

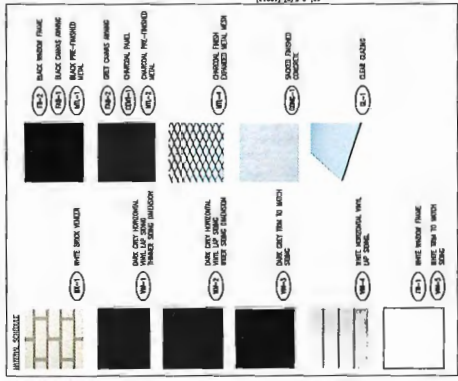
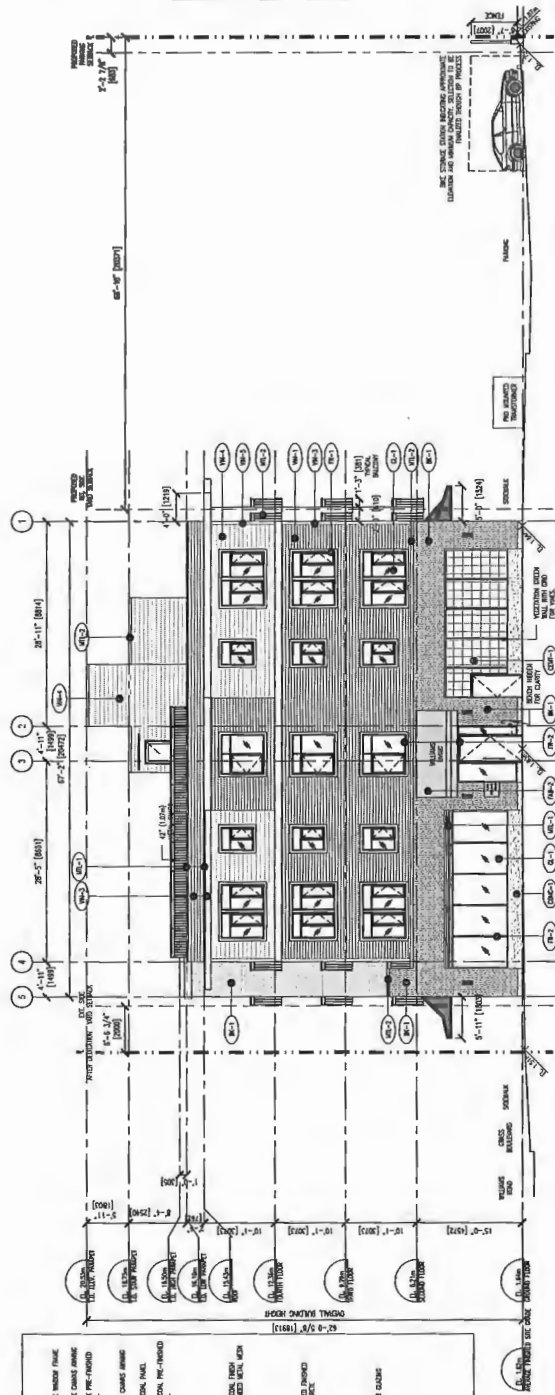
ALL OF THE INSTRUMENTS PREPARED BY MICROCALISM ARCHITECTURE INC. ARE ON FILE FOR THE RECORDATION OFFICE AND ARE AVAILABLE TO ANYONE WITH THE PROJECT AS INSTRUMENTS OF SERVICE FOR THE EXECUTION OF THE PROJECT. PROSLAMM ARCHITECTURE, INTERIORS INC., PROVIDES THE PROPERTY AND EQUIPMENT IN ORDER TO CONSTRUCT THE PROJECT. THESE INSTRUMENTS MAY NOT BE USED BY ANY OTHER PROJECT WITHOUT PRIOR WRITTEN AGREEMENT OF PROSLAMM ARCHITECTURE.

REV.	DESCRIPTIONS	BY	DATE
-	ISSUED FOR RECEIVING REQUISITION	HC	08.10.18
-	ISSUED FOR RECEIVING REQUISITION	HC	05.24.18
-	ISSUED FOR RECEIVING	HC	06.07.18
END FILE - 2006			REVISION: 00

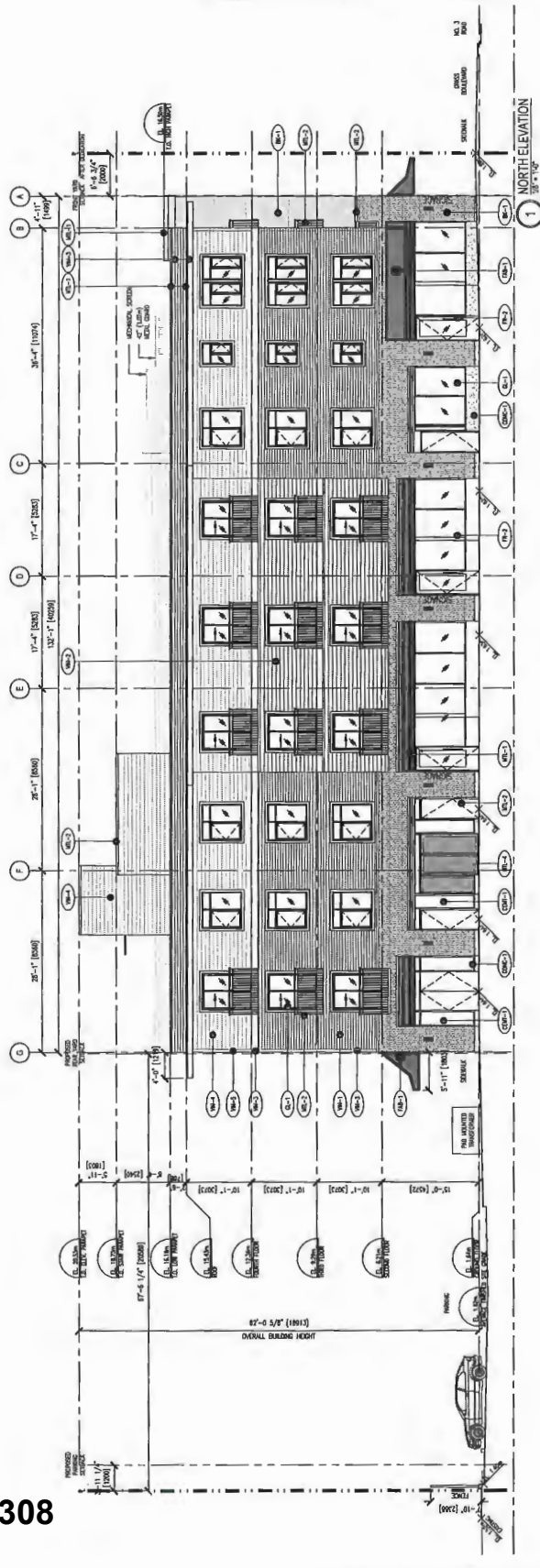
**PROJECT ADDRESS**  
9900 NO.3 ROAD  
RICHMOND, BC

PRODUCT <b>9900 NO.3 ROAD &amp; 8031 WILLIAMS ROAD</b>	PROJECT NUMBER <b>18-02</b>	
	DATE REC. <b>A300</b>	
DRAWING TITLE <b>NORTH &amp; EAST ELEVATIONS</b>		

DATE APRIL 2018	SCALE 1/8"=1'-0"	DRAWN AT	CHECKED MC
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2 EAST ELEVATION  
1/8" = 1'-0"



1 NORTH ELEVATION

[illegible]

ALL OF THE DOCUMENTS PREPARED BY MICROCHEMICAL ANALYTICAL INSTRUMENTS ARE OF SUCH A NATURE THAT THEY ARE NOT SUBJECT TO THE PROVISIONS OF THE PATENT ACT. THE INSTRUMENTS ARE NOT SUBJECT TO THE PROVISIONS OF THE PATENT ACT. THE INSTRUMENTS ARE NOT SUBJECT TO THE PROVISIONS OF THE PATENT ACT.

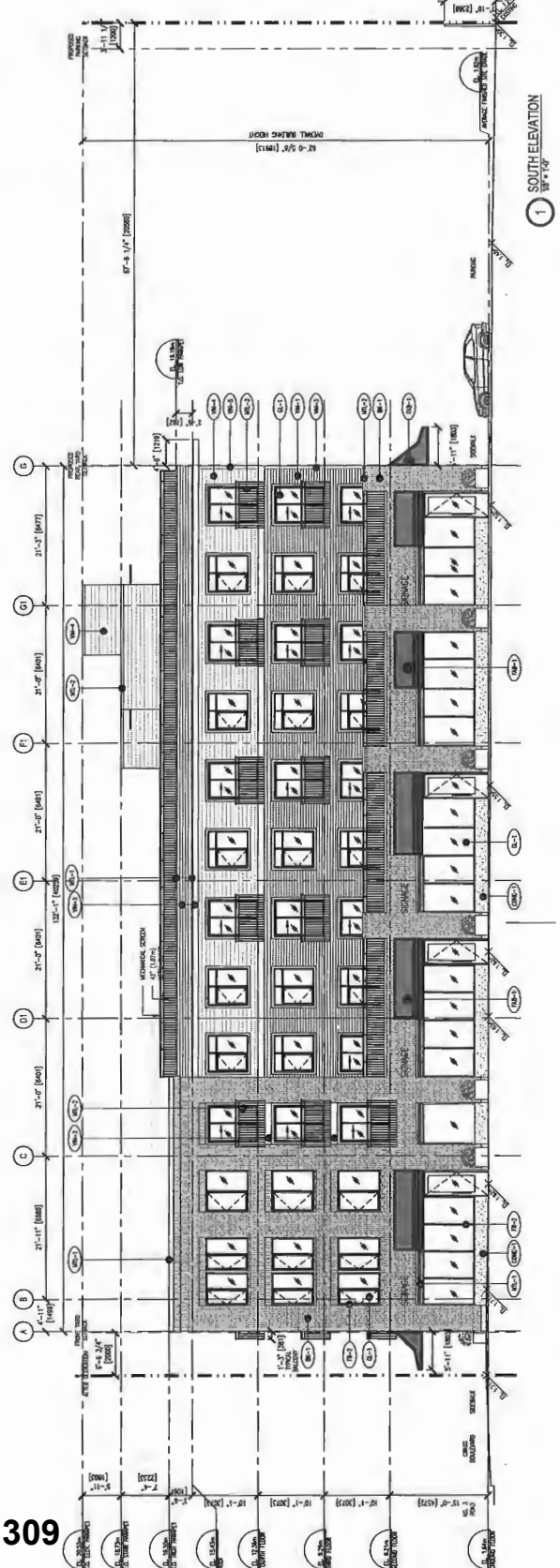
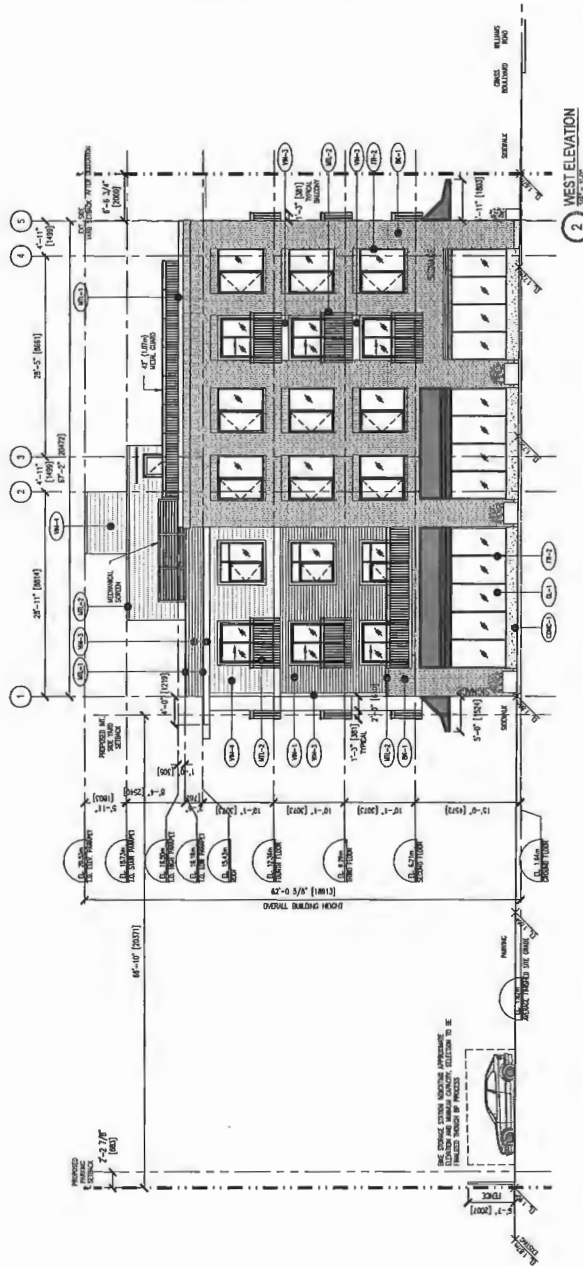
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-	ISSUED FOR REWORKING REWORKROOM	HC	03.11.18
-	ISSUED FOR REWORKING REWORKING	HC	09.07.18
	CAB. P.L.C. 3000		REVISION NO. 1

**PROPERTY ADDRESS**  
9900 NO.3 ROAD  
RICHMOND, BC

PROJECT 9900 NO.3 ROAD & 8031 WILLIAMS ROAD	PROJECT NUMBER 18-02
DRAWING TITLE SOUTH & WEST ELEVATIONS	







A301

DATE APRIL 2018	SCALE 1/8"=1'-0"	DRAWN AT	CHECKED HC
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# PLANT LIST

SYM	QTY	BOTANICAL NAME	COMMON NAME	SIZE
TREES				
	2	 Cornus kousa 'China Girl'	Flowering Dogwood	6cm cal. B&B
	3	 Cornus kousa 'Satan's'	Satan's Dogwood	5cm cal. Container Grown
	2	 Liquidambar styraciflua	Sweetgum	6cm cal. B&B
	2	 Pinus thunbergii 'Thunderhead'	Thunderhead Japanese Black Pine	2.5m ht. Jotted/topiary
	8	 Populus tremula 'Erecta'	Columnar Swedish Aspen	6cm cal. B&B
	5	 Picea omorika	Serbian Spruce	6cm cal. B&B
	6	Street Trees (species to be coordinated w/ CoR), to avoid conflicts with civil utilities servicing building (8m o.c. typ.)		
SHRUBS				
AZ	22	Azalea Gumpo White	White Gumpo Azalea	#2 pot, 18" o.c.
AZ	102	Azalea Gumpo Pink	Pink Gumpo Azalea	#2 pot, 18" o.c.
CI	77	Choysya limicola	Mexican Orange Blossom	#3 pot, 24" o.c.
G	13	Gaultheria Shallon	Sallal	#2 pot, 15" o.c.
LP	123	Lonicera pileata	Privet Honeyuckle	#3 pot, 24" o.c.
RS	7	Fibes Sargunium	Flowering Red Currant	#5 pot, 36" o.c.
SP	110	Spirea japonica 'Gold Flame'	Gold Flame Spiraea	#3 pot, 24" o.c.
●	11	Thuja occidentalis 'Smaragd'	Topiary Cedar	3' ht. Specimen Topiary
PERENNIALS & GRASSES				
a	15	Arctostaphylos uva-ursi	Kickinick	#1 pot, 12" o.c.
●	8	Campsis Radicans	Trompet Creeper Vine	#3 pot, 24" o.c.
o	156	Carex oshimensis 'Evergold'	Evergold Japanese Sedge	#1 pot, 12" o.c.
e	199	Erica carnea	Winter Heath	#1 pot, 12" o.c.
f	18	Festuca glauca 'Elijah Blue'	Elijah Blue Fescue	#1 pot, 12" o.c.
h	242	Hemerocallis stellata d'oro	Stella D'oro Daylily	#2 pot, 15" o.c.
hp	48	Heuchera 'Purple Palace'	Purple Coral Bells	#1 pot, 12" o.c.
MS	30	Miscanthus sinensis 'Stricta'	Paroslane Grass	#2 pot, 18" o.c.

CNCL - 310

# MATERIALS KEY

DETAIL SURFACING	MATERIAL	DETAIL SITE FURNISHING	MATERIAL
	GRAVEL/RIVER ROCK DRAINAGE STRIP		CONCRETE CURB STOP
	CIP CONCRETE (SAND FINISH, 10MM THICK, SAWCUT AS PER PLAN, (NATURAL GREY))		CIRCULAR HORSESHOE BIKE RACK • VICTOR STANLEY, BRNS-101, POWDER COAT FINISH
	CIP CONCRETE (INTEGRAL COLOUR) (BROWN FINISH, 10MM THICK, SAWCUT AS PER PLAN, (DARK GREY))		PARKING LOT LIGHT STANDARD • REFER TO ELECTRICAL
	PERMEABLE/POROUS PAVING (AT PARKING STALLS PER SITE PLAN - REFER TO CIVIL)		CATANARY LIGHTING • SPEC TO BE CONFIRMED
	HOLLAND PAVERS (MIXED BLEND OF CHARCOAL & NATURAL)		POTTING BENCH WITH TOOL STORAGE • 4 x 2.4" WOOD
	SODDED LAWN		STORAGE BENCH/BOX • 6.6" x 2.4" WOOD WITH HINGE TOP
	HYDROPPRESSED CONCRETE PAVERS 24"x24" CHARCOAL GREY		KOMPAK PLAY HOUSE • BASC720
	HYDROPPRESSED CONCRETE PAVERS 24"x24" NATURAL GREY		RUBBER STEPPER MOUNDS
	WOOD DECKING (S4S - BAS CUT CORNER PATTERN)		LEDGESTONE & CONCRETE BBQ COUNTER
	ARTIFICIAL TURF (NON-TOXIC, METALLIC GRASS, GRASS BLUE (OR APPROVED EQUAL))		PING PONG TABLE • BY OWNER
	RUBBER PLAY SURFACING (2" DEPTH, FOUNDED IN PLACE - COLOUR BLOCK PATTERN (NATURAL SURFACES))		FIBRE GLASS PLANTER SCHEDULE QTY: 2 SIZE (L x W x H): 66" x 48" x 24"
	CIP CONCRETE WALLS/CURBS (REFER TO ARCHT FOR DETAILS)		METAL PLANTER SCHEDULE QTY: 2 SIZE (L x W x H): 48" x 48" x 30"
	BLOCK MASONRY RETAINING (AS OR APPROVED EQUAL)		LOUNGING FURNITURE • BY OWNER • WOOD HARVEST TABLE, OUTDOOR COUCHES, AFRICANIAN CHAIRS
	PRIVACY FENCING AT GROUND PL (2.4m HT AT NORTH PL, 2.4m HT AT EAST PL)		
	4.0" WOOD FENCING (ROOF LEVEL)		
	3" ARCHITECTURAL GUARDRAIL (ARCHITECTURAL POCKET ROOF LEVEL)		
	3" METAL GATE (ROOF LEVEL)		

# DRAWING LIST

- L0.0 COVERSHEET
- L1.1 GROUND LEVEL: MATERIALS & GRADING PLAN
- L1.2 GROUND LEVEL: PLANTING PLAN
- L1.3 ROOF: LANDSCAPE PLAN
- L2.1 LANDSCAPE SECTIONS
- L2.2 LANDSCAPE DETAILS

# NOTES

- All work shall meet or exceed the requirements as outlined in the current Edition of the B.C. Landscape Standard.
- Plant sizes and related container classes are specified according to the B.C. Landscape Standard current Edition. For container classes #3 and smaller, plant sizes shall be as shown in the plant list and the Standard; for all other plants, both plant size and container class shall be as shown in the plant list. Specifically, when the plant list call for #5 class containers, these shall be as defined in the BCNTA Standard.
- All trees shall be installed in accordance with BCNTA Standards.
- All STREET TREES shall be installed 8' x 24" Deep Root Barrier centred on each tree between tree pit and sidewalk (ON BOTH SIDES: CURB AND SIDEWALK).
- For all existing on site services and survey symbols refer to survey drawings.
- All landscaping and treatment of the open portions of the site shall be completed in accordance with the approved drawings within six (6) months of the date of issuance of any required occupancy permit.
- All Soil Landscaping shall be irrigated to IABC Standards with a high-efficiency irrigation system.
- All Palios shall be equipped with hose bibs.
- All irrigation valve boxes shall be equipped with quick-couplers.



2. SPT 10-19  
1. MAY 24-19  
REV: 1.0  
DATE: 10/01/2019  
BY: [Signature]  
PROJECT: 9900 NO.03 ROAD  
RICHMOND, BC



**MOSAIC**  
820-2008 Granville St.  
Vancouver BC V6H 1N5  
Tel: 604-681-0077  
www.mosaic.ca

Project:  
9900 NO.03 ROAD  
Richmond, BC

Drawn by: AUG  
Checked by: PK  
Date: June 2018  
Scale: 1:100  
Drawing Title: COVERSHEET

Project No.: 18024  
Sheet No.: 18024

L0.0

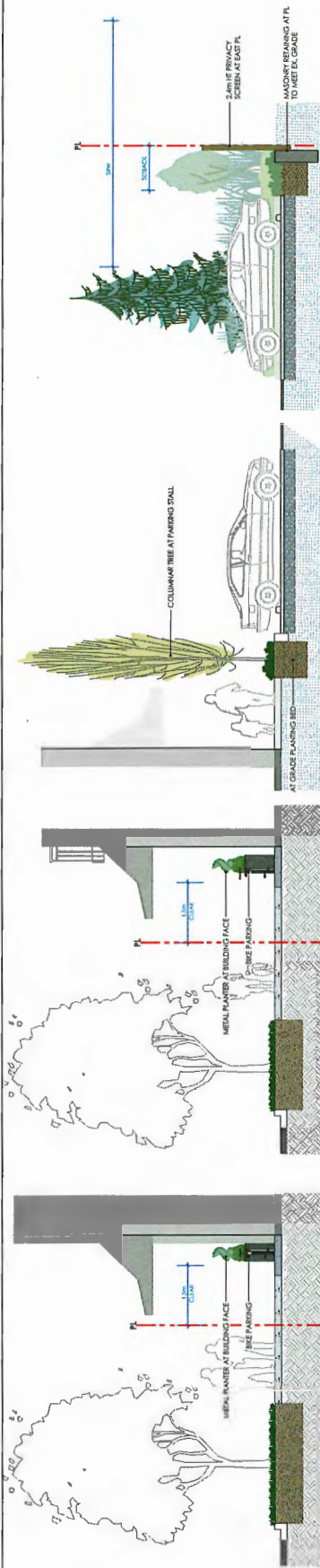




**CNCL - 312**







SECTION D: EAST PROPERTY LINE

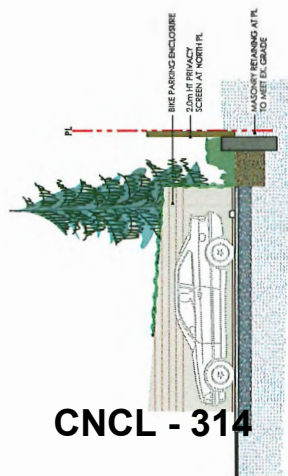
SECTION C: EAST BUILDING FACE

SECTION B: WILLIAMS STREET FRONTAGE (SOUTH PL)

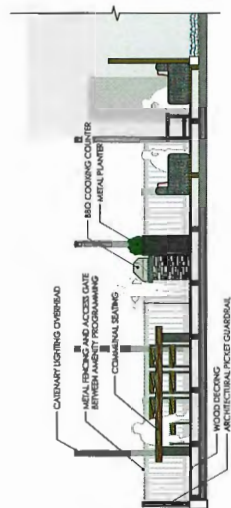
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SECTION A: NO. 3 ROAD STREET FRONTAGE (WEST PL)

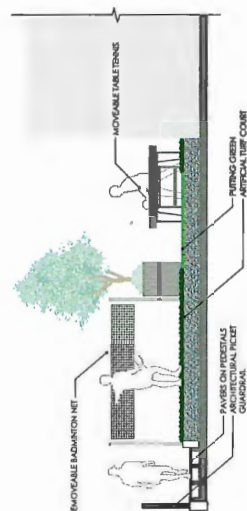
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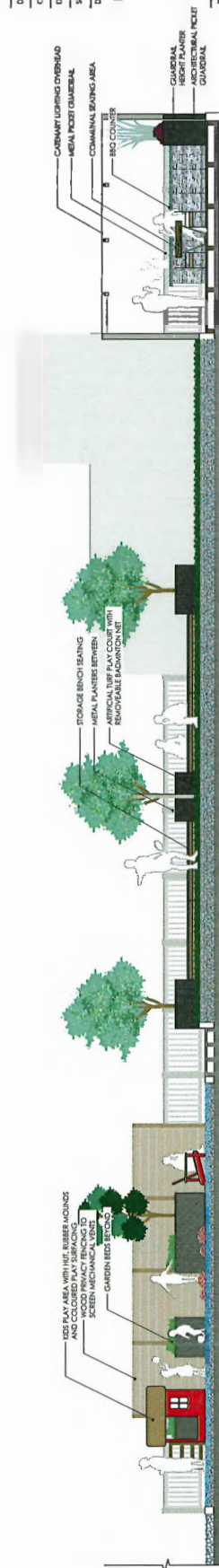
SECTION E: NORTH PROPERTY LINE



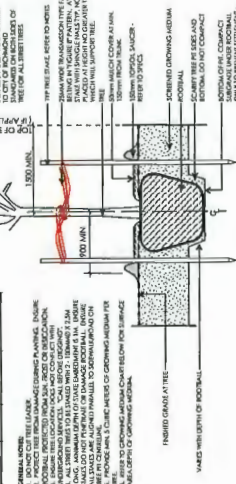
**SECTION F: ROOF TOP AMENITY**



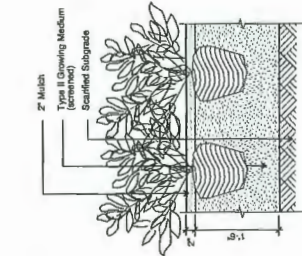
SECTION G: ROOF TOP AMENITY



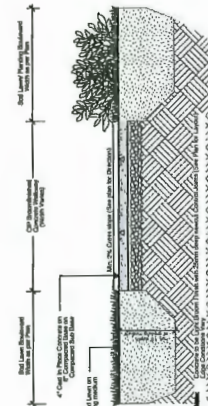
SECTION H: ROOF TOP AMENITY



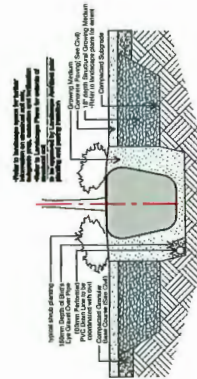
Typical Inclusive Test Marking



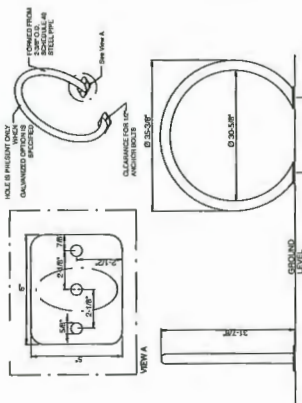
Typical Study Planning on Grade



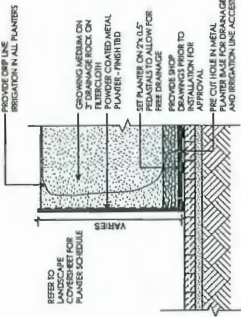
L2 200 CJP Corporate Walkway (Pedestrian Only)



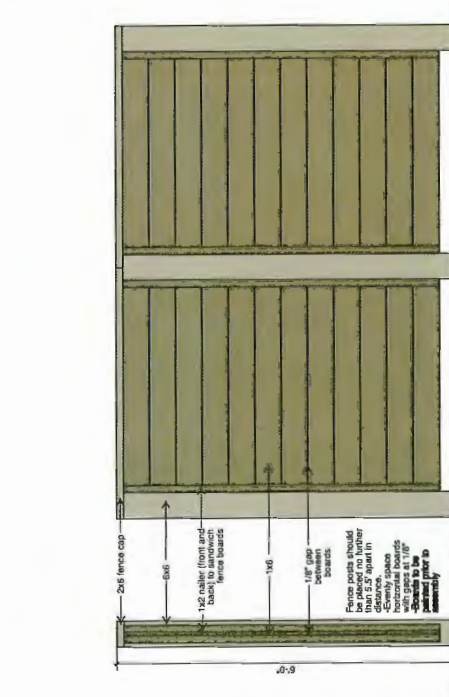
Lab 12.1



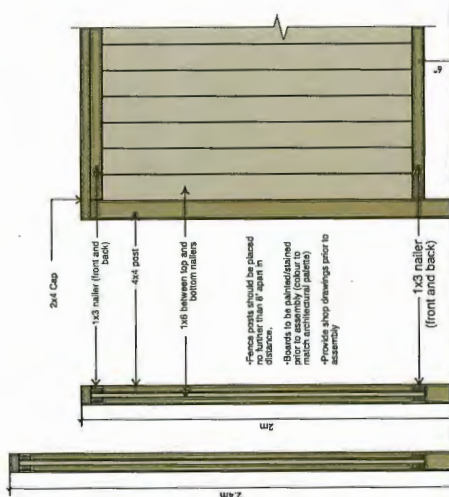
L4-13	Victor Stanley-Hornshurst (Nick Rack (Surface Mount)) (DMS-101)
1.2	N/A



Ld-10  
 Metal Planter with Irrigation  
 Ld-11 Scale 1:10



ROOF LEVEL - Wood Privacy Fence 18" or 12" Cedar - Screening around Mechanical Equipment



GROUND LEVEL PROPERTY LINE - PRIVACY FENCE

no.:	date:	item:
2	SEPT 10-19	RZ/D/P RE-SUBMISSION
1	MAY 24-19	RZ/D/P RE-SUBMISSION



MOSAIC

500-2808) Greenville St.,  
Vancouver BIC V6H 3C9  
e-mail: ees@vnet.ca

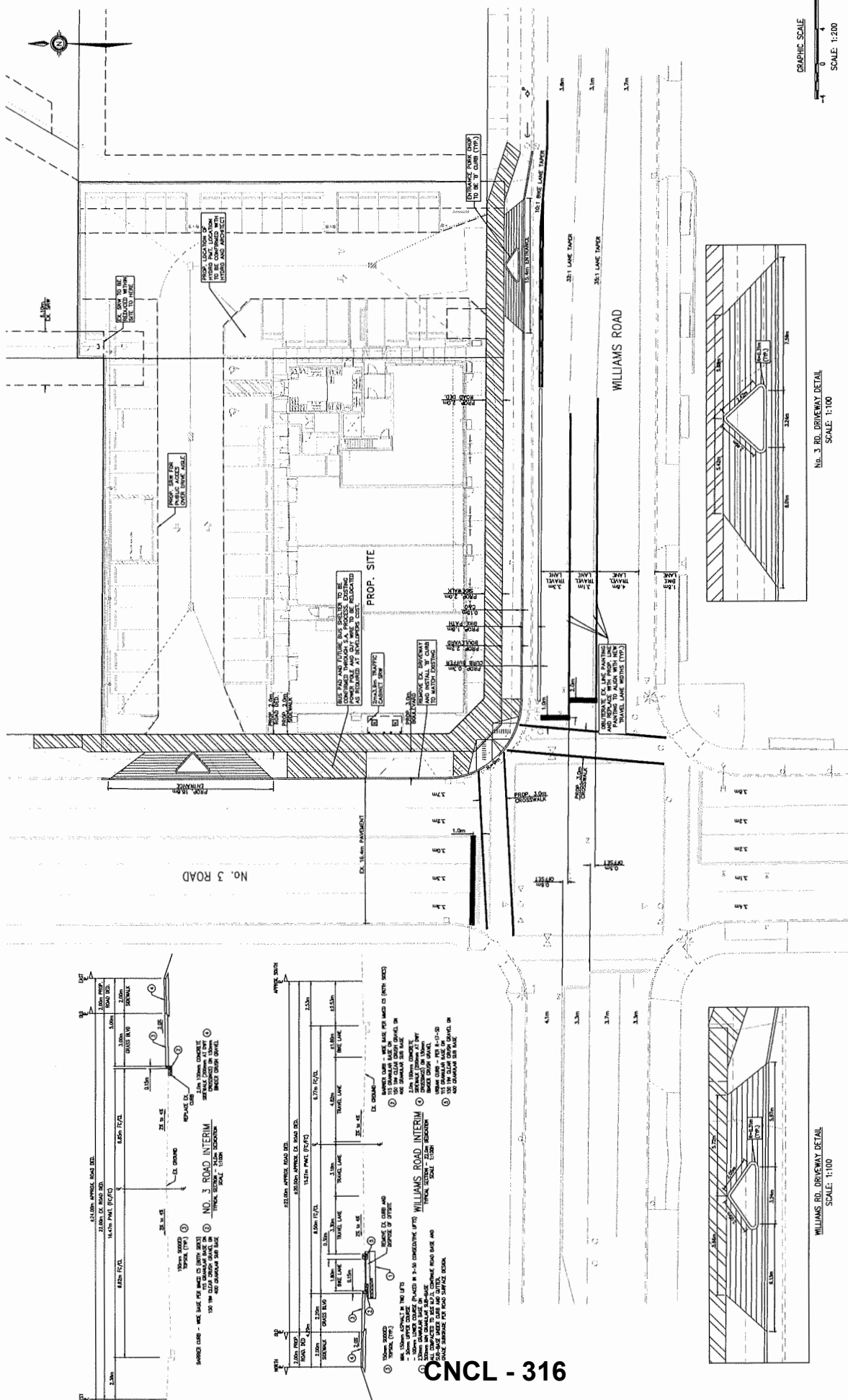
Project:  
9900 NO.03 ROAD  
Richmond, BC

Drawn by:	AG
Checked by:	PK
Date:	June 2018
Score:	AS SHOWN
Drawing Title:	

LANDSCAPE DETAILS

Project No.:	18024	Sheet No.:
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122



**City of Richmond**  
 8911 No. 3 Road Richmond, B.C. V6T 2C1

**WILLIAMS ROAD No. 3 ROAD**  
 FUNCTIONAL ROAD PLAN  
 CITY FILE -

DATE: 02/25/2018  
 BY: J. [Name]  
 CHECKED: [Name]  
 DESIGNED: [Name]

**NOTES**

1. THE PROPERTY IS OF APPROXIMATELY 100% GRADE AND THE PROPOSED ROAD IS TO BE CONSTRUCTED AT A GRADE OF 1.0%.
2. THE PROPOSED ROAD IS TO BE CONSTRUCTED AT A GRADE OF 1.0%.
3. THE PROPOSED ROAD IS TO BE CONSTRUCTED AT A GRADE OF 1.0%.
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10. THE PROPOSED ROAD IS TO BE CONSTRUCTED AT A GRADE OF 1.0%.

**REVISIONS**

NO.	DATE	BY	CHK.	DESCRIPTION
1	02/25/2018	J. [Name]	[Name]	ISSUED FOR PERMIT
2	02/25/2018	J. [Name]	[Name]	ISSUED FOR PERMIT
3	02/25/2018	J. [Name]	[Name]	ISSUED FOR PERMIT
4	02/25/2018	J. [Name]	[Name]	ISSUED FOR PERMIT
5	02/25/2018	J. [Name]	[Name]	ISSUED FOR PERMIT
6	02/25/2018	J. [Name]	[Name]	ISSUED FOR PERMIT
7	02/25/2018	J. [Name]	[Name]	ISSUED FOR PERMIT
8	02/25/2018	J. [Name]	[Name]	ISSUED FOR PERMIT
9	02/25/2018	J. [Name]	[Name]	ISSUED FOR PERMIT
10	02/25/2018	J. [Name]	[Name]	ISSUED FOR PERMIT

**WILLIAMS ROAD, DRIVEWAY DETAIL**  
 SCALE: 1:100

**WILLIAMS ROAD, DRIVEWAY DETAIL**  
 SCALE: 1:100

# MOSAIC

October 21, 2019

Cynthia Lussier  
Development Applications  
City of Richmond  
6911 No. 3 Road  
Richmond, BC  
V6Y 2C1

**RE: 9900 NO. 3 ROAD & 8031 WILLIAMS ROAD [RZ 18-835532] – Energy Step Code Compliance**

Dear Ms. Lussier,

This letter is to provide confirmation that the proposed development noted above will comply with the requirements of the BC Energy Step Code in place at the time of the associated Building Permit application.

Sincerely,



Elise Spearing  
Development Manager  
Mosaic Homes  
O 604.685.3888





**Address:** 9900 No. 3 Road and 8031 Williams Road

**File No.:** RZ 18-835532

**Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 10111, the applicant is required to complete the following:**

1. (**OCP Amendment**) Final Adoption of OCP Amendment Bylaw 10110.
2. (**Site Contamination – General**) Submission to the City of a contaminated sites legal instrument (e.g. Certificate of Compliance (CoC) or Final Site Determination (FSD) showing no contamination for 9900 No. 3 Rd) or an alternative notice from the Ministry of Environment and Climate Change Strategy that the City may approve the zoning, development, subdivision, and demolition applications for 9900 No. 3 Rd.
3. (**Site Contamination – Dedicated and/or Transferred Land**) Submission to the City of sufficient information and/or other assurances satisfactory to the City in its sole discretion to support the City's acceptance of the proposed dedicated or transferred land. Such assurances could include one or more of the following:
  - a) a contaminated sites legal instrument (e.g. Certificate of Compliance (CoC) or Final Site Determination (FSD) showing no contamination in the dedication lands);
  - b) evidence satisfactory to the City, in its sole discretion, that the lands to be dedicated to the City are in a satisfactory state from an environmental perspective; and
  - c) the registration of a legal agreement on the title to the Lands which provides that:
    - i. no occupancy of any building on the Lands shall be granted until such time that the Owner/Developer has satisfied the City in its sole discretion that the lands to be dedicated to the City are in a satisfactory state from an environmental perspective and a contaminated sites legal instrument has been obtained for the proposed dedication lands; and
    - ii. the Owner/Developer shall release and indemnify the City from and against any and all claims or actions that may arise in connection with those portions of the lands being dedicated to the City being contaminated in whole or in part.
4. (**Cash-in-lieu of Indoor Amenity Space**) City acceptance of the applicant's offer to voluntarily contribute \$75,200 in-lieu of the provision of on-site indoor amenity space (i.e., \$1,600/dwelling unit for the first 19 units; plus \$3,200 for remaining 14 dwelling units).
5. (**Subdivision**) Registration of a subdivision plan for the subject site that satisfied the following conditions:
  - a) A minimum road dedication of 2.0 m along both of the entire No. 3 Road and Williams Road frontages, as well as a 4.0 m x 4.0 m corner cut dedication at the intersection (the southwest corner of the subject site). The exact area of road dedication is to be confirmed through a functional road design to be finalized as part of the Servicing Agreement (SA) review process.
  - b) Consolidation of the lots into one development parcel (which will require the demolition of the existing dwelling).
6. (**Flood Construction Level**) Registration of a flood indemnity covenant on Title.
7. (**Market Rental Agreement**) Registration of a legal agreement on Title ensuring that:
  - a) The tenure of a dwelling unit is limited to rental only, and at prevailing market rental rates;
  - b) A minimum of 42% (comprising no less than 14 units) of the residential dwelling units are designed with two or more bedrooms that are suitable for families;
  - c) A minimum of 30% (comprising no less than 10 units) of the residential dwelling units are designed with basic universal housing features;

- d) subdivision (including stratification and/or air space parcels) of individual residential dwelling units is prohibited. This restriction only applies to the residential dwelling units;
  - e) The terms of the legal agreement shall apply in perpetuity;
8. **(Parking and Loading)** Registration of a legal agreement on Title ensuring that:
- a) Seven (7) of the non-residential vehicle parking spaces are shared with residential visitor vehicle parking spaces, and that the following are prohibited: reserving, selling, leasing, assigning, or designating any of the shared vehicle parking spaces to individual uses or users;
  - b) Vehicle parking spaces are identified as to their intended usage with signage and in the Development Permit and Building Permit plans;
  - c) Common access to the secured long-term bicycle storage (Class 1 bicycle parking spaces) is provided for the use of residents and non-residential occupants and is maintained for its intended common use.
  - d) Loading facilities are provided for the shared use of all uses on-site and maintained for their intended shared common use.
9. **(Transportation Demand Management (TDM) Measures)** The applicant shall provide the following TDM measures to support the 10% vehicle parking rate reduction for the non-residential uses:
- a) **(Bike Lane)** Upgrades to the Williams Road bike lane as per the functional road design to be finalized during the Servicing Agreement design review process;
  - b) **(Future Streetscape Improvements)** City acceptance of the applicant's offer to voluntarily contribute \$15,000 for future streetscape improvements at the No. 3 Road and Williams Road intersection (e.g., crosswalk decorative surface pavement treatment, tactile warning strips at curb rambs);
  - c) **(Transit Pass Program)** Registration of a legal agreement on Title to ensure the execution and completion of a transit pass program, including the following method of administration and terms:
    - i. Provide 1 year of two-zone compass cards for each of the 33 dwelling units restricted to residential rental tenure. The intention of the transit pass program is to offer transit passes on a per unit basis. If a tenant opts out or does not "subscribe" to the transit pass program, that pass remains in the pool for a future tenant until they have all been utilized. Number of passes capped at number of units for a period of one year;
    - ii. Letter of Credit provided to the City for 100% of transit pass program value;
    - iii. Administration by Translink or management company. The owner is not responsible for the monitoring of use of transit passes but only noting number of "subscribed" users to the program until full unit count is exhausted over a period of one year;
    - iv. If the transit pass program is not fully subscribed within one year, the program is to be extended until the equivalence of the costs of the full one year transit pass program has been exhausted. Should not all transit passes be utilized by the end of the one year period, the remaining funds equivalent to the value of the unsubscribed transit passes are to be transferred to the City of Richmond for alternate TDMs at the City's discretion; and
    - v. The availability and method of accessing the two-zone transit passes is to be clearly explained in the tenancy agreements.
10. **(Traffic Noise)** Registration of a legal agreement on Title identifying that the proposed development must be designed and constructed in a manner that mitigates potential traffic noise from the arterial roads abutting the subject site to the proposed dwelling units. Dwelling units must be designed and constructed to achieve:
- a) CMHC guidelines for interior noise levels as indicated in the chart below:
- | Portions of Dwelling Units                      | Noise Levels (decibels) |
|---|-------------------------|
| Bedrooms  | 35 decibels             |
| Living, dining, recreation rooms                | 40 decibels             |
| Kitchen, bathrooms, hallways, and utility rooms | 45 decibels             |
- b) the ASHRAE 55-2004 "Thermal Environmental Conditions for Human Occupancy" standard for interior living spaces.



11. (**Mixed-Use Noise**) Registration of a mixed-use noise sensitive use covenant on Title addressing noise impacts on residential uses.
12. (**Commercial Development within 30 m of Residential**) Registration of a legal agreement on Title for commercial developments within 30 m of any residential use indicating that they are required to mitigate unwanted noise and demonstrate that the building envelope is designed to avoid noise generated by the internal use from penetrating into residential areas that exceed noise levels allowed in the City's Noise Bylaw and that noise generated from rooftop HVAC units will comply with the City's Noise Bylaw.
13. (**Development Permit**) The submission and processing of a Development Permit\* completed to a level deemed acceptable by the Director of Development.
14. (**Servicing Agreement**) Entrance into a Servicing Agreement (SA)\* for the design and construction of the following improvements. A Letter of Credit or cash security for the value of the SA works, as determined by the City, will be required as part of entering into the SA. Works include, but may not be limited to:

#### *Water Works*

- Using the OCP Model, there is 570 L/s of water available at a 20 psi residual at the Williams Road frontage. Based on the proposed development, the subject site requires a minimum fire flow of 220 L/s.
- At the applicant's cost, the applicant is required to:
  - Submit Fire Underwriter Survey (FUS) or International Organization for Standardization (ISO) fire flow calculations to confirm development has adequate fire flow for onsite fire protection. Calculations must be signed and sealed by a Professional Engineer and be based on Building Permit Stage building designs.
  - Review hydrant spacing on all road frontages and install new fire hydrants as required to meet City spacing requirements for the proposed land use.
  - Provide a SRW for the water meter. Minimum SRW dimensions to be the size of the meter box (from the City of Richmond supplementary specifications) plus any appurtenances (for example, the bypass on W20-SD) plus 0.5 m on all sides. Exact SRW dimensions to be finalized during the SA design review process.
- At the applicant's cost, the City will:
  - Cut, cap, and remove all existing water connections and meters serving the development site.
  - Install one new water connection complete with meter and meter box. The meter is to be located on-site in a SRW (as described above) or in a mechanical room.
  - Relocate the existing fire hydrant on Williams Road out of the proposed sidewalk.
  - Replace approximately 6.0 m of asbestos cement (AC) water main on No 3 Road at the crossing location with the proposed storm sewer.

#### *Storm Sewer Works*

- At the applicant's cost, the applicant is required to:
  - Provide an erosion and sediment control plan for all on-site and off-site works, to be reviewed as part of the SA design review process.
  - Install approximately 20 m of 600 mm storm sewer along Williams Road at No. 3 Road, to replace the existing 200 mm storm sewer. The alignment shall be consistent with the existing storm sewer to the east.
  - Remove, or fill and abandon per MMCD specifications, the existing 200 mm storm sewer.
- At the applicant's cost, the City will:
  - Complete all tie-ins for the proposed works to existing City infrastructure.
  - Cut, cap, and remove all existing storm connections to the development site.
  - Install one new storm connection, complete with inspection chamber, to serve the development site. The inspection chamber is to be located on-site in a SRW.

### *Sanitary Sewer Works*

- At the applicant's cost, the applicant is required to:
  - Not start on-site excavation or foundation construction until completion of rear-yard sanitary works by City crews.
- At the applicant's cost, the City will:
  - Install a new manhole on the existing sanitary sewer at the north property line of 8031 Williams Road (i.e. approximately 5.0 m north of the existing manhole) and remove the existing manhole and sanitary sewer up to the new manhole. The new manhole shall serve as the inspection chamber for the development site.
  - (***SRW Discharge and Granting of New SRW***) Discharge of the existing SRW agreement for the sanitary sewer from the Title of the subject properties (G113388 Interlalia, Plan 40608) following the removal of the existing sanitary manhole and main, and registration of a new SRW agreement for the sanitary sewer on Title to reflect the revised location of infrastructure on-site.
  - Complete all tie-ins for the proposed works to existing City infrastructure.

### *Frontage Improvements*

- Preparation of functional road designs with cross sections by a civil or transportation engineering consultant based on surveys is required for both the interim and ultimate (full build-out) conditions for the intersection of No. 3 Road and Williams Road, the No. 3 Road and Williams Road frontages, and the new driveway crossings, based on the works described below. The drawings are to be signed and sealed along with the AutoTurn wheel path simulation for the relevant design vehicles based on the proposed uses. AutoTurn wheel path simulations are required to demonstrate the suitability of the access design and on-site turn-around/manoeuvring. The functional road designs are required to confirm the amount of road dedication for the project as well.
- No. 3 Road:
  - Remove the existing sidewalk and construct a new 2.0 m wide concrete sidewalk at the new property line established after the required road dedication;
  - Construct a new 3.0 m wide treed/grass boulevard between the new concrete sidewalk and new curb line of No. 3 Road;
  - The new sidewalk and boulevard are to transition to meet the existing frontage treatments north of the subject site;
  - All existing driveways along the No. 3 Road frontage are to be closed permanently. Vehicle access to No. 3 Road is to be from a new driveway crossing at the north property line of the subject development, and will be restricted to right-in/right-out movements only using a physical barrier (i.e., a concrete "pork chop" driveway island). The Applicant is responsible for the removal of the existing driveway letdowns and the replacement with barrier curb/gutter, grass/tree boulevard and concrete sidewalk per standards described above;
- Williams Road:
  - Remove and replace the existing concrete curb and gutter along the north side of Williams Road;
  - Remove the existing sidewalk and construct a new 2.0 m wide concrete sidewalk next to the new property line established after the required road dedication;
  - Construct a new treed/grass boulevard between the new sidewalk and the new curb line of Williams Road;
  - Construct a 1.8 m wide protected on-street bike lane along the north side of Williams Road, complete with a 0.3 m raised buffer between the bike lane and vehicle lanes;
  - The new sidewalk, boulevard, and bike lane are to transition to meet the existing frontage treatments east of the subject site;
  - All existing driveways along the Williams Road frontage are to be closed permanently; vehicle access to Williams Road is to be from a new driveway crossing at the east property line of the subject development, and will be restricted to right-in/right-out movements only using a physical barrier (i.e., a concrete "pork chop" driveway island). The Applicant is responsible for the removal of the existing driveway letdowns and the

replacement with barrier curb/gutter, grass/tree boulevard and concrete sidewalk per standards described above;

- Provision and installation of a Traffic Signal Cabinet, and an Uninterrupted Power Supply (UPS) Cabinet for the No. 3 Road and Williams Road intersection. Additional SRWs for aboveground traffic signal equipment on-site may also be required, e.g., 2.0 m x 4.0 m SRW.
- At the applicant's cost, the applicant is required to coordinate with BC Hydro, Telus and other private communication service providers:
  - To pre-duct for future hydro, telephone and cable utilities along all road frontages.
  - Before relocating/modifying any of the existing power poles and/or guy wires within the property frontages.
  - To underground overhead service lines to the development site.
  - To remove the secondary support wires and pole along the development frontage.
- At the applicant's cost, the applicant is required to:
  - Review street lighting levels along all road frontages, and upgrade as required.
  - Locate/relocate all above-ground utility cabinets and kiosks required to service the proposed development, and all above-ground utility cabinets and kiosks located along the development's frontages, within the development site (see list below for examples). A functional plan showing conceptual locations for such infrastructure shall be included in the development design review process. Please coordinate with the respective private utility companies and the project's lighting and traffic signal consultants to confirm the requirements (e.g., SRW dimensions) and the locations for the above-ground structures. If a private utility company does not require an above-ground structure, that company shall confirm this via a letter to be submitted to the City. The following are examples of SRWs that shall be shown on the Development Permit architectural plans, the SA drawings, and registered prior to SA design approval:
    - BC Hydro PMT – 4.0 x 5.0 m
    - BC Hydro LPT – 3.5 x 3.5 m
    - Street light kiosk – 1.5 x 1.5 m
    - Traffic signal kiosk – 2.0 x 1.5 m
    - Traffic signal UPS – 1.0 x 1.0 m
    - Shaw cable kiosk – 1.0 x 1.0 m
    - Telus FDH cabinet – 1.1 x 1.0 m

#### *General Items*

- At the applicant's cost, the applicant is required to:
  - Provide, prior to start of site preparation works or within the first SA submission, whichever comes first, a pre-load plan and geotechnical assessment of preload, dewatering, and soil preparation impacts on the existing utilities fronting the development site and provide mitigation recommendations.
  - Provide a video inspection report of the existing storm and sanitary sewers adjacent to the development site prior to start of site preparation works or within the first SA submission, whichever comes first. A follow-up video inspection, complete with a civil engineer's signed and sealed recommendation letter, is required after site preparation works are complete (i.e. pre-load removal, completion of dewatering, etc.) to assess the condition of the existing utilities and provide recommendations to retain, replace, or repair. Any utilities damaged by the pre-load, de-watering, or other ground preparation shall be replaced or repaired at the applicant's cost.
  - Conduct pre- and post-preload elevation surveys of all surrounding roads, utilities, and structures. Any damage, nuisance, or other impact to be repaired at the developer's cost. The post-preload elevation survey shall be incorporated within the SA design.
  - Monitor the settlement at the adjacent utilities and structures during pre-loading, dewatering, and soil preparation works per a geotechnical engineer's recommendations, and report the settlement amounts to the City for approval.
  - Not encroach into City SRWs with any proposed trees, retaining walls, or other non-removable structures.

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

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

- Complete an acoustical and mechanical report and recommendations prepared by an appropriate registered professional, which demonstrates that:
  - the building envelope is designed to avoid noise generated by the internal use from penetrating into residential areas that exceed noise levels allowed in the City's Noise Bylaw;
  - noise generated from rooftop HVAC units will comply with the City's Noise Bylaw;
  - the interior noise levels and noise mitigation standards comply with the City's Official Community Plan and Noise Bylaw requirements.

The standard required for air conditioning systems and their alternatives (e.g. ground source heat pumps, heat exchangers and acoustic ducting) is the ASHRAE 55-2004 "Thermal Environmental Conditions for Human Occupancy" standard and subsequent updates as they may occur. Maximum interior noise levels (decibels) within the dwelling units must achieve CMHC standards follows:

Portions of Dwelling Units	Noise Levels (decibels)
Bedrooms	35 decibels
Living, dining, recreation rooms	40 decibels
Kitchen, bathrooms, hallways, and utility rooms	45 decibels

**Prior to Development Permit\* issuance, the applicant is required to complete the following requirements:**

- (**Rezoning**) Incorporation of features in Development Permit plans as determined via the Rezoning application process.
- (**Landscaping Security**) Receipt of a Letter-of-Credit for the proposed landscaping in the amount of 100% of a cost estimate prepared by a Registered Landscape Architect (including all materials, installation, and a 10% contingency).

**Prior to removal of the hedge along the Williams Road frontage, the applicant is required to:**

- (**Hedge Removal**) Contact the City's Parks Department (604-244-1208 x1317) four business days prior to removal to allow proper signage to be posted.

**Prior to Building Permit\* issuance, the applicant must complete the following requirements:**

- (**Rezoning/Development Permit**) Incorporation of features in Building Permit plans as determined via the Rezoning and/or Development Permit application processes, including accessibility and sustainability measures.
- (**Off-site Tree Protection**) Install appropriate tree protection fencing, if applicable, around all off-site trees to be retained prior to any construction activities, including building demolition, occurring on-site.
- (**Construction Parking and Traffic Management Plan**) Submission of a Construction Parking and Traffic Management Plan to the Transportation Department. The Management Plan shall include location for parking for services, deliveries, workers, loading, application for any lane closures, and proper construction traffic controls as per Traffic Control Manual for works on Roadways (by Ministry of Transportation) and MMCD Traffic Regulation Section 01570.
- (**Construction Hoarding**) Obtain a Building Permit for any construction hoarding. If construction hoarding is required to temporarily occupy a public street, the air space above a public street, or any part thereof, additional City approvals and associated fees may be required as part of the Building Permit. For additional information, contact the Building Approvals Department at 604-276-4285.

**Note:**

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

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

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

- Additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering may be required including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.
- Applicants for all City Permits are required to comply at all times with the conditions of the Provincial *Wildlife Act* and Federal *Migratory Birds Convention Act*, which contain prohibitions on the removal or disturbance of both birds and their nests. Issuance of Municipal permits does not give an individual authority to contravene these legislations. The City of Richmond recommends that where significant trees or vegetation exists on site, the services of a Qualified Environmental Professional (QEP) be secured to perform a survey and ensure that development activities are in compliance with all relevant legislation.

[signed original on file]

Signed \_\_\_\_\_

Date \_\_\_\_\_



**Richmond Official Community Plan Bylaw 9000  
Amendment Bylaw 10110 (RZ 18-835532)  
8031 Williams Road**

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

1. Richmond Official Community Plan Bylaw 9000, as amended, is further amended by repealing the existing land use designation in Attachment 1 to Schedule 1 thereof of the following area and by designating it **"Neighbourhood Service Centre"**.

P.I.D. 009-913-262

Lot 2 Section 28 Block 4 North Range 6 West New Westminster District Plan 14004

2. This Bylaw may be cited as **"Richmond Official Community Plan Bylaw 9000, Amendment Bylaw 10110"**.

FIRST READING

PUBLIC HEARING

SECOND READING

THIRD READING

ADOPTED

_____
_____
_____
_____
_____

CITY OF RICHMOND
APPROVED by 
APPROVED by Manager or Solicitor 

\_\_\_\_\_  
MAYOR

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





**Richmond Zoning Bylaw 8500  
Amendment Bylaw 10111 (RZ 18-835532)  
9900 No. 3 Road and 8031 Williams 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 by inserting as Section 20.44 thereof the following:

**“ 20.44 Commercial Mixed Use (ZMU44) – Broadmoor**

**20.44.1 Purpose**

This **zone** provides for a limited range of commercial **uses** and services to the surrounding community, along with low rise **apartment housing** and other compatible **uses**.

**20.44.2 Permitted Uses**

- animal grooming
- child care
- government service
- health service, minor
- housing, apartment
- office
- restaurant
- retail, convenience
- retail, general
- service, business support
- service, financial
- service, household repair
- service, personal
- veterinary service

**20.44.3 Secondary Uses**

- boarding and lodging
- home business

**20.44.4 Residential Rental Tenure**

1. A **dwelling unit** located anywhere in this **zone** shall only be **used** for **residential rental tenure**.
2. For the purposes of this **zone**, “**market rental unit**” means a **dwelling unit** that is rented at prevailing market rates and may be subject to a **market rental agreement**.

3. For the purposes of this **zone**, “**residential rental tenure**” means, in relation to a **dwelling unit** in a multi-family residential **building**, occupancy of a **dwelling unit**, including a **market rental unit**, governed by a tenancy agreement that is subject to the *Residential Tenancy Act* (BC), as may be amended or replaced from time to time.

#### 20.44.5 Permitted Density

1. The maximum **floor area ratio** is 1.08, together with an additional 0.1 **floor area ratio** provided that it is entirely used to accommodate indoor **amenity space**.
2. Notwithstanding the reference to the maximum **floor area ratio** of “1.08” in Section 20.44.5.1:
  - a) the maximum permitted **floor area ratio** for non-residential **uses** is 0.28 (exclusive of residential **building** entrance lobbies); and
  - b) the maximum permitted **floor area ratio** for **apartment housing** is 0.80 provided that the **owner**:
    - i. provides on the **site** no less than thirty-three (33) **market rental units** having a combined **floor area** of at least 2,230 m<sup>2</sup>; and
    - ii. enters into a **market rental agreement** with respect to the **market rental units** and registered the **market rental agreement** against the title to the **lot**, and files a notice in the Land Title Office.

#### 20.44.6 Permitted Lot Coverage

1. The maximum **lot coverage** for **buildings** is 40%.

#### 20.44.7 Yards & Setbacks

1. The minimum **setback** to No. 3 Road is 2.0 m.
2. The minimum **setback** to Williams Road is 2.0 m.
3. The minimum **setback** to the east and north **lot line** is 20.0 m.
4. Notwithstanding Sections 20.44.7.1 and 20.44.7.2:
  - a) **awnings**, sunshades and canopies may project into the minimum **setback** for a distance of 1.8 m; and
  - b) **balconies** may project into the minimum **setback** for a distance of 0.6 m.
5. Notwithstanding Section 20.44.7.3, an **accessory building** containing bicycle parking may be located within the **setback** to the north **lot line** but shall be no closer to that **lot line** than 0.85 m, provided that the north side of the

**accessory building** be landscaped and **screened** by a combination of shrubs, ornamental plants and vines.

#### **20.44.8 Permitted Heights**

1. The maximum **height** for **buildings** is 20.0 m.
2. The maximum **height** for **accessory buildings** and **accessory structures** is 5.0 m.

#### **20.44.9 Subdivision Provisions/Minimum Lot Size**

1. The minimum **lot area** is 2,800 m<sup>2</sup>.

#### **20.44.10 Landscaping & Screening**

1. **Landscaping** and **screening** shall be provided according to the provisions of Section 6.0, except that:
  - a) Portions of the **lot** within 2.0 m of a **property line abutting a road** shall be treated and maintained with a combination of trees, shrubs, ornamental plants, lawn and hard surface; and
  - b) Where a **lot** being developed abuts a **lot** in a **zone** which permits a residential **use**, the **owner** shall erect and maintain a solid **fence** 2.0 m in height parallel to and within 1.0 m of the boundary line of the **adjacent zone**, except that the owner shall erect and maintain a solid **fence** 2.4 m in height parallel to and within 1.0 m of the east **lot line**; and
  - c) Notwithstanding Section 20.44.10.1.b), a **fence** located perpendicular to, and within 4.5 m of, a **lot line** which **abuts a road** shall not exceed 1.2 m in **height**.

#### **20.44.11 On-Site Parking and Loading**

1. On-site **vehicle** and bicycle parking and loading shall be provided according to the standards set out in Section 7.0, except that the basic on-site parking requirement for **apartment housing** shall be 1.0 **vehicle parking space** per **dwelling unit**.
2. Notwithstanding Section 20.44.11.1, on-site **parking spaces** shall be located no closer than:
  - a) 2.0 m to a **lot line** which **abuts a road**;
  - b) 0.6 m from the north **lot line**; and
  - c) 1.2 m from the east **lot line**.

**20.44.12 Other Regulations**

1. In addition to the regulations listed above, the General Development Regulations in Section 4.0 and the Specific Use Regulations in Section 5.0 apply.
3. Notwithstanding Section 20.44.2 and 20.44.3, **apartment housing, boarding and lodging, and home business uses** are only permitted on the second and upper floors of the **building** (exclusive of **building** entrance lobbies, which are permitted on the ground floor of the **building**)."
2. 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 "**COMMERCIAL MIXED USE (ZMU44) - BROADMOOR**":

P.I.D. 001-487-264

Lot 24 Except: Firstly: Part Subdivided by Plan 21062; and Secondly: Part (.001) Acre On Bylaw Plan 56064; Section 28 Block 4 North Range 6 West New Westminster District Plan 19253

P.I.D. 009-913-262

Lot 2 Section 28 Block 4 North Range 6 West New Westminster District Plan 14004

This Bylaw may be cited as "**Richmond Zoning Bylaw 8500, Amendment Bylaw 10111**".

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

ADOPTED

CITY OF RICHMOND
APPROVED by 
APPROVED by Director or Solicitor 

\_\_\_\_\_  
MAYOR

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



**Traffic Bylaw No. 5870**  
**Amendment Bylaw No. 10023**

The Council of the City of Richmond enacts as follows:

1. **Traffic Bylaw No. 5870**, as amended, is further amended at Section 1 – “[Interpretation]” by deleting the definition of “Parking Permit” and replacing it with the following:  
  
“**Parking Permit** means a time-limited identification issued under the direction of the **Manager, Community Bylaws** which authorizes **parking** within a **permit zone**.”
2. **Traffic Bylaw No. 5870**, as amended, is further amended at Section 1 – “[Interpretation]” by inserting the following definition in alphabetical order:  
  
“**Parking Space** means a marked or un-marked portion of a **street** intended for the purpose of **parking** one **vehicle** of the size and dimensions referred to in the Manual of Uniform Traffic Control Devices for Canada (as may be amended or replaced from time to time) as a standard vehicle length (5.5 m) and length for manoeuvring (1.5 m), being a length of 7.0 m.”
3. **Traffic Bylaw No. 5870**, as amended, is further amended by bolding the words “**parking space**” and “**street**” where they appear;
4. **Traffic Bylaw No. 5870**, as amended, is further amended at Section 12A – “[Parking in a Block Meter Zone]” by deleting subsection 12A.3 and replacing it with the following:  
  
“12A.3 The fee payable for **parking** in **block meter zones** between the hours of 8:00 am and 9:00 pm are set out in the **City’s** Consolidated Fees Bylaw No. 8636.”
5. **Traffic Bylaw No. 5870**, as amended, is further amended at Section 12B – “[Parking Permits]” by deleting subsection 12B.4 and replacing it with the following:  
  
“12B.4 The fees payable for **permit decal** to validate a **parking permit** issued under subsection 12B.2 are set out in the **City’s** Consolidated Fees Bylaw No. 8636.”

6. **Traffic Bylaw No. 5870**, as amended, is further amended at Section 42 – “[Construction Zones]” by inserting the following as new subsection 42.2A after subsection 42.2:

“42.2A In addition to the fees payable pursuant to subsection 42.2 above, the applicant for a construction zone permit must pay the following fees, if applicable:

- (a) if the use by the applicant of the portion of the **street** to which the permit applies obstructs the use and/or maintenance of a **block meter machine**, the fees as set out in the **City’s Consolidated Fees Bylaw No. 8636**;
- (b) if the use by the applicant of the portion of the **street** to which the permit applies requires the removal and storage of a **block meter machine**, the fees as set out in the **City’s Consolidated Fees Bylaw No. 8636** and the **City’s cost of such removal and storage**; and
- (c) if the use by the applicant of the portion of the **street** to which the permit applies obstructs the use one or more metered **parking spaces**, the fees as set out in the **City’s Consolidated Fees Bylaw No. 8636**. ”.

7. **Traffic Bylaw No. 5870**, as amended, is further amended by deleting Schedule J and replacing it with Schedule A attached hereto.

8. This Bylaw is cited as “**Traffic Bylaw No. 5870, Amendment Bylaw No. 10023**”.

FIRST READING

OCT 28 2019



SECOND READING

OCT 28 2019

THIRD READING

OCT 28 2019

ADOPTED

CITY OF RICHMOND
APPROVED for content by originating dept.

APPROVED for legality by Solicitor


\_\_\_\_\_  
MAYOR

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



SCHEDULE A to Bylaw 10023

**SCHEDULE "J" TO BYLAW NO. 5870**



**City of  
Richmond**

**Construction Zone Permit**

Traffic Operations Section  
6911 No. 3 Road, Richmond, BC V6Y 2C1  
Email: [TrafOps@richmond.ca](mailto:TrafOps@richmond.ca)

[www.richmond.ca](http://www.richmond.ca)

**Contact 604-204-8707**

**Temporary Occupancy of City Street**

Applicant: \_\_\_\_\_ Permit No.: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Building Permit No.: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Cellular No.: \_\_\_\_\_ Job Site Phone: \_\_\_\_\_

Are Block Meter Machines Located at this location: ☐ Yes ☐ No

Location of Occupancy:

Area of Street to be Occupied:

Site Plan Attached: ☐ Yes ☐ No Bulk Container Required on Street: ☐ Yes ☐ No

Location of Bulk Container: \_\_\_\_\_

Purpose: \_\_\_\_\_ Effective Date: \_\_\_\_\_

For the Period of: \_\_\_\_\_ Between the Hours of: \_\_\_\_\_

**Failure to comply with the conditions set out in this permit, on the reverse side of this application, may result in its immediate cancellation.**

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

Title \_\_\_\_\_

Pursuant to application a Construction Zone Permit is hereby granted in accordance with the provisions of Traffic Bylaw No. 5870 and amendments thereto.

For City \_\_\_\_\_

Date \_\_\_\_\_

Distribution: Supervisor – Property Use Inspectors  
Supervisor – Building Inspectors  
Supervisor – Parking & Animal Control – Community Bylaws  
Richmond RCMP – NCO /c Traffic Section

**CNCL-332**

**It is agreed that:**

1. The applicant at all times accepts full responsibility for any incident that may occur or damage that may be done to any person or property whatsoever, caused directly or indirectly as a result of the street occupancy.
2. Construction Zones are for the sole use of the applicant, any unauthorized use of the Construction Zone is to be reported to the City Parking Enforcement Officers for bylaw enforcement. Violator's vehicles may be ticketed and towed at owner's expense.
3. The Construction Zone is to be used only by commercially licensed vehicles for the purpose of loading or off loading of construction material and/or construction equipment between the street and adjacent site and not for the storage of material, equipment or parking of the workers vehicles.
4. Pedestrian safety must be safeguarded at all times and the City streets and sidewalks adjacent to the construction site shall be kept open and in clean condition, free of all materials, mud and debris during construction. The applicant may be required to install a covered walkway over the City sidewalk in accordance with the BC Building Code to ensure that pedestrian safety is not compromised.
5. Where there is on street parking adjacent to the construction site, parking may be prohibited. The City will install, remove, or alter existing signage and/or road markings at the applicant's expense. Any signs damaged, lost or stolen will be charged to the applicant.
6. Where there are block meter machines located on the street that will result in an interruption of service, fees set out in the Consolidated Fee Bylaw No. 8636 will be applicable and charged to the applicant. Any construction activity that results in the damage of block meter machines located in the construction zone will be charged to the applicant.
7. If requested by the applicant, the City will remove and store any block meter machines at the applicant's expense with fees set out in the Consolidated Fees Bylaw No. 8636.
8. A bulk container may be placed on the street in the Construction Zone only if it is determined by the City that there is no practical location on the building site for the container.
9. Only one bulk container will be allowed on the street per development site. The container must have identification of ownership clearly marked on it.
10. The container will be used for industrial and building waste only.
11. The container will be equipped with reflective devices mounted so as to be clearly visible to approaching motorists. Flasher barricades may also be required and will be at the sole discretion of the City.
12. The applicant will provide proof of General Liability Insurance of not less than \$5 Million with the City of Richmond named as additional insured.



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**Parking (Off-Street) Regulation Bylaw No. 7403  
Amendment Bylaw No. 10024**

The Council of the City of Richmond enacts as follows:

1. **Parking (Off-Street) Regulation Bylaw No. 7403**, as amended, is further amended at Section 3.2 – “[Traffic Control devices - Prohibitions]” by adding the following as new section 3.2.2:

“3.2.2 Every person must obey the instructions, regulations, or prohibitions contained in or upon any **traffic control device** erected or placed under the provisions of the *Motor Vehicle Act* (BC), the *Motor Vehicle Act Regulations*, or this Bylaw.”.
2. **Parking (Off-Street) Regulation Bylaw No. 7403**, as amended, is further amended at “Part Seven: Impoundment” by deleting Sections 7.1 through 7.6 and replacing them with the following:
  - “7.1 Any **vehicle** unlawfully occupying any portion of **street**, **City property**, or other public space, may upon order of any **Police Officer**, the **General Manager, Engineering & Public Works**, the **Fire Chief**, any **Bylaw Enforcement Officer**, or their designates, or any **traffic enforcement agent**, be removed to an impoundment in such a place as directed by the person issuing the order and kept there at the **owner’s** risk and expense.
  - 7.2 A **vehicle** removed to an impoundment will not be released to its **owner** until the **impounding charges** are paid.
  - 7.3 If such **impounded vehicle** is not claimed by its **owner** within 14 days of the giving of the notice of the **impounding** of the **vehicle**, such **vehicle** may be sold at public auction and any monies received on its sale shall be applied, firstly, to the cost of the sale; secondly, to the **impounding charges**; and thirdly, to the recovery of any monies owed for any outstanding fines levied against the **owner** under this Bylaw. The surplus, if any, shall be sent by registered mail to the registered **owner** of the vehicle at the address shown for such **owner** in the records of the Superintendent of Motor Vehicles.
  - 7.4 Notice shall be given to the **owner** of every **vehicle** impounded under this Part 7 of the intention to sell such **vehicle** on the date set out in the notice by mailing the notice by registered mail to the registered **owner** of the **vehicle** at the address shown for such **owner** in the records of the Superintendent of Motor Vehicles as of the date of impoundment.

- 7.5 The **owner** of a **vehicle** shall incur the penalties provided for any violation of this Bylaw with respect to any **vehicle** owned by them unless at the time of such violation the **vehicle** was in the possession of some person other than the **owner** without the **owner**'s consent; but nothing in this section shall relieve the operator of a **vehicle**, not being the **owner**, from incurring penalties provided for such violation.”.
3. **Parking (Off-Street) Regulation Bylaw No. 7403**, as amended, is further amended at Section 8.1 – “[Interpretation]” by inserting the following definition in alphabetical order:
- “**Number Plates** means number plates as defined in the *Motor Vehicle Act* (BC), as may be amended or replaced from time to time.”.
4. **Parking (Off-Street) Regulation Bylaw No. 7403**, as amended, is further amended at Section 8.1 – “[Interpretation]” by deleting the definition of Parking Permit and replacing it with the following definition:
- “**Parking Permit** means a time-limited identification issued under the direction of the **Manager, Community Bylaws** which authorizes **parking** within a **pay parking lot**.”
5. This Bylaw is cited as “**Parking (Off-Street) Regulation Bylaw No. 7403, Amendment Bylaw No. 10024**”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

OCT 28 2019

OCT 28 2019

OCT 28 2019

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

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



**Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122,  
Amendment Bylaw No. 10025**

The Council of the City of Richmond enacts as follows:

1. Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, as amended, is further amended by adding the content of the table in Schedule A attached to and forming part of this bylaw to "Schedule – Traffic Bylaw No. 5870 (1992)" in Bylaw No. 8122 in numerical order.
2. Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, as amended, is further amended by adding the content of the table in Schedule B attached to and forming part of this bylaw to "Schedule – Parking (Off-Street) Regulation Bylaw No. 7403 (2002)" in Bylaw No. 8122 in numerical order.
3. This Bylaw is cited as "**Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 10025**".

FIRST READING

OCT 28 2019


SECOND READING

OCT 28 2019

THIRD READING

OCT 28 2019

ADOPTED

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

\_\_\_\_\_  
MAYOR

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

**SCHEDULE A to BYLAW NO. 10025**

A1 Bylaw	A2 Description of Contravention	A3 Section	A4 Compliance Agreement Available	A5 Penalty	A6 Early Payment Option	A7 Late Payment Amount	A8 Compliance Agreement Discount
Traffic Bylaw No. 5870 (1992)	Period of Time from Receipt (inclusive)		n/a	29 to 60 days	1 to 28 days	61 days or more	n/a
	Failure to Obey Traffic Control Devices	11.2	No	\$70.00	\$45.00	\$95.00	n/a

**SCHEDULE B to BYLAW NO. 10025**

A1 Bylaw	A2 Description of Contravention	A3 Section	A4 Compliance Agreement Available	A5 Penalty	A6 Early Payment Option	A7 Late Payment Amount	A8 Compliance Agreement Discount
Parking (Off-Street) Regulation Bylaw No. 7403 (2002)	Period of Time from Receipt (inclusive)		n/a	29 to 60 days	1 to 28 days	61 days or more	n/a
	Failure to Obey Traffic Control Devices	3.2.2	No	\$70.00	\$45.00	\$95.00	n/a





**CONSOLIDATED FEES BYLAW NO. 8636,  
AMENDMENT BYLAW NO. 10026**

The Council of the City of Richmond enacts as follows:

1. The **Consolidated Fees Bylaw No. 8636**, as amended, is further amended by adding the SCHEDULE - TRAFFIC set out in Schedule A to this Bylaw as a new SCHEDULE - TRAFFIC to Consolidated Fees Bylaw No. 8636 in alphabetical order.
2. This Bylaw is cited as "**Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10026**".

FIRST READING

OCT 28 2019

SECOND READING

OCT 28 2019

THIRD READING

OCT 28 2019

ADOPTED

\_\_\_\_\_  
MAYOR

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

CITY OF RICHMOND
APPROVED for content by originating dept.

APPROVED for legality by Solicitor


**SCHEDULE - TRAFFIC****Traffic Bylaw No. 5870**

Parking Fees

Section 12A.3, 12B.4

<b>Description</b>	<b>Fee</b>
<i>Pay Parking Fees:</i> Block Meter Zones	All rates include applicable taxes. \$2.50 per hour – 8:00 am to 9:00 pm
<i>Parking Permit / Decal Fees:</i> Parking Permit Decal	\$50.00 per calendar month, plus applicable taxes, subject to discounts of: <ul style="list-style-type: none"> <li>• 10% for groups of 11 to 25 permit decals</li> <li>• 15% for groups of 26 to 50 permit decals</li> <li>• 25% for groups of 51 or more permit decals</li> </ul>

**Traffic Bylaw No. 5870**

Construction Permit Zone with Block Meter and/or Metered Parking Spaces

Section 42.2A

Obstruction of Block Meter Machine	\$100.00 per day per block meter machine plus applicable taxes
Removal of Block Meter Machine	\$100.00 per block meter machine plus applicable taxes
Storage of Block Meter Machine	\$50.00 per month per block meter machine plus applicable taxes
Obstruction of Metered Parking Space	\$33.00 per day per metered parking space plus applicable taxes



**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

OCT 15 2019

OCT 15 2019

OCT 15 2019



MAYOR

CORPORATE OFFICER

**SCHEDULE – ANIMAL CONTROL REGULATION**

**Animal Control Regulation Bylaw No. 7932**  
**Cat Breeding Permit Fee**  
 Section 2.2

<b>Description</b>	<b>Fee</b>
Cat breeding permit for three years	\$43.50

**Animal Control Regulation Bylaw No. 7932**  
**Impoundment Fees**  
 Section 8

<b>Description</b>	<b>Fee</b>
<b>1st time in any calendar year</b>	
Neutered male or spayed female dog	\$50.00
Non-neutered male or unspayed female dog	\$150.00
Dangerous Dog*	\$615.00
<b>2nd time in any calendar year</b>	
Neutered male or spayed female dog	\$98.50
Non-neutered male or unspayed female dog	\$311.00
Dangerous Dog*	\$1,223.00
<b>3rd time and subsequent times in any calendar year</b>	
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**

<b>Description</b>	<b>Fee</b>
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**

<b>Description</b>	<b>Fee</b>	<b>Units</b>
<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**

<b>Description</b>	<b>Fee</b>
Active Records Check Survey (per civic address searched)	\$248.00

**Archives  
Mail Orders**

<b>Description</b>	<b>Fee</b>
Mail orders	\$7.50

**Archives  
Research Service Fee**

<b>Description</b>	<b>Fee</b>	<b>Unit</b>
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**

<b>Description</b>	<b>Fee</b>
<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**

<b>Description</b>	<b>Fee</b>
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

<b>Description</b>	<b>Fee</b>
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

<b>Description</b>	<b>Fee</b>
Additions & Accessory Buildings Single or Two Family Dwellings over 10 m <sup>2</sup> 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**

<b>Description</b>	<b>Fee</b>
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**

<b>Description</b>	<b>Fee</b>
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 <sup>2</sup>
(ii) new construction of second storey	\$1,194.00	per m <sup>2</sup>
(iii) garage	\$663.00	per m <sup>2</sup>
(iv) decks or porches	\$547.00	per m <sup>2</sup>
(v) interior finishing on existing buildings	\$612.00	per m <sup>2</sup>
(vi) additions	\$1,295.00	per m <sup>2</sup>

**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

<b>Description</b>	<b>Fee</b>
<b><u>Building Design Modification Fee</u></b>	
Plan Review (per hour or portion thereof)	\$139.00
Building Permit Fee for Temporary Building for Occupancy	\$615.00
<b><u>Re-inspection Fees</u></b>	
(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>	
<b><u>Special Inspection Fees:</u></b>	
(a) during the City's normal business hours	\$139.00
(b) outside the City's normal business hours	\$541.00
*for each hour or part thereof after the first four hours	*Plus \$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
<b><u>Building Move Inspection Fee:</u></b>	
(a) within the City boundaries	\$139.00
(b) outside the City boundaries when travel is by City vehicle	\$139.00
** per km travelled	**Plus \$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

<b>Description</b>	<b>Fee</b>
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 <sup>2</sup> 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

<b>Description</b>	<b>Fee</b>	<b>Units</b>
Domestic Installation – <b>one family dwelling</b> (a)	\$77.75	per appliance
- <i>whichever is greater (a) or (b)</i> (b)	\$29.25	
Domestic/Commercial/Industrial Installations – <b>two family dwellings</b> , 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 &amp; 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, hose valve, or hose cabinet used for fire fighting (c)	\$77.75	
- whichever is greater of (c) or (d) (d)	\$29.25	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

<b>Description</b>	<b>Fee</b>	<b>Units</b>
<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 &amp; Storm Sewers: Building Drains &amp; 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) \$29.25	per item
- whichever is greater of (f) or (g)		
<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	
*for part thereof exceeding the first four hours	*Plus \$139.00	
<u>Design Modification Fees</u>		
Plan review	\$139.00	per hour
<i>Applicable to Plumbing, Sprinkler &amp; Standpipes, Water Service, and Sanitary &amp; Storm Sewers; Building Drains &amp; 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**

<b>Group 1 – Business Licence Fee Assessed by Total Floor Area</b> <i>Except Food Caterers which are assessed a fee in accordance with Group 3</i>		
<b>Square Metres (m<sup>2</sup>)</b>	<b>(Square Feet) (ft<sup>2</sup>)</b>	<b>Fee</b>
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**

<b>Group 2 – Business Licence Fee Assessed by Number of Seats</b>	
<b>Seats</b>	<b>Fee</b>
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**

<b>Group 3 – Business Licence Fee Assessed by Number of Employees (including owners)*</b>	
<b>Employees</b>	<b>Fee</b>
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**

<b>Residential Use – Business Licence Fee Assessed by Number of Rental Units</b>	
<b>Units</b>	<b>Fee</b>
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**

<b>Description</b>	<b>Fee</b>
Bed & Breakfast Business License	\$174.00

**Business Licence Bylaw No. 7360**  
**Service Use**

<b>Service Use – Business Licence Fee Assessed by Number of Employees (including owners)*</b>	
<b>Employees</b>	<b>Fee</b>
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**

<b>Mercantile Use – Business Licence Fee Assessed by Total Floor Area</b>		
<b>Square Metres (m<sup>2</sup>)</b>	<b>(Square Feet) (ft<sup>2</sup>)</b>	<b>Fee</b>
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**

<b>Industrial/Manufacturing Use – Business Licence Fee assessed by Number of Employees (including owners)*</b>	
<b>Employees</b>	<b>Fee</b>
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**

<b>Description</b>	<b>Fee</b>
<b>Vehicle for Hire Business Fee</b>	
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.)**

<b>Description</b>	<b>Fee</b>
<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**

<b>Description</b>	<b>Fee</b>
<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**

<b>Description</b>	<b>Fee</b>
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**

<b>Description</b>	<b>Fee</b>
Farmer's market licence	\$146.00

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

<b>Description</b>	<b>Fee</b>
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>or (b) the difference between the existing licence fee and the fee for the proposed category or subcategory - whichever is greater of (a) or (b)</i>	\$50.25
Licence reprint	\$12.50

**Business Licence Bylaw No. 7360**  
**Off-Leash Permits**

<b>Description</b>	<b>Fee</b>
Annual permit	\$125.00

**SCHEDULE – COMMUNITY BYLAWS DOCUMENTATION FEES**

Community Bylaws Documentation Fees

<b>Description</b>	<b>Fee</b>
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**

<b>Description</b>	<b>Fee</b>
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**

<b>Section</b>	<b>Application Type</b>	<b>Base Fee</b>	<b>Incremental Fee</b>
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) No lot size policy applicable Requiring a new or amended lot size policy *plus all associated public notification costs	\$2,408.00 \$3,008.00	Not Applicable 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 <sup>2</sup> of building area for the first 1,000 m <sup>2</sup> and \$18.50 per 100 m <sup>2</sup> 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 <sup>2</sup> of building area for the first 1,000 m <sup>2</sup> and \$7.25 per 100 m <sup>2</sup> 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**

<b>Section</b>	<b>Description</b>	<b>Base Fee</b>	<b>Incremental Fee</b>
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**

<b>Section</b>	<b>Description</b>	<b>Base Fee</b>	<b>Incremental Fee</b>
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 <sup>2</sup> of gross floor area plus: - \$125.00 for each additional 92.9 m <sup>2</sup> or portion of 92.9 m <sup>2</sup> of gross floor area up to 9,290 m <sup>2</sup> , plus  - \$24.50 for each additional 92.9 m <sup>2</sup> or portion of 92.9 m <sup>2</sup> of gross floor area over 9,290 m <sup>2</sup>
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**

<b>Section</b>	<b>Description</b>	<b>Base Fee</b>	<b>Incremental Fee</b>
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**

<b>Section</b>	<b>Description</b>	<b>Base Fee</b>	<b>Incremental Fee</b>
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**

<b>Section</b>	<b>Description</b>	<b>Base Fee</b>	<b>Incremental Fee</b>
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**

<b>Section</b>	<b>Description</b>	<b>Base Fee</b>	<b>Incremental Fee</b>
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**

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

**Heritage Applications No. 8951**

<b>Section</b>	<b>Description</b>	<b>Base Fee</b>	<b>Incremental Fee</b>
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**

<b>Section</b>	<b>Description</b>	<b>Base Fee</b>	<b>Incremental Fee</b>
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 Licensing Bylaw No. 7138**  
Sections 2.1, 2.3

<b>Description</b>	<b>Fee</b>
<u>Dog – Not neutered or spayed</u>	
Normal Fee	\$85.00
Prior to March 1 <sup>st</sup> 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 <sup>st</sup> 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 <sup>st</sup> 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 <sup>st</sup> 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 <sup>st</sup> 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 <sup>st</sup> 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

<b>Description</b>	<b>Fee</b>
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**

<b>Description</b>	<b>Fee</b>
Clean-up Fee	Actual Cost

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

<b>Description</b>	<b>Fee</b>
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**

<b>Description</b>	<b>Fee</b>
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**

<b>Description</b>	<b>Fee</b>
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

<b>Description</b>	<b>Fee</b>	<b>Units</b>
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

<b>Description</b>	<b>Fee</b>	<b>Units</b>
<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

<b>Description</b>	<b>Fee</b>	<b>Units</b>
<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**

<b>Description</b>	<b>Section</b>	<b>Fee</b>	<b>Units</b>
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.)**

<b>Description</b>	<b>Section</b>	<b>Fee</b>
Review – Fire Safety Plan any building	15.1.1 (b)	
Any building < 600 m <sup>2</sup> area		\$128.00
Any building > 600 m <sup>2</sup> 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 <sup>2</sup> per floor		\$248.00
4 stories or less and between 914 and 1,524 m <sup>2</sup> per floor		\$372.00
5 stories or more and between 914 and 1,524 m <sup>2</sup> per floor		\$615.00
5 stories or more and over 1,524 m <sup>2</sup> 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**

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

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

<b>Section</b>	<b>Application Type</b>	<b>Fee</b>
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

<b>Description</b>	<b>Fee</b>
<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**

<b>Description</b>	<b>Fee</b>	<b>Units</b>
<b><u>Sand Turf (With Lights)</u></b>		
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
<b><u>Sand Turf (No Lights)</u></b>		
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
<b><u>Soil Turf (No Lights)</u></b>		
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**

<b>Description</b>	<b>Fee</b>	<b>Units</b>
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**

<b>Description</b>	<b>Fee</b>	<b>Units</b>
<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

<b>Description</b>	<b>Fee</b>
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**

<b>Description</b>	<b>Fee</b>
Requested in person at City Hall	\$44.00
Requested through APIC	\$38.00

**SCHEDULE – PROPERTY TAX BILLING INFORMATION**

<b>Description</b>	<b>Fee</b>
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**

<b>Description</b>	<b>Fee</b>
<u>As-Built 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**

<b>Description</b>	<b>Fee</b>
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**

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

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

Sections 1.12, 1.14

<b>Description</b>	<b>Fee</b>
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 $15.01\text{-}45.0\text{m}^2$ : \$210.00 $>45.01\text{m}^2$ : \$366.00
Fee for new freestanding signs	$< 3.0\text{m}^2$ : \$210.00 $3.01\text{-}9.0\text{m}^2$ : \$418.00 $9.01\text{-}15.0\text{m}^2$ : \$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

<b>Description</b>	<b>Fee</b>
<u>Permit application fee</u>	
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

<b>Description</b>	<b>Fee</b>
Application Review Fee	\$100.00

**Traffic Bylaw No. 5870**

Containers – Temporary Placement Permit

Section 9A

<b>Description</b>	<b>Fee</b>
Permit Fee	\$30.00 per day

**Traffic Bylaw No. 5870**

Shared Vehicle Parking Space – Permit

Section 12C

<b>Description</b>	<b>Fee</b>
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

**SCHEDULE – UNDERPINNING WORKS AND CONSTRUCTION FENCE ENCROACHMENT**

**Underpinning Works and Construction Fence Encroachment Bylaw No. 9833**

Sections 2.1, 2.2 and 3.4

<b>Description</b>	<b>Fee</b>
<b>Underpinning Works</b>	
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
<b>Construction Fence</b>	<b>Fee</b>
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

<b>Description</b>	<b>Fee</b>	<b>Units</b>
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**

<b>Description</b>		<b>Fee</b>
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**

<b>Description</b>	<b>Fee</b>
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**

<b>Description</b>	<b>Fee</b>
<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**

<b>Description</b>	<b>Fee</b>
<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 <sup>2</sup> (for single or two family dwellings) construction	\$357.00
(d) Addition to and/or accessory building over 10 m <sup>2</sup> (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 <sup>2</sup> 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

<b>Description</b>	<b>Fee</b>
<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>	



**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

OCT 15 2019

SECOND READING

OCT 15 2019

THIRD READING

OCT 15 2019

ADOPTED

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

\_\_\_\_\_  
MAYOR

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

**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
<b>Revenue:</b>					
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
<b>Expenses:</b>					
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
<b>Annual Surplus</b>	<b>76,039</b>	<b>96,657</b>	<b>105,365</b>	<b>104,355</b>	<b>112,002</b>
<b>Transfers:</b>					
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)
<b>Transfers/Amortization offset:</b>	<b>76,039</b>	<b>96,657</b>	<b>105,365</b>	<b>104,355</b>	<b>112,002</b>
<b>Balanced Budget</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>
<b>Tax Increase</b>	<b>4.82%</b>	<b>6.69%</b>	<b>5.20%</b>	<b>3.91%</b>	<b>5.36%</b>

\* 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
<b>DCC Reserves</b>					
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	-
<b>Total DCC</b>	<b>22,763</b>	<b>17,015</b>	<b>19,951</b>	<b>13,654</b>	<b>13,893</b>
<b>Statutory Reserves</b>					
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
<b>Total Statutory Reserves</b>	<b>66,892</b>	<b>159,849</b>	<b>62,695</b>	<b>66,452</b>	<b>67,506</b>
<b>Other Sources</b>					
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
<b>Total Other Sources</b>	<b>30,208</b>	<b>17,772</b>	<b>18,722</b>	<b>17,132</b>	<b>17,364</b>
<b>Total Capital Program</b>	<b>\$119,863</b>	<b>\$194,636</b>	<b>\$101,368</b>	<b>\$97,238</b>	<b>\$98,763</b>



**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:**

<b>Funding Source</b>	<b>% of Total Revenue</b>
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*.



**Richmond Zoning Bylaw 8500  
Amendment Bylaw 9836 (RZ 17-778835)  
3551, 3571, 3591, 3611, and 3631 Sexsmith Road**

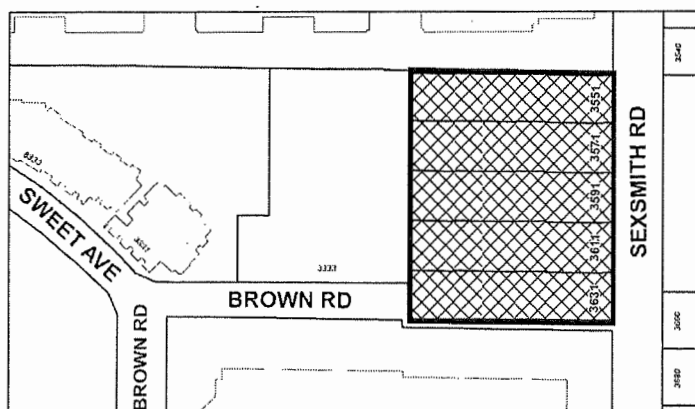
The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. The Zoning Map of the City of Richmond, as amended, is further amended by inserting a new sub-section in section 9.4.4, which sub-section shall be inserted at the end of section 9.4.4 and numbered sequentially, as follows:

“For the net **site** area of the **site** located within the **City Centre** shown on Figure 1 below, notwithstanding Section 9.4.4.4, the maximum **floor area ratio** for the **RCL4 zone** shall be 2.618, provided that the **owner**:

- a) complies with the conditions set out in Section 9.4.4.4; and
- b) dedicates not less than 294.0 m<sup>2</sup> of the **site** as **road**.

Figure 1



2. 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 “**RESIDENTIAL/LIMITED COMMERCIAL (RCL4)**”.

P.I.D. 003-460-754

East 270 Feet of the South Half of Lot 1 Section 28 Block 5 North Range 6 West New Westminster District Plan 7259



P.I.D. 003-898-300

East 270 Feet the North Half Lot 1 Section 28 Block 5 North Range 6 West New Westminster District Plan 7259

P.I.D. 011-106-727

East 270 Feet Lot 2 Section 28 Block 5 North Range 6 West New Westminster District Plan 7259

P.I.D. 011-106-743

East 270 Feet Lot 3 Section 28 Block 5 North Range 6 West New Westminster District Plan 7259

P.I.D. 011-106-751

East 270 Feet Lot 4 Section 28 Block 5 North Range 6 West New Westminster District Plan 7259

3. This Bylaw may be cited as **“Richmond Zoning Bylaw 8500, Amendment Bylaw 9836”**.

FIRST READING

APR - 9 2018

A PUBLIC HEARING WAS HELD ON

MAY 2 2 2018

SECOND READING

MAY 2 2 2018

THIRD READING

MAY 2 2 2018

OTHER CONDITIONS SATISFIED

OCT 2 9 2019

MINISTRY OF TRANSPORTATION AND  
INFRASTRUCTURE APPROVAL

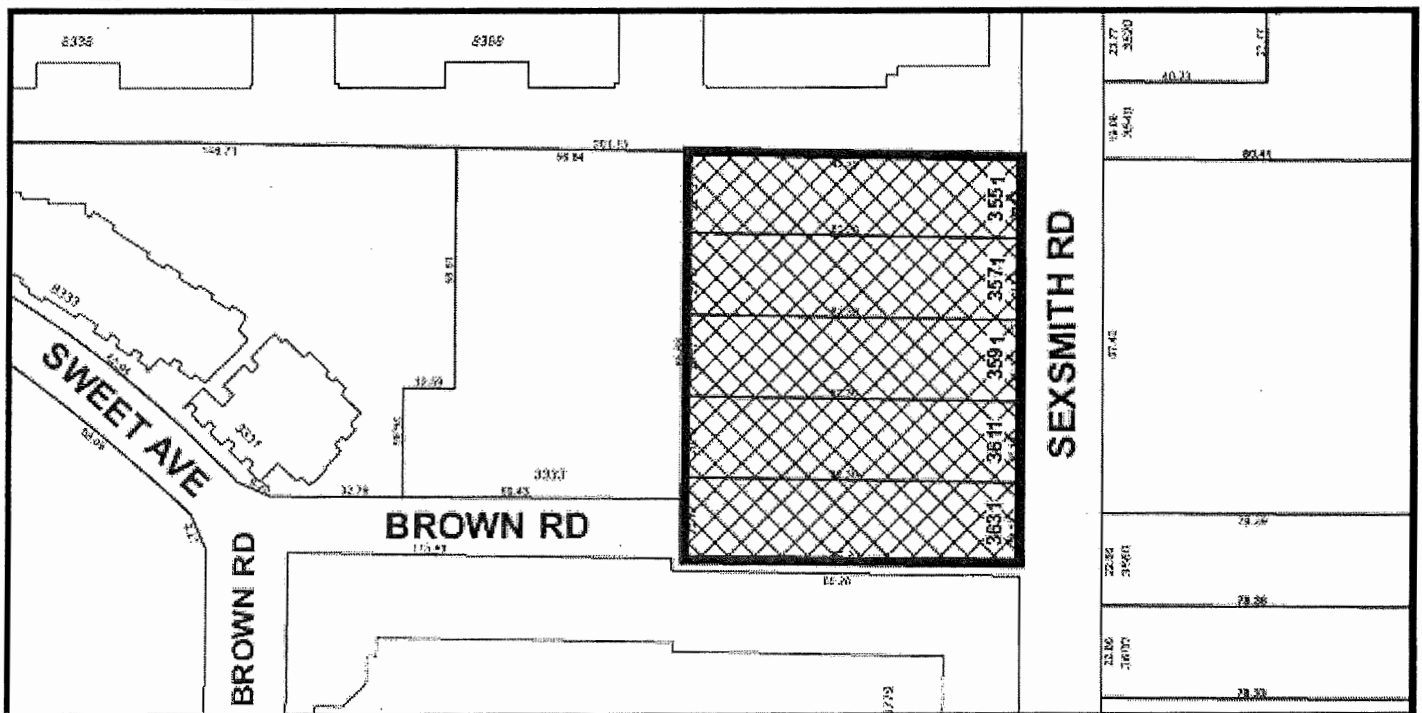
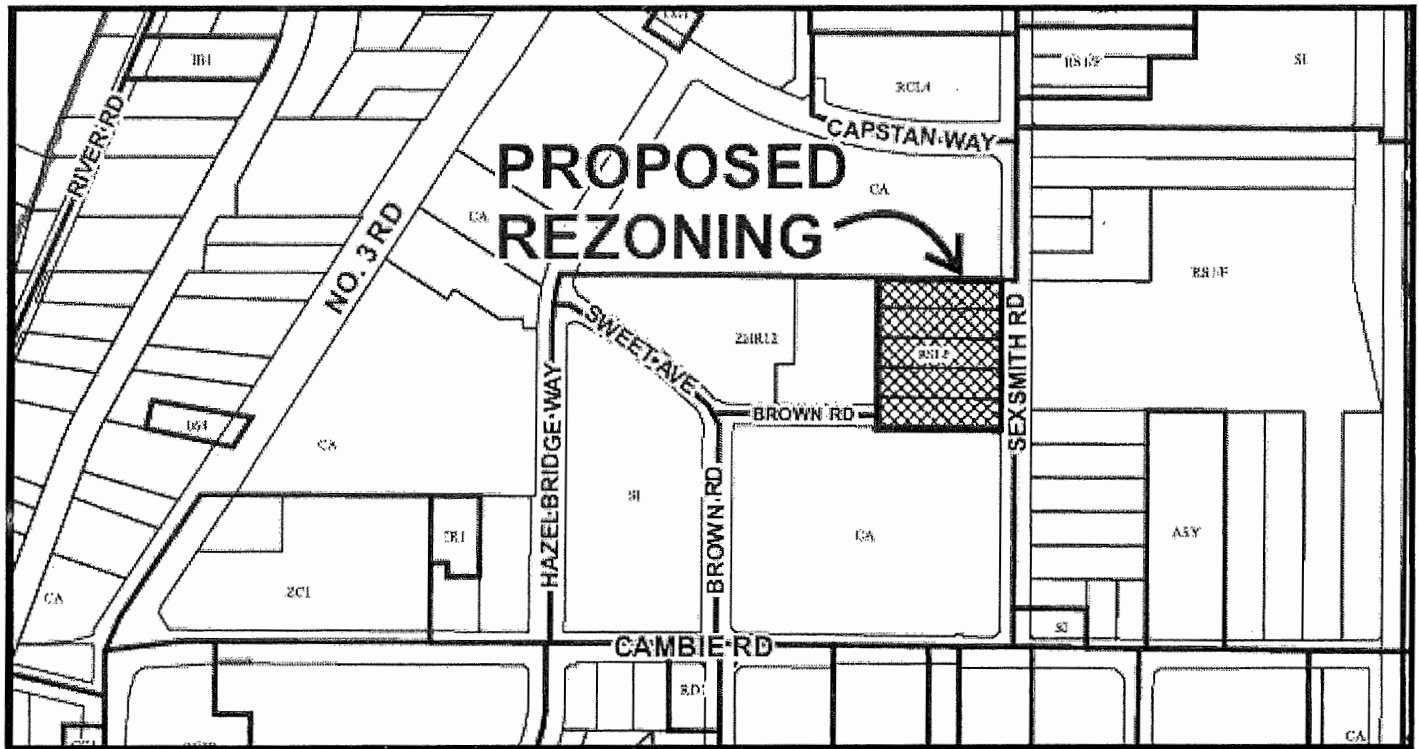
OCT 2 2 2018

ADOPTED

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



# City of Richmond



RZ 17-778835

CNCL - 392

Original Date: 08/15/17

Revision Date:

Note: Dimensions are in METRES



**Development Permit Panel  
Thursday, October 17, 2019**

Time: 3:30 p.m.  
Place: Council Chambers  
Richmond City Hall  
Present: Joe Erceg, Chair  
Cecilia Achiam, General Manager, Community Safety  
John Irving, Acting General Manager, Engineering and Public Works

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 25, 2019 be adopted.*

**CARRIED**

**1. DEVELOPMENT PERMIT 18-820689  
(REDMS No. 6235708)**

APPLICANT: Integrated Construction

PROPERTY LOCATION: 1600 Savage Road

INTENT OF PERMIT:

Issuance of an Environmentally Sensitive Area (ESA) Development Permit at 1600 Savage Road in order to allow construction of a warehouse building on a site partially designated as an ESA.

**Applicant's Comments**

Braden Smith, representing the applicant, referenced his submission (attached to and forming part of these Minutes as Schedule 1) and provided an overview of the application, highlighting the following:

- a warehouse building is proposed to be constructed on the subject site;

## **Development Permit Panel**

### **Thursday, October 17, 2019**

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- the two distinct ESAs on the site consist of a 788-square meter northern ESA located along the north property line and a 198-square meter central ESA which is proposed to be removed to allow for the construction of the warehouse building;
- the proposed ESA compensation plan includes the establishment of two new ESAs on the site: a 305-square meter new ESA contiguous to the existing northern ESA and a 109 square-meter discontinuous ESA along the west property line adjacent to Savage Road;
- the establishment of two new ESAs will result in a total ESA net gain over the site of 414 square meters;
- the proposed ESA compensation and enhancement scheme includes planting of new native trees, shrubs and plants and removal of invasive species in the new ESAs and in the existing northern ESA; and
- the proposed ESA restoration and enhancement is intended to improve the ecological function of the site.

#### **Panel Discussion**

In reply to queries from the Panel, Mr. Smith noted that (i) the existing central ESA to be removed is isolated, has an understorey dominated by invasive species, and is not well established, (ii) an annual monitoring for a period of three years by a Qualified Environmental Professional (QEP) will be conducted to ensure survivability of new planting and provide necessary replacements, and (iii) trees in the central ESA will be removed and existing trees in good condition in the northern ESA will be retained and protected.

In reply to queries from the Panel, Wayne Craig, Director, Development, advised that (i) majority of the ESA enhancements will be done in the new ESA contiguous to the existing northern ESA, (ii) the proposed new ESA along Savage Road enables the site to exceed the City's objective for a 2:1 ESA replacement ratio, (iii) the proposed native planting in the new ESAs would enhance their ecological value, and (iv) a landscape bond will be required to ensure compliance with the applicant's planting plan.

In reply to further queries from the Panel, Mr. Smith acknowledged that (i) the size of replacement trees to be planted will be enhanced, (ii) the removal of invasive species in the existing and new ESAs and replanting with native species will improve the habitat value and ecological function of the ESAs, and (iii) the applicant had considered the potential for retaining the central ESA; however, it was found to have low habitat value and use of the area was necessary for the construction of the warehouse building.

#### **Staff Comments**

Mr. Craig noted that a Work Order for frontage improvements and site service connections along Savage Road is associated with the project and a new Statutory Right-of-Way will be secured along the River Road frontage to allow for future dike improvements should these be needed.

## Development Permit Panel

### Thursday, October 17, 2019

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#### Gallery Comments

None.

#### Correspondence

None.

#### Panel Discussion

The Panel expressed support for the project, noting that the new ESA contiguous to the existing northern ESA would provide a higher habitat value and ecological function as opposed to the new ESA planting strip along Savage Road.

#### Panel Decision

It was moved and seconded

*That an Environmentally Sensitive Area (ESA) Development Permit be issued at 1600 Savage Road in order to allow construction of a warehouse building on a site partially designated as an ESA.*

**CARRIED**

## 2. DEVELOPMENT PERMIT 18-829234

(REDMS No. 6186767)

APPLICANT: Interface Architecture Inc,

PROPERTY LOCATION: 5631, 5635, 5651, 5691, 5711, 5731 and 5751 Steveston Highway

INTENT OF PERMIT:

1. Permit the construction of 28 townhouse units at 5631, 5635, 5651, 5691, 5711, 5731 and 5751 Steveston Highway on a site zoned "Medium Density Townhouses (RTM2)"; and
2. Vary the provisions of Richmond Zoning Bylaw 8500 to reduce the front yard setback to Steveston Highway from 6.0 m to 4.5 m for proposed Buildings #1 and #2 on the eastern half of the site, and from 6.0 m to 5.6 m for proposed Buildings #9 and #10 on the western half of the site.

#### Applicant's Comments

Kenneth Chow, Interface Architecture Inc., with the aid of a PowerPoint presentation (attached to and forming part of these Minutes as Schedule 2) provided an overview of the proposed development and highlighted the following:

3.

## **Development Permit Panel**

### **Thursday, October 17, 2019**

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- design objectives for the 28-unit townhouse development include the creation of a visually interesting residential development with simple massing compatible with the neighbourhood;
- proposed setback variances for the front yards will allow more trees to be retained in the rear yards and provide an appropriate buffer to adjacent single-family homes;
- a centrally located site entry with a T-shaped drive aisle is proposed to provide adequate manoeuvring space for large trucks;
- a right-in/right-out vehicle access is proposed;
- the buildings are oriented east-west to optimize solar benefits; and
- the north-south orientation of major living spaces will minimize overlook to neighbouring developments.

Mr. Chow further noted that (i) two secondary suites and three convertible units will be provided, (ii) a heritage interpretive sign will be installed at the site entry, (iii) side-by-side parking is proposed for all townhouse units, (iv) electric vehicle charging will be provided for all residential parking spaces, including the dedicated outdoor parking spaces for the secondary suites, and (v) four solar panels will be installed for each townhouse unit.

Denitsa Dimitrova, PMG Landscape Architects, briefed the Panel on the main landscape features of the project, noting that (i) a significant number of trees along the rear property line will be retained, (ii) each unit will be provided with a private yard with an outdoor patio and small lawn/landscaped area, (iii) the backyard and ground floor of convertible units have the same elevation to provide accessibility, (iv) the proposed outdoor amenity area includes passive and active spaces, (v) a 1.8 meter wood fence is proposed along the rear property line to provide privacy to neighbouring single-family homes, (vi) low transparent aluminum fencing will be installed along the streetscape, and (vii) permeable pavers are proposed at the site entry, at the ends of drive aisles and on outdoor parking spaces.

#### **Panel Discussion**

In reply to queries from the Panel, the design team noted that (i) majority of trees to be retained are along and close to the north property line, (ii) some replacement trees could not be accommodated on-site due to lack of space, (iii) the developer had consulted with owners of adjacent single-family homes to the north regarding the project's proposed interface with their properties, (iv) there is a Statutory Right-of-Way allowing access to/from the future redevelopment of adjacent properties to the west through the subject site, (v) the proposed development will fit in with the neighbourhood, (vi) the proposed secondary suites are livable, and (vii) the solar panels will be directly connected to the energy system of the proposed development.

## Development Permit Panel

### Thursday, October 17, 2019

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#### Staff Comments

Mr. Craig noted that (i) the proposed front yard setback variance on the eastern side of the site is driven by the two-meter wide road dedication along the eastern edge of the site for future road widening, (ii) all rear yard units will have a minimum of six-meter setback to maximize tree retention at the rear of the site, and (iii) as per the acoustical report provided by the applicant, the project will achieve the interior noise standards of Canada Mortgage and Housing Corporation (CMHC) with respect to traffic generated from Steveston Highway.

Mr. Craig further noted that (i) there is currently no plan for road widening of Steveston Highway, (ii) a physical barrier will be constructed through the Servicing Agreement to enforce the right-in/right-out vehicle movement on the site, and (iii) the interpretive heritage signage is proposed to commemorate the former Martianoff Residence on the development site at 5731 Steveston Highway as a social gathering place in the early 19<sup>th</sup> century.

#### Gallery Comments

None.

#### Correspondence

None.

#### Panel Discussion

Panel expressed support for the project, noting that it is well executed and has positive features including the provision of side-by-side residential parking and installation of solar panels for all townhouse units.

#### Panel Decision

It was moved and seconded

*That a Development Permit be issued which would:*

1. *permit the construction of 28 townhouse units at 5631, 5635, 5651, 5691, 5711, 5731 and 5751 Steveston Highway on a site zoned "Medium Density Townhouses (RTM2)"; and*
2. *vary the provisions of Richmond Zoning Bylaw 8500 to reduce the front yard setback to Steveston Highway from 6.0 m to 4.5 m for proposed Buildings #1 and #2 on the eastern half of the site, and from 6.0 m to 5.6 m for proposed Buildings #9 and #10 on the western half of the site.*

**CARRIED**



**Development Permit Panel**  
**Thursday, October 17, 2019**

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**3. DEVELOPMENT PERMIT 19-850320**  
(REDMS No. 6271057)

APPLICANT: Greater Vancouver Sewerage and Drainage District

PROPERTY LOCATION: 1000 Ferguson Road

INTENT OF PERMIT:

Allow the construction of a concrete dewatering pad and associated uses on a site designated as an Environmentally Sensitive Area.

**Applicant's Comments**

Andreea Irimia, AECOM, representing the applicant, briefed the Panel regarding the application with the aid of a PowerPoint presentation (attached to and forming part of these Minutes as Schedule 3), and highlighted the following:

- the existing Iona Island Wastewater Treatment Plant (IIWWTP) operated by Greater Vancouver Sewerage and Drainage District, will be upgraded from primary to secondary sewage treatment by 2030;
- as part of the upgrade, a new dewatering facility will be constructed and the site's existing sludge lagoons and stockpiles will be decommissioned;
- the subject application will allow for the development of a 2,745-square meter area designated as an Environmentally Sensitive Area (ESA) within the IIWWTP site to construct a temporary concrete pad and gravel area for dewatering equipment;
- two previous ESA Development Permits have been issued for the subject site;
- 26 trees on the site will be protected and two on-site trees will be removed and replaced on-site with a 2:1 ratio; and
- a bald eagle nest on the site will be protected and a no construction boundary and noise buffer will be delineated to mitigate impacts.

Ms. Irimia further noted that (i) off-site ESA compensation for the project's ESA impacts is proposed at the Iona Island Regional Park on Canfor Point, (ii) the ESA compensation plan includes invasive species removal and enhancement of 3,000 square meters within the park through planting of native species of trees and shrubs, (iii) the proposed ESA compensation area is adjacent to the ESA compensation area for a recently issued Development Permit, and (iv) there will be an annual monitoring and reporting by a Qualified Environmental Professional (QEP) for a period of five years.

## Development Permit Panel

### Thursday, October 17, 2019

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#### Panel Discussion

In reply to queries from the Panel, Ms. Irimia acknowledged that (i) there are no odour issues on the site as the bio-solids are removed and transported off-site on a regular basis, (ii) the temporary dewatering pad is operational for six months a year for a period of five years, (iii) a green hedge is proposed for the dewatering pad to provide landscape screening, and (iv) the proposed ESA compensation area for the subject application is part of the overall compensation plan for all IIWWTP upgrades.

#### Gallery Comments

None.

#### Correspondence

None.

#### Panel Decision

It was moved and seconded

*That a Development Permit be issued at 1000 Ferguson Road in order to allow construction of a concrete dewatering pad and associated uses on a site designated as an Environmentally Sensitive Area.*

**CARRIED**

#### 4. Date of Next Meeting: October 30, 2019

#### 5. Adjournment

It was moved and seconded

*That the meeting be adjourned at 4:45 p.m.*

**CARRIED**

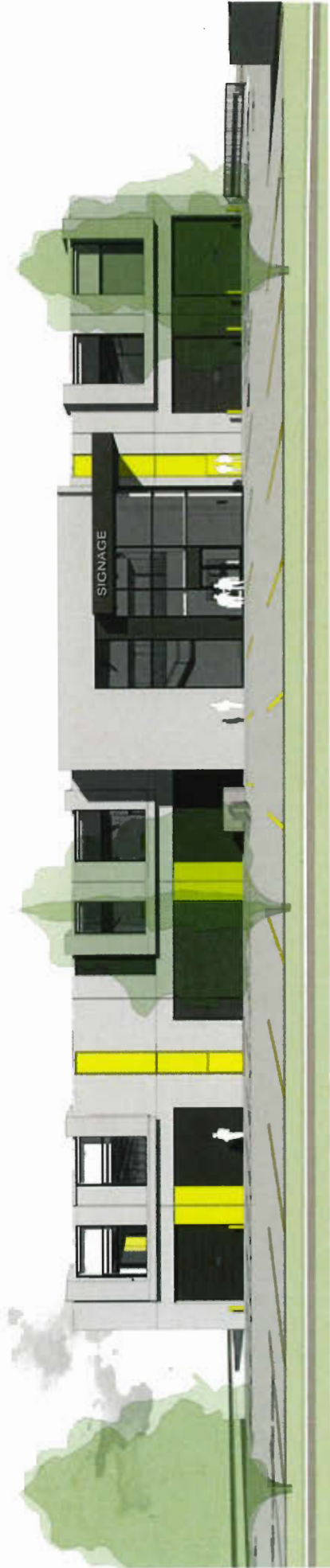
Certified a true and correct copy of the Minutes of the meeting of the Development Permit Panel of the Council of the City of Richmond held on Thursday, October 17, 2019.

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Joe Erceg  
Chair

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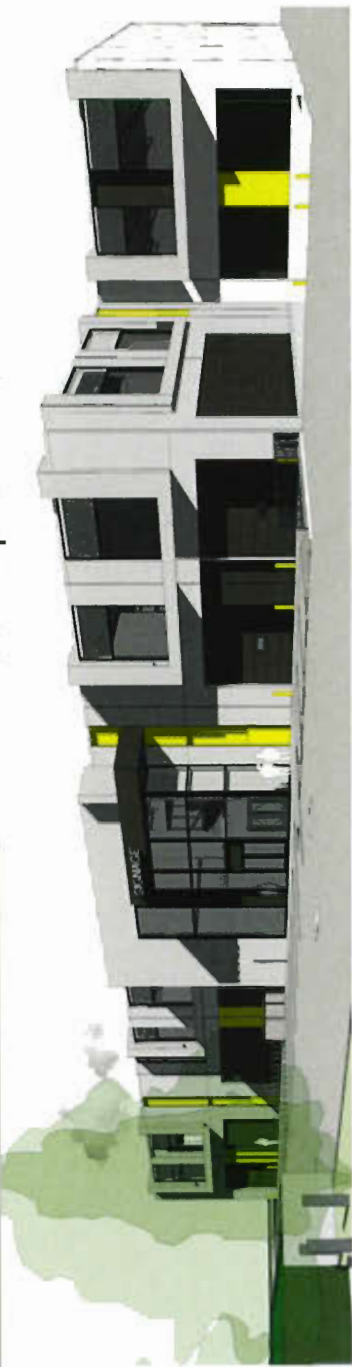
Rustico Agawin  
Committee Clerk



# 1600 Savage Road Open Windows

DPP Presentation for ESA  
Development Permit

CNCL - 400



# Project Overview

DP Plan 3

- The subject property is 1.3 acres and zoned light industrial (IL)
- Existing site is currently utilized as an asphalt paved parking lot
- Proposed building is a 31,415 sq.ft. warehouse for Open Windows
- Open Windows is a company that supplies vinyl and aluminum windows



# Project Overview

DP Plan 3

- Proposed warehouse will be constructed by way of a concrete tilt up building, which includes a concrete slab on grade, insulated concrete exterior wall panels, a structural steel superstructure, and a ballasted EPDM roof system
- Height of building is proposed at 11.1m / 36.5ft
- Two vehicle driveways are proposed to serve each end of the building, which is required for the company's operations (vinyl & aluminum windows)

# ESA Overview – Existing

## Attachment 3

- (2) distinct existing ESA areas on site
  - (1) Northern ESA (788m<sup>2</sup> / 8,482sq.ft.) located along the northern property line
    - Predominantly 'Upland Forest' with a small sliver of 'Shoreline' furthest north
  - (1) Southern ESA (198m<sup>2</sup> / 2,131sq.ft.) located central on the site
    - Entirely classified as 'Upland Forest'

# Existing ESA - Northern

Attachment 3 & 5

- Predominately 'Upland Forest' with a sliver of 'Shoreline' furthest north of the site
- Contiguous with additional ESA east of the site, which form a 'hub' in the Ecological Network Management Strategy
- No removal of ESA is proposed in the northern ESA location
- Invasive species have established throughout the northern ESA, which will be removed during the proposed ESA compensation plan



# Existing ESA - Northern

Attachment 3 & 5

- Trees located in the northern ESA consist of western red cedar, western red pine, Norway maple, black cottonwood, lodgepole pine & red alder
- These trees provide cover and habitat for terrestrial species (birds/small mammals)
- Existing understorey dominated by invasive species (himalayan blackberry)

# Existing ESA – Central

## Attachment 3

- Designated as ‘Upland Forest’
- Isolated from balance of ESA located on or adjacent to the subject site
- Invasive species have established throughout the central ESA
- Proposed for removal to allow for the development of the site

# Existing ESA – Central

## Attachment 3

- 15 trees located in the central ESA location proposed for removal include western red pine, western red cedar & lodgepole pine
- Understorey includes large cleared areas dominated by invasive species



# ESA Overview – Compensation

DP Plan 1 & 2

- Proposal to remove the existing central 'Upland Forest' ESA (198m<sup>2</sup> / 2,131sq.ft.) to allow for development of the site
- Proposed compensation includes:
  - Establish (2) new ESA areas on site
    - New ESA area (305m<sup>2</sup> / 3,283sq.ft.) contiguous to the northern portion of the existing 'Upland Forest' ESA
    - New ESA area (109m<sup>2</sup> / 1,173sq.ft.) discontinuous along the western property line next to Savage Road
  - Additional compensation includes removal of invasive species & replanting of native species within the existing northern ESA
- Total ESA net gain of 216m<sup>2</sup> / 2,325sq.ft. (2:1 ratio)

# Compensation – Northern ESA - New

DP Plan 4a

- 305m<sup>2</sup> / 3,283sq.ft. of new ESA contiguous with the existing Northern ESA
  - Includes 14 new trees (western red cedar & douglas fir)
  - Includes native shrubs consisting of salal, dull orgegon-grape, baldhip rose, ocean spray, salmonberry & common snowberry
  - Includes perennials consisting of vanilla leaf, pacific bleeding heart, sword fern, small-flowered alumroot, large leaved lupine & pink fawn lily
- Proposed plant density to be 1.3 plants/m<sup>2</sup>

# Compensation – Northern ESA - Existing

DP Plan 4a

- In addition to expanding the northern ESA, we are proposing to enhance the existing northern ESA which will include:
  - Removal of all invasive species located within the existing northern ESA
  - Enhance the existing northern ESA with additional native shrubs and perennials



# Compensation – Southern ESA

DP Plan 4b

- 109m<sup>2</sup> / 1,173sq.ft of new ESA located along the western property line next to Savage Road
  - Includes 11 new trees consisting of western red cedar & douglas fir
  - Includes native shrubs consisting of salal, dull orgegon-grape, baldhip rose, salmonberry & common snowberry
  - Proposed plant density to be 0.9 plants/m<sup>2</sup>



# Trees

## Attachment 4

- Trees that were assessed as part of this development include:
  - 54 bylaw-sized trees on site
  - 4 trees on the neighbouring site
  - 5 trees on City of Richmond property
  - Tree species include Norway maple, lodgepole pine, western red cedar, freemans maple, maple, douglas fir, black cottonwood, red alder & big leaf maple
- Trees proposed for removal include:
  - 30 on site trees
  - 1 on City of Richmond property

# Trees

## Attachment 4

- Trees proposed to be retained include:
  - 24 on site trees
  - 4 on the neighbouring site
  - 4 on City of Richmond property
- Total replacement trees proposed is 26

# ESA Balance Sheet

- Total ESA existing 989m<sup>2</sup> / 10,613sq.ft.
- Total ESA loss 198m<sup>2</sup> / 2,135sq.ft.
- Total ESA gain 414m<sup>2</sup> / 4,456sq.ft.
- Total Final ESA 1,202m<sup>2</sup> / 12,938sq.ft.

# Restoration Objectives

- The restoration objectives for the site consist of:
  - Improving habitat function and utilization of the ESA on site by a variety of terrestrial species including:
    - Small and medium size mammals
    - Birds
    - Invertebrates
  - Offsetting the habitat loss associated with the removal of the isolated 'upland forest' ESA in the center of the site via expansion of the existing ESA along the northern site boundary including:
    - Removal of the existing invasive species
    - Soil amendments
    - Native vegetation planting
  - Expanding and enhancing the northern ESA are anticipated to improve:
    - foraging potential
    - Cover
    - Nesting
    - Direct and indirect utilization as contiguous habitat home range for resident and migratory species



**END OF PRESENTATION**

Schedule 2 to the Minutes of the Development Permit Panel meeting held on Thursday, October 17, 2019.

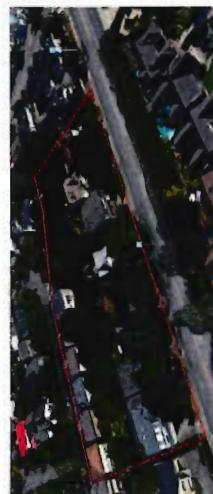
## DEVELOPMENT PERMIT APPLICATION - SEPT 06, 2019

## 28-UNIT TOWNHOUSE DEVELOPMENT

5631, 5635, 5651, 5691, 5711, 5731, 5751  
STEVESTON HWY, RICHMOND BC



VIEW ALONG STEVESTON HWY LOOKING NORTH-EAST



## CONTEXTUAL IMAGES



EXAMPLE OF HERITAGE INTERPRETIVE SIGNAGE  
(SEE SITE PLAN ON A1.1 FOR PROPOSED LOCATION)

[illegible]

**INTERFACE:**  
Suite 230  
11560 Cambie Road  
Richmond BC  
Canada V6X 3Z5  
T 604 821 1182  
F 604 821 1546  
[www.interfacechillcare.com](http://www.interfacechillcare.com)

PROJECT	PROPOSED 28-Unit Townhouse Development 7107 ASPENHILL 6501 / 6505 / 6507 / 6509 / STEVENS HWY RICHMOND, BC	PROJECT NO.	7185752
SCALE	As Noted	DATE	March 20, 2017
DRAWN BY	RYC, SHEL, WAL	CHECKED BY	RYC
SHEET TITLE			
COVER SHEET		DRAWING	





CNCL - 418

BIRD'S EYE VIEW LOOKING NORTH-WEST

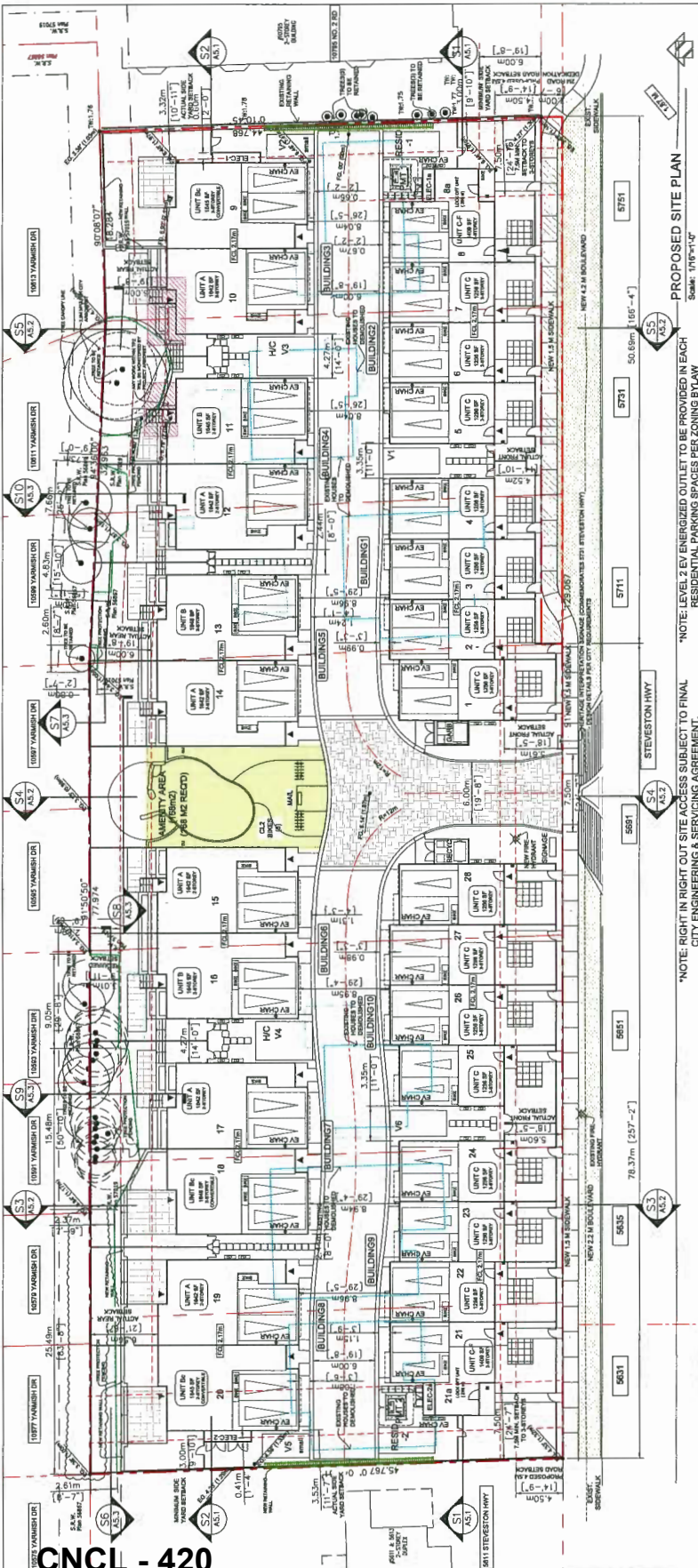




CNCL - 419

ENTRY VIEW LOOKING NORTH-EAST



[illegible]



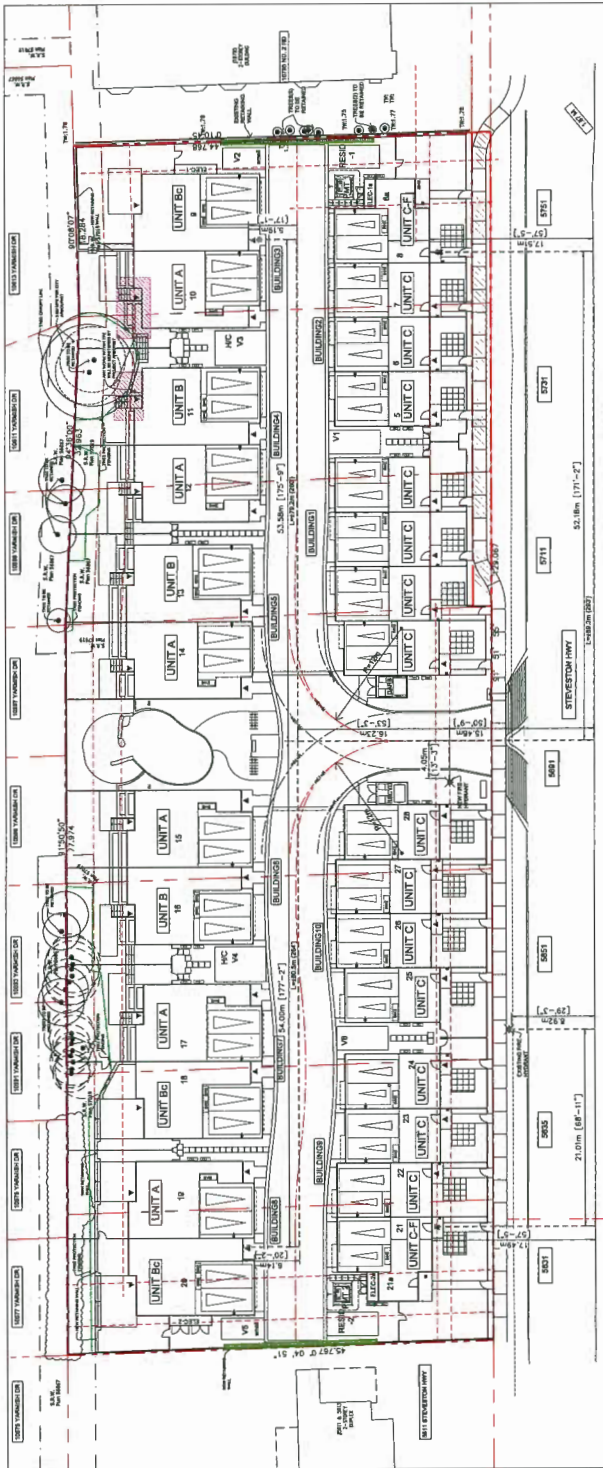
REVISIONS	
SEP 08, 2018	CP Resubmission
JUL 16, 2019	CP Resubmission
APR 12, 2019	ADP Submission
APR 19, 2019	CP Resubmission
MAR 11, 2019	CP Resubmission
JUL 18, 2018	CP Submission
APR 04, 2018	RC Application
CONSULTANTS	

**INTERFACE:**  
 Suite 202  
 11500 Canfield Road  
 Columbia, MD 21042  
 T 804 821 1183  
 F 804 821 1146  
 www.interfaceinc.com

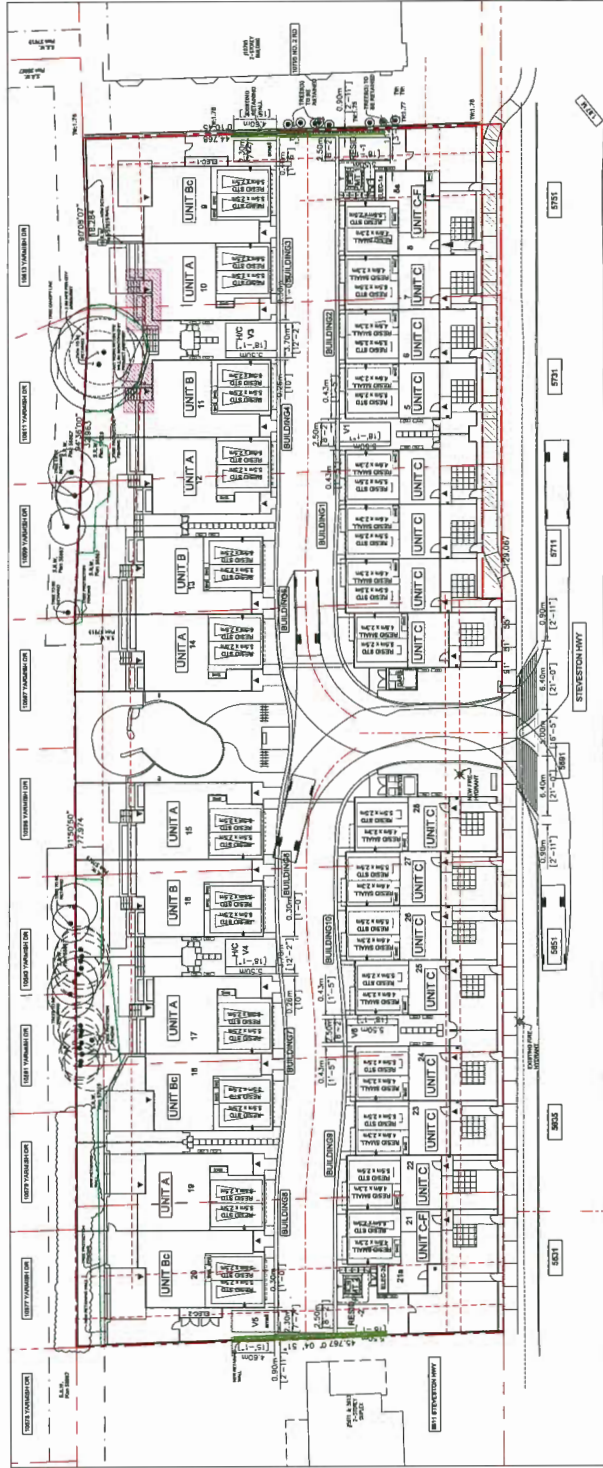
PROJECT  
 Proposed 25-Unit  
 Townhouse Development  
 7 LOT ASSEMBLY  
 5651 / 5652 / 5653 / 5654 /  
 5655 / 5656 / 5657 / 5658 /  
 5659 / 5660 / 5661 / 5662 /  
 STEVENSON HWY  
 RICHMOND, MD

PROJECT NO.  
 170702  
 SCALE  
 As Shown  
 DATE  
 March 26, 2017  
 DRAWN BY  
 NYC, INC. WLL  
 CHECKED BY  
 NYC  
 SHEET TITLE  
 FIRE ACCESS PLAN /  
 TRUCK TURNING PLAN

DRAWING  
**A1.2**



**FIRE ACCESS PLAN**  
 SCALE: 1/8"=1'-0"



**PARKING / TRUCK TURNING PLAN**  
 SCALE: 1/8"=1'-0"

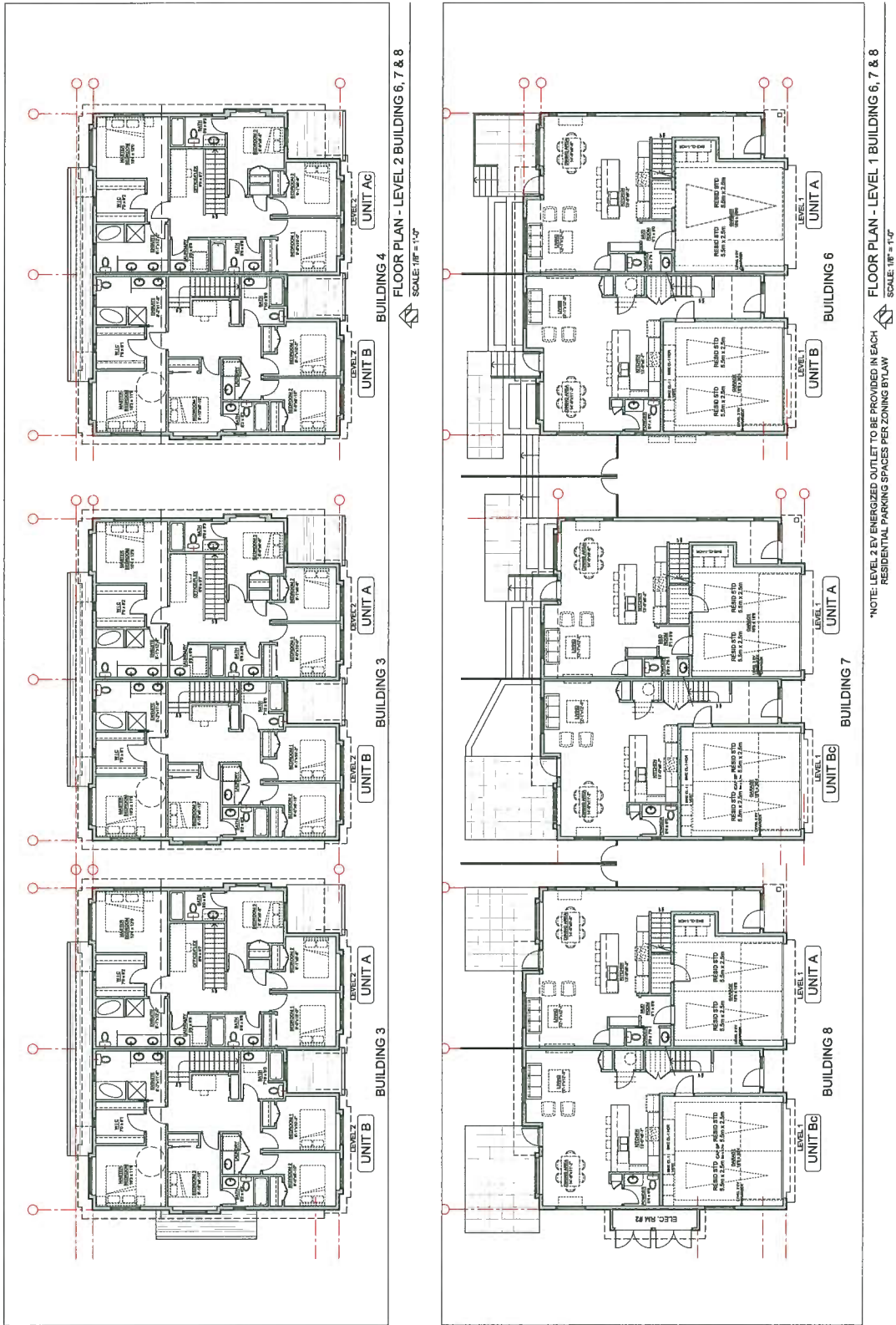






REVISIONS	
SEP 08, 2018	DP Resubmission
JUL 16, 2018	DP Resubmission
APR 12, 2018	ADP Submission
APR 06, 2018	DP Resubmission
MAY 11, 2018	DP Resubmission
APR 19, 2018	DP Submission
APR 04, 2018	RZ Application
CONSULTANTS	
<p>Interface Architecture Inc. is not responsible for the accuracy of the information provided in this drawing. The user of this drawing is responsible for verifying the accuracy of the information provided in this drawing. The user of this drawing is responsible for obtaining all necessary permits and approvals from the appropriate authorities. The user of this drawing is responsible for obtaining all necessary permits and approvals from the appropriate authorities. The user of this drawing is responsible for obtaining all necessary permits and approvals from the appropriate authorities.</p>	
<p><b>INTERFACE:</b>          SCALE: 1/8" = 1'-0"          11800 Canfield Road          Suite 200          Columbia, MD 21046          T 410-821-1143          F 410-821-1145          www.interfacearchitecture.com</p>	
<p>PROJECT:          Proposed 28-Unit          Townhouse Development          7,607 ASSEMBLY          9021 / 9023 / 9025 / 9027 /          STEVENSON HWY          RICHMOND, MD</p>	
PROJECT NO.	17187V2
SCALE	As Noted
DATE	March 30, 2017
DRAWN BY	NYC, ERS, WAL
CHECKED BY	NYC
SHEET TITLE	FLOOR PLANS, BUILDINGS 6, 7 & 8
DRAWING	

A2.5









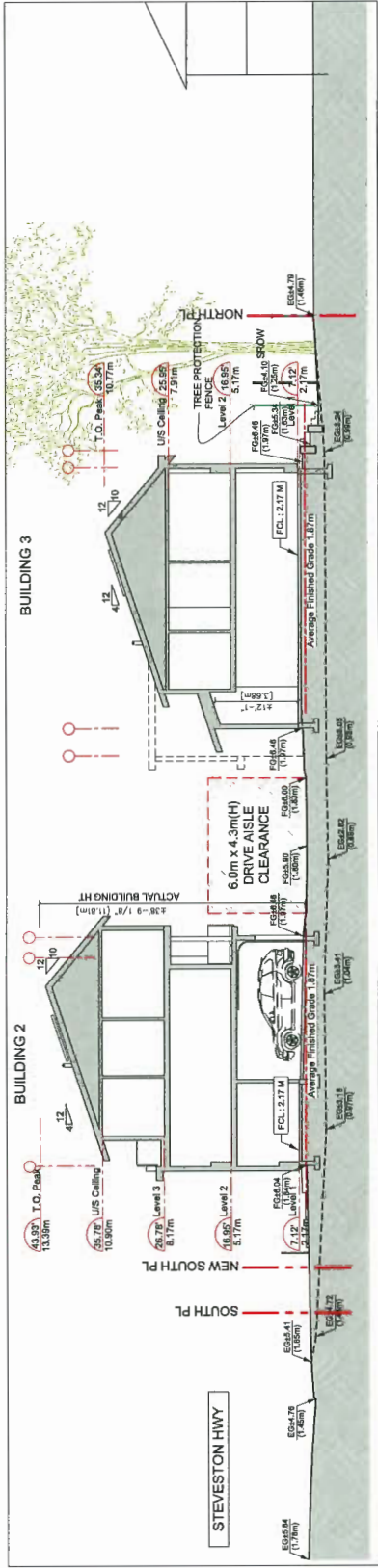
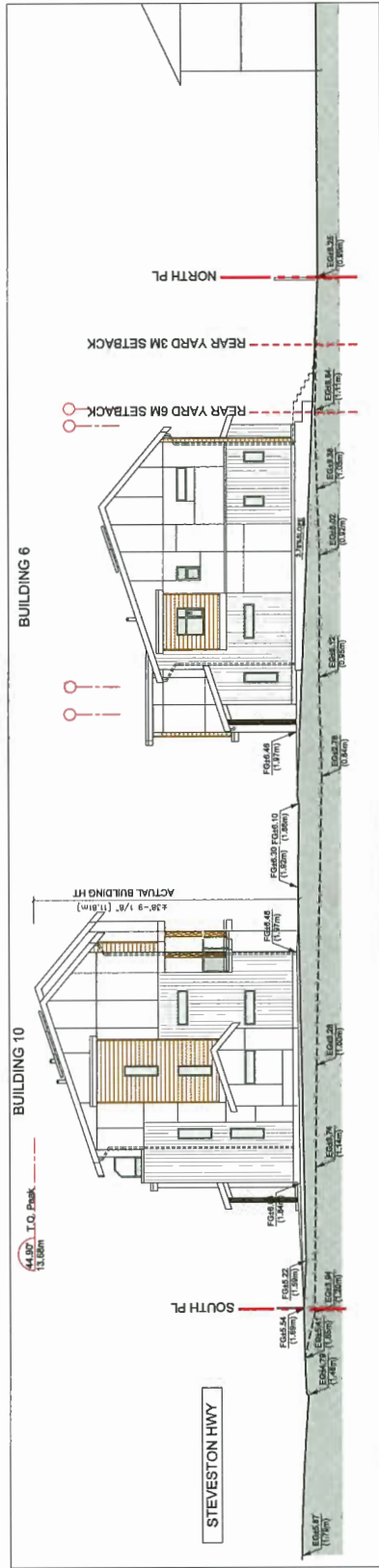
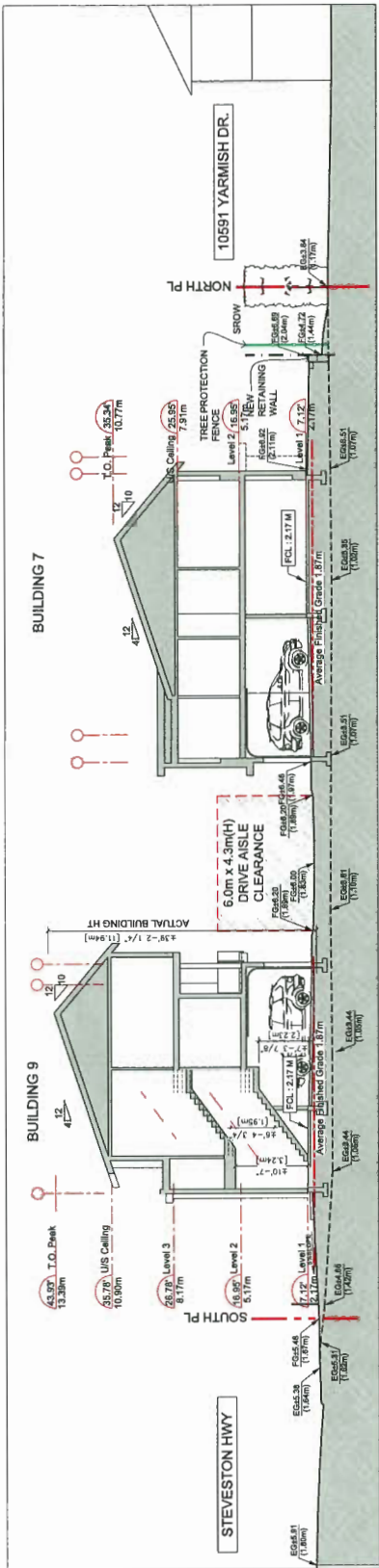


REVISIONS	
SEP 08, 2019	DP Finalization
JUL 16, 2019	DP Finalization
APR 12, 2019	ADP Submission
APR 09, 2019	DP Finalization
MAY 11, 2019	DP Finalization
JUL 18, 2019	DP Submission
APR 04, 2019	RZ Application
CONSULTANTS	
<p>Interface is not responsible for the accuracy of the information provided by the client or the results of the design. The client is responsible for the accuracy of the information provided by the client and the results of the design. The client is responsible for the accuracy of the information provided by the client and the results of the design.</p>	
SEAL	

**INTERFACE:**  
 11500 Canals Road  
 Cambridge, ON  
 T4M 8S1 1E5  
 T 504 821 1146  
 F 504 821 1146  
 www.interfaceinc.com

PROJECT	Proposed 28-Unit Townhouse Development 7 LOT ASSEMBLY 5051 / 5052 / 5053 / 5054 / 5055 / 5056 / 5057 / 5058 / 5059 / 5060 / STEVESTON HWY RICHMOND, BC
PROJECT NO.	1718572
SCALE	As Noted
DATE	March 28, 2017
DRAWN BY	ETC SRC, WAL
CHECKED BY	ETC
SHEET TITLE	
SITE SECTIONS - S3, S4 & S5	
DRAWING	

**A5.2**







**STREETSCAPE ALONG STEVESTON HWY**  
Scale: 1/16"=1'-0"

**KEY PLAN**

**1** FIBER CEMENT PANEL SIDING (Fibreboard, Smooth)  
Colour: Arctic White

**2A** FIBER CEMENT PANEL SIDING (Fibreboard, Smooth)  
Colour: BM HC166 (Kendall, Cream)

**2B** FIBER CEMENT PANEL SIDING (Fibreboard, Smooth)  
Colour: BM HC172 (Reverse Powder)

**3** FIBER CEMENT LAP SIDING (Fibreboard, Smooth)  
Colour: BM 1119 (Fort Summer Tan)

**4** FIBERGLASS ASPHALT FIBERGLASS ASPHALT  
Colour: DARK GRAY (MULTICOLOR, TEXTURED)

**5** DOUBLE GLAZED VINYL WINDOW  
Colour: White

**6** DOUBLE GLAZED VINYL SLIDING  
Colour: White

**7** ALUMINUM FASCIA GUTTER  
Colour: BM HC166 (Kendall, Cream)

**8** ENTRY SOLID WOOD DOOR WITH LIGHT  
Door Colour: Natural Cedar Stain

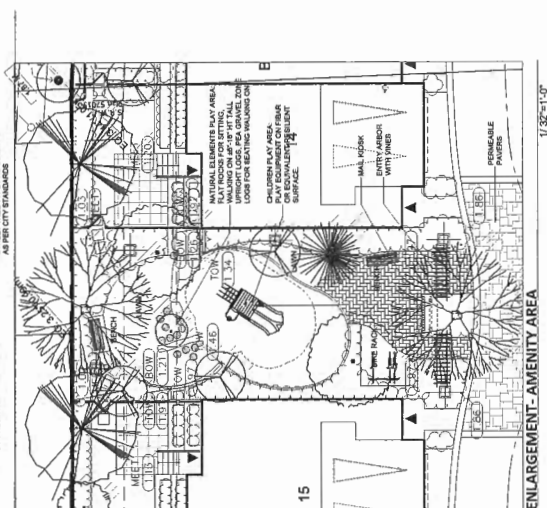
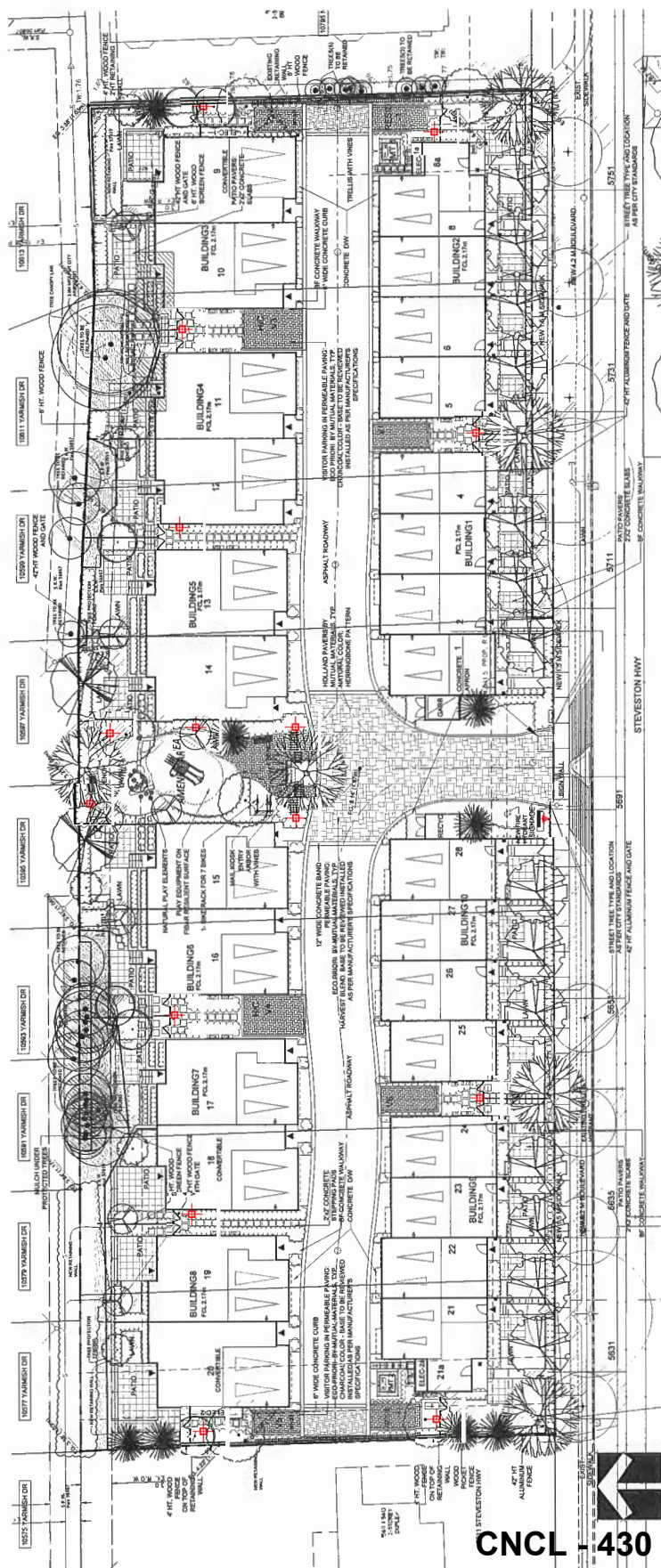
**9** OVERHEAD WOOD GARAGE DOOR ELECTRICAL ROOM DOOR  
Colour: Natural Cedar Stain (Chelone Gray)

**10** METAL RAILING WITH SANDBLASTED GLASS & RAIL  
Colour: Natural Cedar Stain

**11** BUILT UP POST - REFER TO DETAILS  
Colour: Natural Cedar Stain

**STREETSCAPE ALONG DRIVE AISLE LOOKING NORTH**  
Scale: 1/16"=1'-0"





## DEFINITION OF LEGEND



## LIGHTING LEGEND

[illegible]

PLANT SCHEDULE		ESTIMATOR'S NAME		COMMON NAME		PLANTED DATE		REMARKS		RMP PROJECT NUMBER		14/07	
TYPE													
3	ACER PLATANUS				JAPANESE MAPLE				KOJICA 1.8MT STD. 889				
14	ACER RUBRA W. INDICATA				RED BARNET MAPLE				KOJICA 1.8MT STD. 889				
15	ACER RUBRA W. INDICATA				RED BARNET MAPLE				KOJICA 1.8MT STD. 889				
16	CHORO BILBA W. INDICATA				PROSTRATE GENTLE YACHTMANN				KOJICA 2M STD. 889				
17	CHORO BILBA W. INDICATA				PROSTRATE GENTLE YACHTMANN				KOJICA 2M STD. 889				
18	MACADAMIA KOBUS TELLATA				PIKE STAR MACADAMIA (LUSTY FRUIT)				KOJICA 1.8MT STD. 889				
19	MACADAMIA KOBUS TELLATA				PIKE STAR MACADAMIA (LUSTY FRUIT)				KOJICA 1.8MT STD. 889				
20	FRAXEL USULUS W. INDICATA				USULUS FRAXEL				KOJICA 1.8MT STD. 889				
21	FRAXEL USULUS W. INDICATA				USULUS FRAXEL				KOJICA 1.8MT STD. 889				
22	FRAXEL USULUS W. INDICATA				USULUS FRAXEL				KOJICA 1.8MT STD. 889				
23	FRAXEL USULUS W. INDICATA				USULUS FRAXEL				KOJICA 1.8MT STD. 889				
24	FRAXEL USULUS W. INDICATA				USULUS FRAXEL				KOJICA 1.8MT STD. 889				
25	FRAXEL USULUS W. INDICATA				USULUS FRAXEL				KOJICA 1.8MT STD. 889				
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29	FRAXEL USULUS W. INDICATA				USULUS FRAXEL				KOJICA 1.8MT STD. 889				
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31	FRAXEL USULUS W. INDICATA				USULUS FRAXEL				KOJICA 1.8MT STD. 889				
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35	FRAXEL USULUS W. INDICATA				USULUS FRAXEL				KOJICA 1.8MT STD. 889				
36	FRAXEL USULUS W. INDICATA				USULUS FRAXEL				KOJICA 1.8MT STD. 889				
37	FRAXEL USULUS W. INDICATA				USULUS FRAXEL				KOJICA 1.8MT STD. 889				
38	FRAXEL USULUS W. INDICATA				USULUS FRAXEL				KOJICA 1.8MT STD. 889				
39	FRAXEL USULUS W. INDICATA				USULUS FRAXEL				KOJICA 1.8MT STD. 889				
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41	FRAXEL USULUS W. INDICATA				USULUS FRAXEL				KOJICA 1.8MT STD. 889				
42	FRAXEL USULUS W. INDICATA				USULUS FRAXEL				KOJICA 1.8MT STD. 889				
43	FRAXEL USULUS W. INDICATA				USULUS FRAXEL				KOJICA 1.8MT STD. 889				
44	FRAXEL USULUS W. INDICATA				USULUS FRAXEL				KOJICA 1.8MT STD. 889				
45	FRAXEL USULUS W. INDICATA				USULUS FRAXEL				KOJICA 1.8MT STD. 889				
46	FRAXEL USULUS W. INDICATA				USULUS FRAXEL				KOJICA 1.8MT STD. 889				
47	FRAXEL USULUS W. INDICATA				USULUS FRAXEL				KOJICA 1.8MT STD. 889				

NOTES - PLANT ZONE IS LISTED AND SPECIFIED ACCORDING TO THE LANDSCAPE STANDARD AND CANADIAN LANDSCAPE STANDARD, LATEST EDITION.

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**NOTE**  
All soil landscape areas to be initiated with automatically installation to I.A.B.C. Standards, latest edition.

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**pmg**  
LANDSCAPE  
ARCHITECTS

1000  
Bills C100 - 4185 58th Street, Suite 100  
Richmond, BC V6X 2C2  
P: 604.274.0011 F: 604.274.0022

SCALE

NO. DATE REVISION DESCRIPTION

1. 10/15/17

2. 10/15/17

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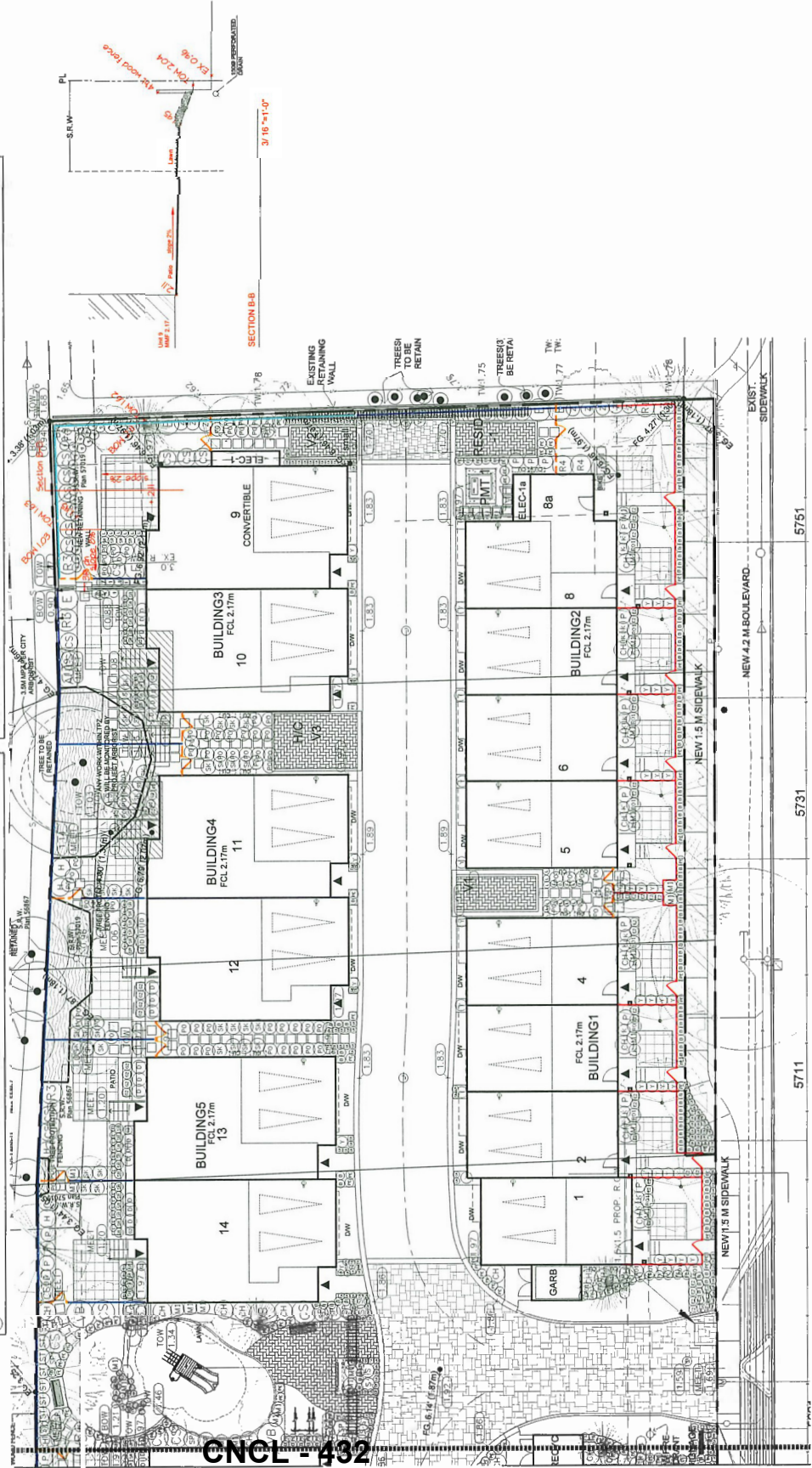
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ARCHITECTS

Suite C100 - 4185 588 Creek Drive  
Richmond, BC V6X 2A6  
P: 604-266-0211 F: 604-266-0222

SEAL

PMG PROJECT NUMBER: 14072		
PLANTED SIZE / REMAINS		
KEY	CITY	RESTAURANT NAME
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PMG PROJECT NUMBER: 14072		
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CNCL - 432

PROJECT  
28 UNIT TOWNHOUSE  
DEVELOPMENT  
5634 STEVENSON HIGHWAY  
RICHMOND

DRAWING TITLE  
LANDSCAPE  
SHRUB PLAN

DATE: APR 07, 2017  
SCALE: 1/8" = 1'-0"  
DRAWN: DMM  
DESIGN: DMM  
CHECK: MCK  
PROJECT NUMBER: 14072

18077-13-29

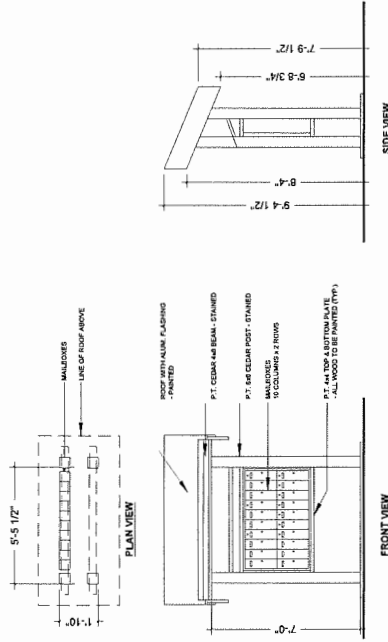




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Burnaby, British Columbia, V5C 6G9  
P: 604-294-0111 F: 604-294-0222

SCALE

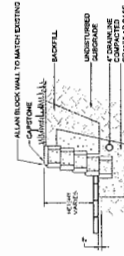


10 MAIL KIOSK

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3/8" = 1'-0"

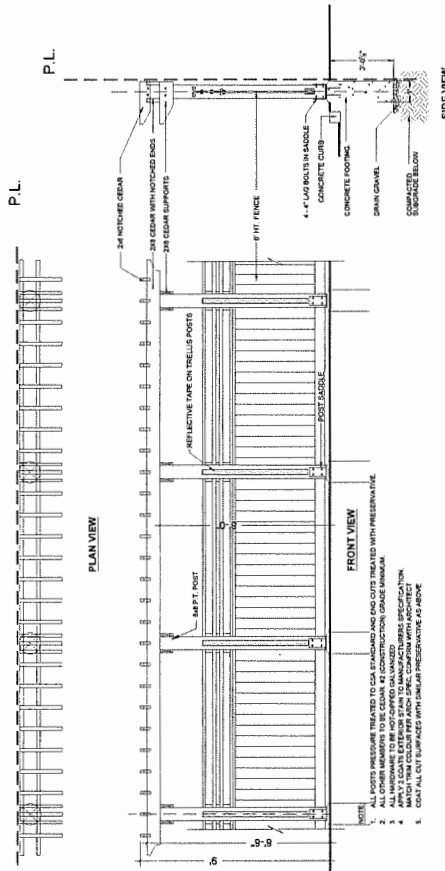
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1. CONSIDERED DATA HEIGHT OF WALLS  
2. ALL MATERIALS SHALL BE OF THE BEST QUALITY  
3. ALL MATERIALS SHALL BE OF THE BEST QUALITY



11 PROPOSED ALLAN BLOCK WALL

L-2

3/8" = 1'-0"



9 TRELLIS STRUCTURE

L-2

3/8" = 1'-0"

PROJECT  
28 UNIT TOWNHOUSE  
DEVELOPMENT

5631-5751 STEVENSON HIGHWAY  
RICHMOND

DRAWING TITLE:  
LANDSCAPE  
DETAILS

DATE: APR 27, 2017  
SCALE: AS SHOWN  
DRAWN: DD  
DESIGN: DD  
CHECK: MCY  
PROJECT NUMBER: 16-072

L5

OF 5



**CoreConcept**  
CONSULTING LTD.  
#220-2639 Viking Way, Richmond, BC, V6V 3B7  
tel. 604.249.5040  
fax. 604.249.5041  
[www.coreconceptconsulting.com](http://www.coreconceptconsulting.com)

DWG. 2 OF 3

0.	3 SEP 2019	SP	BTR			ISSUED FOR DP
REV'N	DATE	BY	CH.	DESCRIPTION		
REVISIONS						

NOT FOR CONSTRUCTION

3 SEP 2019

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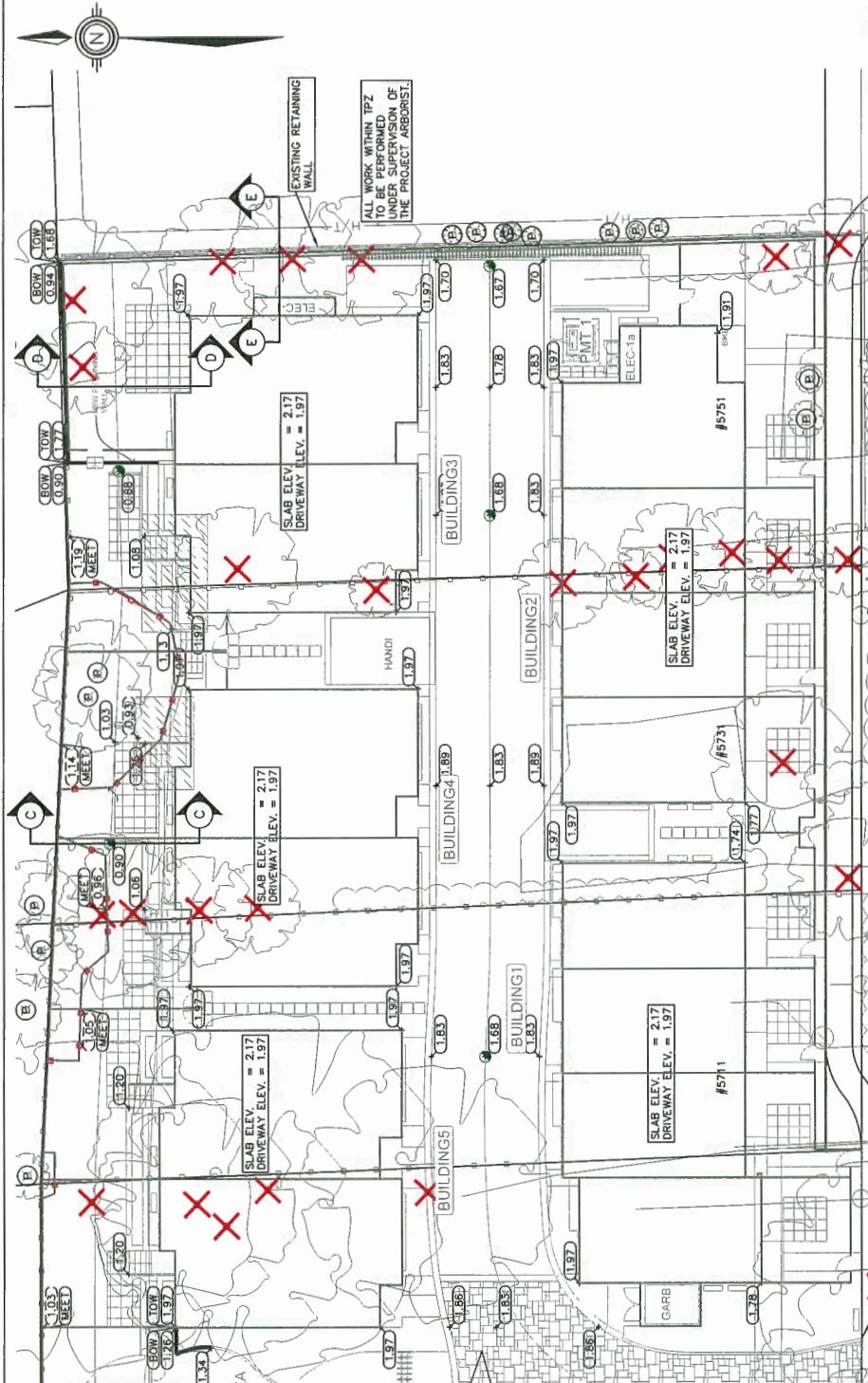
**LOT GRADING**

5631-5751 STEVESTON HWY

**CITY FILE:**

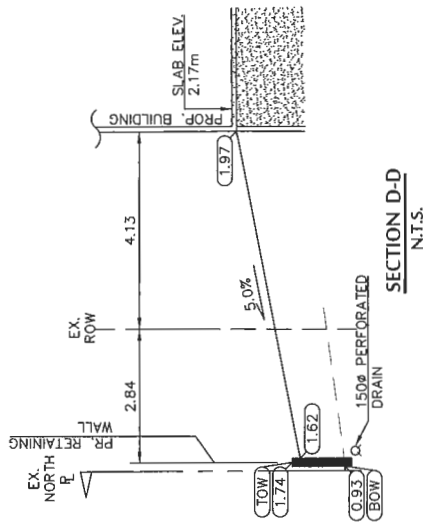
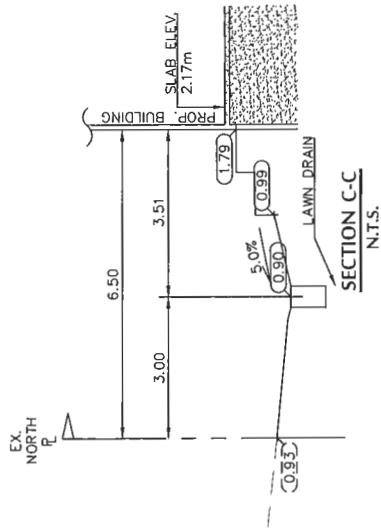
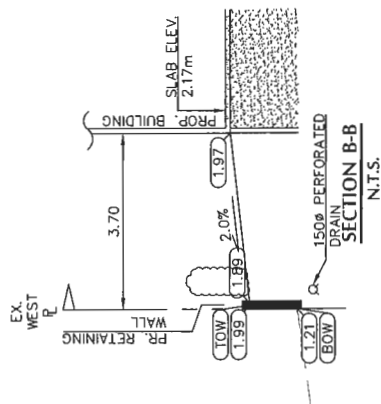
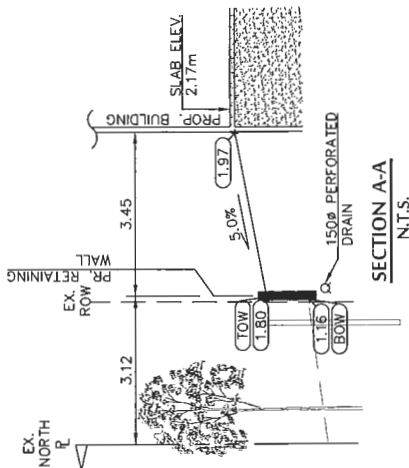
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DRAWN: GG	SCALE: 1 : 250	SHT No.: 2 OF 3
CHECKED: BTR	SEC. No.: 36-4-7	
ENGINEER: BTR		

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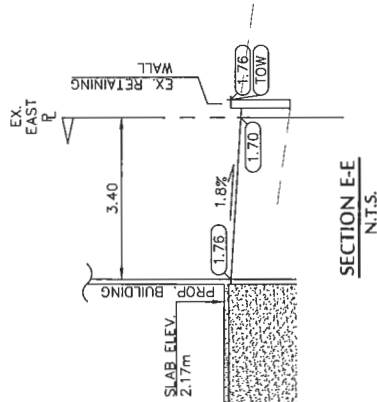


**PLAN**  
**SCALE: 1:250**





CNCL - 437



**City of Richmond**  
6911 No. 3 ROAD RICHMOND B.C. V6Y 2C1

**LOT GRADING**  
5631-5751 STEVESTON HWY  
CITY FILE:

TITLE:

DESIGN: SP  
DRAWN: GG DWG. No.:  
CHECKED: BTR SCALE: 1 : 250  
ENGINEER: BTR SEC. No.: 36-4-7

DATE: MAR 2019  
SHT No.: 3 OF 3

**NOT FOR CONSTRUCTION**

3 SEP 2019

**CoreConcept** CONSULTING LTD.  
#220-2639 Viking Way Richmond, BC, V6V 3B7  
www.coreconceptconsulting.com

**ENRICH PROPERTIES STEVESTON LTD**  
Core Concept Consulting Project No. 18050  
DWG. 3 OF 3

REV'N	DATE	BY	CH.	DESCRIPTION
0.	3 SEP 2019	SP	BTR	ISSUED FOR DP

REVISIONS



**AECOM**

Imagine it.  
Delivered.

# Iona Island WWTP Temporary Dewatering Pad

City of Richmond DP Application: 19-850320



# IIWWTP – Temporary Dewatering Pad (DP 19-850320)



CNCL - 439

IIWWTP – Secondary treatment facility by 2030.

New Biosolids

Dewatering Facility – removes the need for the existing biosolids storage lagoons.

DP 19-850320 – for a temporary dewatering pad to facilitate the dewatering of storage lagoons.



metrovancover

AECOM

Plan #1A



# IIWWTP – Temporary Dewatering Pad (DP 19-850320)



CNCL - 440

Iona Island – Conservation Area

Environmental Assessment – prepared by Sartori Environmental.

Three ESAs: intertidal, shoreline and freshwater wetland.

Dewatering Pad – within the designated freshwater wetland ESA.

Compensation Plan: Green.



metrovancover

AECOM

Plan #1B

# IWWTP – Temporary Dewatering Pad (DP 19-850320)

- 2,145 sqm concrete pad;
- 600 sqm gravel pad;
- Water and electrical trench work.

Lagoon Dewatering Work - 6 for months /year for 5 years.

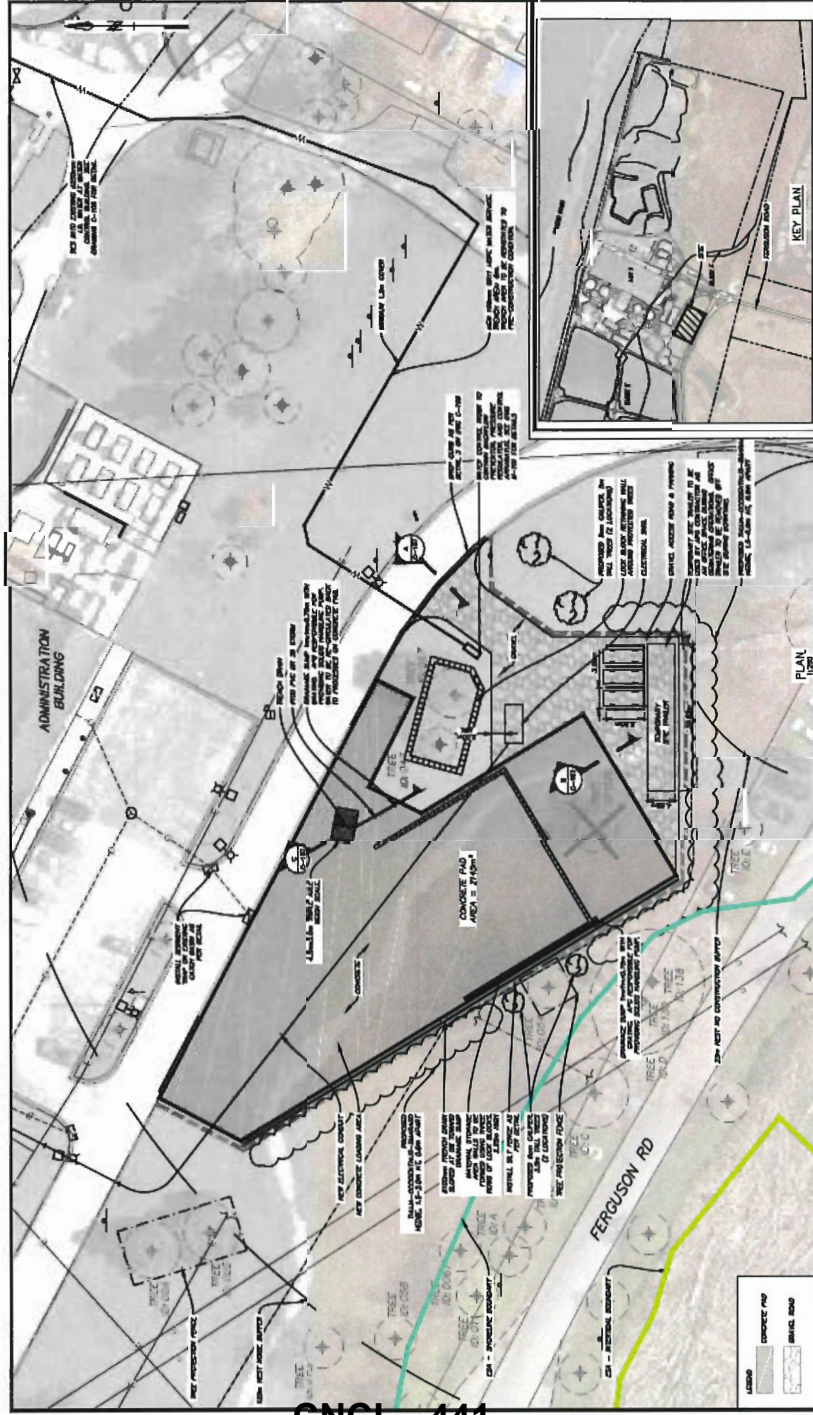
Space allowed for 1 trailer, parking and dewatering equipment.

Landscape Screening proposed for the Dewatering Pad

Birch Trees #20, #21 removed – Replaced at a ratio of 2:1 on site.



metro vancouver  
AECOM

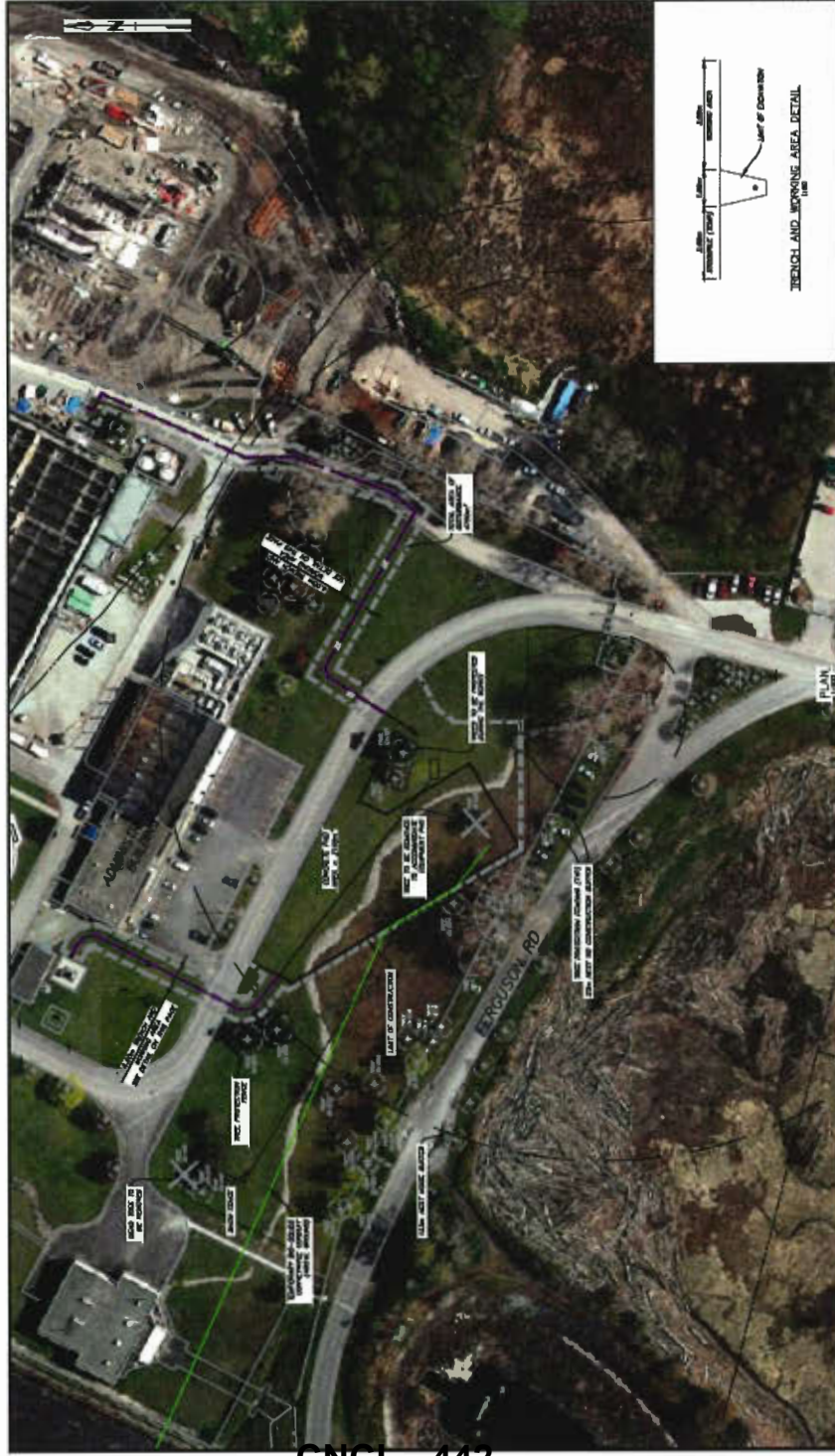


CNCL - 441

Plan #2



## IIWWTP – Temporary Dewatering Pad (DP 19-850320)



Dewatering Pad:

- screening, centrifugal and other equipment – mechanical dewatering of Biosolids.
- Lagoon Biosolids – conveyed by pump and pipe.
- Dewatered biosolids will be stockpiled on the pad and removed off site every day.



**metro**vancouver

**AECOM**

# Plan #2B



## IIWWTP – Temporary Dewatering Pad (DP 19-850320)

Compensation:

- Canfor Point in Iona Beach Regional Park – in Green
- Area 3000 sqm
  - 200 trees
  - 2500 shrubs
- Success Criteria
  - 80% survival
  - Removal of invasive species



**metro**vancouver

**A=COM**

## Plan #3



# Questions

Iona Island WWTP  
Temporary Dewatering Pad  
City of Richmond DP Application: 19-850320





# City of Richmond

## Report to Council

---

**To:** Richmond City Council

**Date:** October 29, 2019

**From:** Cecilia Achiam  
Chair, Development Permit Panel

**File:** 01-0100-20-DPER1-  
01/2019-Vol 01

**Re:** Development Permit Panel Meeting Held on June 12, 2019

---

### Staff Recommendation

That the recommendation of the Panel to authorize the issuance of a Development Permit (DP 18-818748) for the property at 3551, 3571, 3591, 3611 and 3631 Sexsmith Road be endorsed, and the Permit so issued.

Cecilia Achiam  
Chair, Development Permit Panel  
(604-276-4122)

SB:blg

## Panel Report

### Origin

The Development Permit Panel considered the following item at its meeting held on June 12, 2019.

DP 18-818748 – POLYGON FIORELLA HOMES LTD. – 3551, 3571, 3591, 3611 AND 3631 SEXSMITH ROAD

(June 12, 2019)

The Panel considered a Development Permit (DP) application in order to permit the construction of a high-rise building containing two affordable (work-only) studios for professional artists and approximately 168 dwellings, including 11 affordable (low-end-of-market) units on a site zoned “Residential/Limited Commercial (RCL4)”. No variances are included in the proposal.

Architect, Walter Francel and Jorge Palos, of Francel Architecture; Landscape Architect, Bruce Hemstock, of PWL Partnership, and applicant, Robin Glover, of Polygon, provided a brief presentation, including:

- Three-storey townhouses on the west side of the development mirror the townhouses at the existing Polygon “Avanti” development across the shared north-south mid-block mews.
- A substantial residential outdoor amenity space separates the townhouses on the west side and the tower and low-rise building on the east side of the subject development.
- The outdoor amenity space at the podium roof level steps down to the urban agriculture space which overlooks the Brown Road Plaza.
- The townhouses fronting Sexsmith Road provide a pedestrian scale to the streetscape.
- Coloured glass panels are incorporated into the façade of the two work-only artist studios and will also be integrated into other areas of the building.
- Landscaping for the small public park to the west of the public open space plaza includes mounded landscape, custom design benches and replacement trees.
- A bicycle rack and benches are provided near the main residential entry fronting Sexsmith Road. A bicycle rack is also provided near the artist studios.
- The outdoor amenity area on the podium roof level includes a gathering area, children’s play area, large open lawn space, and mounded landscape.
- The residential patios to the east and west of the outdoor amenity area will activate the space.
- The urban agriculture space is located one level below the outdoor amenity area and overlooks the artist’s plaza and public park below.

In reply to Panel queries, Mr. Glover, Mr. Hemstock and the design team advised that:

(i) the proposed 11 affordable housing units are evenly distributed throughout the residential component of the project and consist of a mix of studio and one to three bedroom units; (ii) no rental market housing units are provided in the project; (iii) in addition to the green roofs, the significant landscaped areas on the ground, second, and third levels will enhance storm water management on the site; (iv) bollard lighting is proposed along the accessible pedestrian routes on the podium roof level outdoor amenity area to avoid light pollution; (v) a guardrail will be installed along the west and south edges of the children's play area; (vi) resilient rubber surfacing is proposed for the children's play area; (vii) the indoor amenity building is primarily for fitness uses; (viii) parkade access is located off the north-south mews; (ix) the residential outdoor and indoor amenity areas are for shared use of affordable housing tenants and residents of market units; (x) a project arborist will oversee the protection of adjacent existing trees on the neighbouring site to the north; and (xii) a loading area is provided off the north-south mid-block mews.

In reply to Panel queries, staff advised that: (i) the north-south mid-block mews could be extended northward to create a mid-block pedestrian trail up to Capstan Way subject to the future redevelopment of the property to the north; and (ii) the applicant is required to provide a significant Letter-of-Credit to the City for on-site landscaping.

Staff noted that: (i) the project includes 11 low-end of market rental housing units and two rentable-affordable-work-only studio units; (ii) there is a Servicing Agreement associated with the project which includes works for the eastward extension of Brown Road to Sexsmith Road, Sexsmith Road improvements, significant public open space secured through statutory right-of-ways (SRW's) including Brown Road Plaza and storm and sanitary, storm and water works; (iii) the project's Transportation Demand Management (TDM) measures include the completion of the protected bicycle route along Brown Road and Sexsmith Road and provision of electric bicycle charging; (iv) the subject development will become part of the City Centre District Energy Utility (DEU), constructing and transferring ownership of an on-site low carbon energy plant to the City; (v) the developer will provide a contribution towards the City's Public Art Program; and (vi) accessible housing features are proposed for the project including aging in place features in all dwellings and provision of 32 Basic Universal Housing (BUH) units.

Correspondence was submitted by Mark Treskunov to the Panel, expressing concern regarding irrigation, walkway pavers and other issues related to the neighbouring Polygon "Avanti" development to the west of the subject site, and suggesting that these issues could arise in the subject development.

In reply to Mr. Treskunov's concerns, staff advised that: (i) the subject development provides irrigation to common landscaped areas except for the planted gardening beds where hose bibs are provided; (ii) there are paved walkways on the subject site leading to entrances to the units; and (iii) the developer is aware of Mr. Treskunov's concerns and is willing to meet with the strata management for Polygon "Avanti" to address any remaining concerns.

The Panel expressed support for the project, noting that: (i) significant green spaces are provided in the proposed development; (ii) the podium roof level outdoor amenity space and the streetscape along Sexsmith Road are attractive; (iii) the subject development fits well with existing developments in the neighbourhood; and (iv) the developer's contribution to the future construction of Capstan Canada Line Station is appreciated.

Subsequent to the Panel meeting, the developer contacted the strata management for Polygon "Avanti" regarding Mr. Treskunov's concerns and no further action was requested.

The Panel recommends the Permit be issued.



## Parks, Recreation and Cultural Services Committee

Date: Tuesday, October 29, 2019

Place: Anderson Room  
Richmond City Hall

Present: Councillor Harold Steves, Chair  
Councillor Chak Au  
Councillor Bill McNulty  
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 September 24, 2019, be adopted as circulated.*

**CARRIED**

### NEXT COMMITTEE MEETING DATE

November 26, 2019, (tentative date) at 4:00 p.m. in the Anderson Room

**Parks, Recreation & Cultural Services Committee**  
**Tuesday, October 29, 2019**

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## DELEGATIONS

1. With the aid of a PowerPoint presentation (copy on-file, City Clerk's Office) Lyda Salatian, Founder and Executive Director, Green Teams of Canada, presented a proposal for a fee-for-service partnership between the City of Richmond and Green Teams of Canada, noting that (i) Green Teams organize environmentally related events such as park clean up and invasive species removal in various communities in the Lower Mainland, (ii) a summary report of each event is typically provided, (iii) the proposed partnership would be for a two-year term and cost approximately \$20,000, (iv) other communities in the Lower Mainland have partnered with Green Teams, and (v) Federal funding grants for Green Teams could only be secured during the group's initial phases.

Discussion ensued with regard to (i) participation by Richmond residents, (ii) the Green Team's organizational and funding structure, (iii) identifying potential projects in Richmond, and (iv) collaborating with existing community environmental programs.

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

It was moved and seconded

- (1) *That the partnership proposal from the Green Teams of Canada be referred to staff; and*
  - (2) *That staff examine potential environmental-related projects in Richmond;*
- and report back.*

**CARRIED**

## AGENDA ADDITIONS

The Chair advised that The Dugout Club will be considered as Item No. 2A, Richmond 140th Anniversary Gala and Awards Ceremony as Item No. 2B, Update of Tree Protection Bylaw No. 8057 as Item No. 2C, Steveston Harbour Authority Archway Along Sixth Avenue as Item No. 2D, "Parks Afloat" Moorage at Imperial Landing as Item No. 2E, and "Parks Afloat" Garry Point Legacy Pier, Moorage at Garry Point Park as Item No. 2F.



## COMMUNITY SERVICES DIVISION

### 2. **STEVESTON HERITAGE SITES UPDATE**

(File Ref. No. 11-7000-01) (REDMS No. 6319822 v. 3)

Discussion ensued with regard to (i) incorporating representatives from Richmond heritage organizations in the Richmond Museum Society Board, (ii) strengthening existing heritage sites, (iii) incorporating native plants in the historical sites, and (iv) the financial impact of development and preserving heritage sites.

In reply to queries from Committee, staff noted that there will be collaboration opportunities with community groups such as the Steveston Historical Society and the Richmond Museum Society on future development of heritage sites, and there is program capacity in the sites to accommodate an increase in interest from school groups.

*Cllr. Day left the meeting (4:37 p.m.) and returned (4:39 p.m.).*

It was moved and seconded

***That staff develop a Steveston Heritage Sites Interpretive Plan to guide the future conservation, interpretation, exhibit and program development of City-owned heritage sites in Steveston, as described in the staff report titled "Steveston Heritage Sites Update," dated October 4, 2019, from the Director, Arts, Culture and Heritage Services.***

The question on the motion was not called as discussion ensued with regard to improving signage of the heritage sites and it was suggested that heritage signage be standardized throughout the city.

As a result of discussion staff were directed to examine changing the terminology of "Steveston Heritage sites" to "Steveston Heritage belt."

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

The Chair referenced a referral motion introduced at the May 7, 2018 General Purposes Committee to examine the possibility of creating a new museum group with representatives from all individual heritage sites and suggested that another referral on the matter be introduced.

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

It was moved and seconded

***That staff look at possibility of restoring the original Richmond Museum Board to include representatives of other heritage sites.***

The question on the motion was not called as staff noted that the various Richmond Heritage groups have advised their preference to participate the Richmond Museum Board's Annual General Meeting.

**Parks, Recreation & Cultural Services Committee**  
**Tuesday, October 29, 2019**

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

**2A. THE DUGOUT CLUB**

(File Ref. No.)

A letter from the Dugout Club, dated October 28, 2019, requesting the City's support for the Dugout Club's proposed grant application to the Vancouver Canadians Baseball Foundation was distributed (attached to and forming part of these minutes as Schedule 1). It was noted that should the application proceed, the grant would provide \$50,000 and would help fund baseball playing field improvements in the East Richmond community.

Discussion ensued with regard to potential materials such as artificial turf that can be used for the playing field improvements and the timeline for the application submission.

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

It was moved and seconded

***That the request for City support from the Dugout Club be referred to staff and that staff work with the Dugout Club on the documentation required, including a letter of support, for their grant application to the Vancouver Canadians Baseball Foundation.***

The question on the referral motion was not called as discussion ensued with regard to safety concerns related to artificial turf.

In reply to queries from Committee, Serj Sangara, Director, The Dugout Club, noted that there are concerns with field maintenance and natural field conditions during inclement weather. He added that alternatives to artificial turf can be examined or the funds could be used for more general improvements.

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

**2B. RICHMOND 140<sup>TH</sup> ANNIVERSARY GALA AND AWARDS CEREMONY**

(File Ref. No.)

Information on the proposal from the North American Artists Association to organize a Richmond 140<sup>th</sup> Anniversary Gala and Awards Ceremony was distributed (attached to and forming part of these minutes as Schedule 2).

It was noted that the proposed event, scheduled for December 15, 2019 at the River Rock Casino would celebrate Richmond's 140<sup>th</sup> anniversary and would recognize individuals who have made contributions to the city.

**Parks, Recreation & Cultural Services Committee**  
**Tuesday, October 29, 2019**

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Representatives from the North American Artists Association, spoke on the event, noting that (i) the organizing group is seeking input from the City on aspects of the city's history and assistance to promote the event, (ii) the event is funded privately, and (iii) performances would include singing and dancing and would showcase all of Richmond's cultures.

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

It was moved and seconded

***That proposal from the North American Artists Association to organize a Richmond 140<sup>th</sup> Anniversary Gala and Awards Ceremony be referred to staff to consider the City providing expertise in the planning of the proposed event program.***

The question on the motion was not called as discussion ensued with regard to (i) incorporating cultural groups and the First Nation in the event, (ii) the limited timeline to organize the event and (iii) the proposed award nomination process.

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

**2C. UPDATE OF TREE PROTECTION BYLAW NO. 8057**

(File Ref. No.)

Information related to the proposed resolution on the updating the *Tree Protection Bylaw No. 8057* was distributed (attached to and forming part of these minutes as Schedule 3).

Discussion ensued with regard to updating the *Tree Protection Bylaw No. 8057* to focus on tree retention and maintaining the city's tree canopy

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

It was moved and seconded

***WHEREAS, Richmond has policies to protect trees, yet the trend is that our tree canopy is declining rapidly on residential, industrial, commercial, and agricultural lands, in addition to losses in the remaining natural spaces known as Environmentally Sensitive Areas (ESAs);***

***WHEREAS, the priority has been on tree replacement, not tree retention, as the new trees are often limited in their root expansion potential due to hard packed fill. The infraction rates are also too low to deter landscaping techniques that cause tree mortality. There are exemptions that result in tree injury and a lack of habitat enhancement regulations, such as preserving low vegetation species and carbon-sequestering covers that offer high permeability;***

**Parks, Recreation & Cultural Services Committee**  
**Tuesday, October 29, 2019**

---

***THEREFORE, BE IT RESOLVED that the City Council of the City of Richmond hereby supports the advice from the Advisory Committee on the Environment, to update the Tree Protection Bylaw No. 8057, for evaluation and public consultation to modernize it and bring it into line with community expectations and the better practices to retain and grow our urban forest.***

The question on the resolution was not called as discussion ensued with regard to referral of the resolution to the Parks, Recreation and Cultural Services Committee and Planning Committee or the General Purposes Committee.

In reply to queries from Committee, staff noted that a report on the Public Tree Management Strategy is forthcoming in November 2019.

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

It was moved and seconded

***That the aspects of the following resolution related to Parks, Recreation and Cultural Services***

*WHEREAS, Richmond has policies to protect trees, yet the trend is that our tree canopy is declining rapidly on residential, industrial, commercial, and agricultural lands, in addition to losses in the remaining natural spaces known as Environmentally Sensitive Areas (ESAs);*

*WHEREAS, the priority has been on tree replacement, not tree retention, as the new trees are often limited in their root expansion potential due to hard packed fill. The infraction rates are also too low to deter landscaping techniques that cause tree mortality. There are exemptions that result in tree injury and a lack of habitat enhancement regulations, such as preserving low vegetation species and carbon-sequestering covers that offer high permeability;*

***THEREFORE, BE IT RESOLVED that the City Council of the City of Richmond hereby supports the advice from the Advisory Committee on the Environment, to update the Tree Protection Bylaw No. 8057, for evaluation and public consultation to modernize it and bring it into line with community expectations and the better practices to retain and grow our urban forest.***

***be referred to Parks, Recreation and Cultural Services staff for consideration.***

**CARRIED**

## Parks, Recreation & Cultural Services Committee

Tuesday, October 29, 2019

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### 2D. STEVESTON HARBOUR AUTHORITY ARCHWAY ALONG SIXTH AVENUE

(File Ref. No.)

A letter from the Steveston Harbour Authority regarding a funding request for \$50,000 towards a proposed archway along Sixth Avenue, dated October 28, 2019 was distributed (attached to and forming part of these minutes as Schedule 4).

The Chair spoke to the funding request from the Steveston Harbour Authority (SHA) and referenced a referral previously introduced at the September 25, 2018 Parks, Recreation and Cultural Services Committee meeting related to staff consideration of a new archway on City property at Sixth Avenue, including options to showcase the heritage value of the proposed archway location. He suggested that staff consider the funding request from SHA in conjunction with the previous referral on the matter.

Discussion ensued with regard to potential funding opportunities for the proposed archway.

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

It was moved and seconded

*That the letter from the Steveston Harbour Authority, dated October 28, 2019, on the proposed Archway along Sixth Avenue, be referred to staff to consider potential funding opportunities, and report back.*

**CARRIED**

### 2E. "PARKS AFLOAT" MOORAGE AT IMPERIAL LANDING

(File Ref. No.)

The Chair distributed information related to a potential moorage at Imperial Landing (attached and forming part of these minutes as Schedule 5) and referenced a report to the February 27, 2018 Parks, Recreation and Cultural Services Committee meeting on the matter.

Discussion ensued with regard to previous referrals to staff to examine dredging the area between the Imperial Landing float and the shore to accommodate small water craft and moorage options for boats.

As a result the following **referral motion** was introduced:

It was moved and seconded

*(1) That staff investigate the actual depth between the east wing of the Imperial landing float and the dyke to determine if it is deep enough for small boats;*

## Parks, Recreation & Cultural Services Committee

Tuesday, October 29, 2019

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- (2) *That staff determine how deep the area can be dredged without requiring sheet piling;*
- (3) *That staff investigate the possibility of using used floats and estimate the costs for constructing floats for small craft;*
- (4) *That staff prepare an accurate estimate for the cost of sheet piling if required; and*
- (5) *That staff consider the optimal model for mooring boats on a City waterfront.*

**CARRIED**

### 2F. “PARKS AFLOAT” GARRY POINT LEGACY PIER, MOORAGE AT GARRY POINT PARK

(File Ref. No.)

The Chair distributed information related to a Garry Point Legacy Pier, Moorage At Garry Point Park (attached and forming part of these minutes as Schedule 6) and referenced a referral on matter made to staff in 2014.

Discussion ensued with regard to (i) options to develop a permanent float on the City owned water-lot in Garry Point, (ii) potential uses of the float, and (iii) cost estimates of float development.

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

It was moved and seconded

- (1) *That staff prepare a revised plan for the Garry Point Legacy Pier containing it entirely on City owned land and water-lot; and*
- (2) *That staff prepare cost estimates for a float containing both two and three sections of the four section float originally proposed.*

The question on the motion was not called as discussion ensued with regard to cost mitigation and recovery options.

In reply to queries from Committee, staff noted that a previous report on options for a permanent float was presented to Council but was not recommended by staff due to estimated project costs. It was suggested that the feasibility of the project could be improved through design adjustments to the proposal that could reduce costs.

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



**Parks, Recreation & Cultural Services Committee**  
**Tuesday, October 29, 2019**

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**3. MANAGER'S REPORT**

***(i) Manager of Museum and Heritage Services***

Rebecca Clarke was introduced as the new Manager, Museum and Heritage Services.

***(ii) Halloween Events***

Staff noted that various Halloween events will be taking place at the City's recreation facilities and that public community firework displays are scheduled for Halloween night. Staff added that City staff, including Richmond Fire-Rescue, Bylaws staff, alongside the Richmond RCMP will be active to ensure a safe Halloween night for residents. It was further noted that residents can call the Richmond RCMP's non-emergency line to report illegal fireworks.

***(iii) New Recreation Program and Facility Booking Registration System***

Staff noted that the new Recreation Program Registration System will be operational on November 6, 2019. Staff added that in the two days leading to the system's launch, the current system will be unavailable. It was noted that participants will still be able to attend programs during the shutdown, however will not be able to register in new programs and that additional staff will be available to assist registrants on launch day.

***(iv) Garden City Lands***

Staff noted that a report on the Garden City Lands is forthcoming in November 2019.

*Cllr. Day left the meeting (5:45 p.m.).*

**ADJOURNMENT**

It was moved and seconded

***That the meeting adjourn (5:46 p.m.).***

**CARRIED**

**Parks, Recreation & Cultural Services Committee**  
**Tuesday, October 29, 2019**

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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, October 29, 2019.

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Councillor Harold Steves  
Chair

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Evangel Biason  
Legislative Services Coordinator

OCT. 28th / 2019

**PARKS AND REC COMMITTEE**

CC: Richmond Sports Council

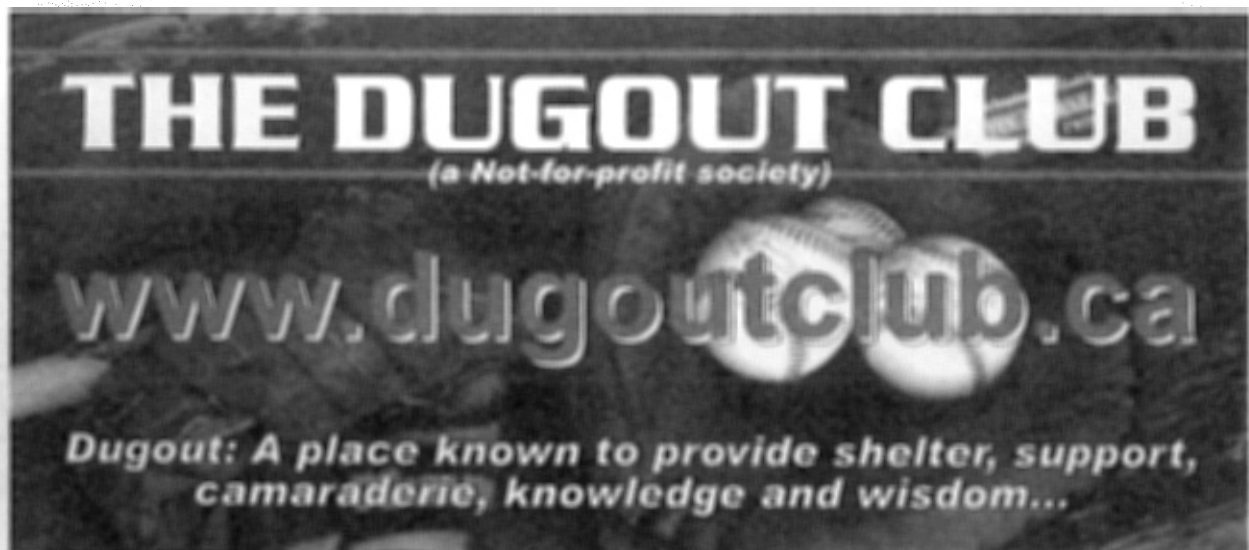
**The Dugout Club** - a Rmd based Non-For-Profit Registered Society - is contemplating making application for a \$50,000 grant being provided by the **Vancouver Canadians Baseball Foundation** in order to help bring one of our community projects to fruition.

That being to bring an actual BASEBALL diamond to the East Richmond Community that we believe will not only enhance the opportunity for small children to begin to play the game right there in their own neighbourhood, but if done right by **installing an AT infield as being done in many other municipalities**, will provide an opportunity to multiple users from all over Richmond to be benefitted by this addition. Those being baseball associations of all brands, Slo-Pitch, Softball users and perhaps if needed at the time, even for the 2020 Senior Games as "Slo-Pitch" is tentatively scheduled for that location.

While the need for such a facility is already on the recently discussed "**Richmond Sports Council's Facility Needs Assessment**", the actual application requires a semblance of support from the City if not the actual permits, pricing, etc. Our hope is to relay at least that much in our application along with a "ballpark figure" if at all possible.

Thank you in advance for the opportunity to speak on this matter on behalf of not only TDC, but for those in the community that would benefit from this addition to our playing fields.

**Serj Sangara**  
**TDC DIRECTOR**



## **Richmond 140th Anniversary Gala and Awards Ceremony**

The North American Artist Association is hosting an event for the celebration of the 140th Anniversary of Richmond on December 15, 2019 at River Rock Theatre.

Established in September 2016, one of the objectives of the Association is to provide a platform for cultural exchanges among the artists from difference streams of arts and backgrounds. In the past years, the Association has successfully organized the following activities:

1. August 6, 2017, the "Celebration of the 150th Anniversary of Canada."
2. January 13, 2018, the "First Spring Festival Evening in Burnaby."
3. August 18, 2018, a 10-day "First Canadian Chinese Painting and Calligraphy Art Exhibition" and an auction event in Richmond.
4. January 12, 2019, the "Second Spring Festival Evening in Burnaby."
5. September 15th to 24th, 2019, the 2nd Canadian International Painting and Calligraphy Art Exhibition at the Vancouver Chinese Cultural Center.

In the spirit of celebrating Richmond's cultural diversity and paying tribute to the many organizations and individuals who have made great contributions to the growth of the city, the event on December 15 will have two components. There will be a multicultural performance on the history of the city as how it has developed from a fishing and farming community into a modern city and the contributions made by different ethnic groups such as the First Nations, Europeans, Japanese, Chinese, Indo-Canadians and other immigrants. Secondly, awards will be given to groups and individuals for their contributions to the development of the city. There will be an open nomination process and award recipients are recommended by an independent panel according to the set criteria for different categories.

The Alliance has been in contact with different Richmond ethnic groups, staff of Richmond's Cultural Services and met with Mayor Brodie and Councillor Au for their inputs and support. The Alliance welcomes any assistance from the City in organizing and promoting this meaningful event.

The North American Artists Association  
Contact Person Brian Zhang 604-339-6088

October 29<sup>th</sup> 2019

Councillor Wolfe

Resolution for Richmond City Council's Parks, Recreation and Culture Committee  
**RE: Update of the Tree Protection Bylaw**

WHEREAS, Richmond has policies to protect trees, yet the trend is that our tree canopy is declining rapidly on residential, industrial, commercial, and agricultural lands, in addition to losses in the remaining natural spaces known as Environmentally Sensitive Areas (ESAs).

WHEREAS, the priority has been on tree replacement, not tree retention, as the new trees are often limited in their root expansion potential due to hard packed fill. The infraction rates are also too low to deter landscaping techniques that cause tree mortality. There are exemptions that result in tree injury and a lack of habitat enhancement regulations, such as preserving low vegetation species and carbon-sequestering covers that offer high permeability.

THEREFORE, BE IT RESOLVED that the City Council of the City of Richmond hereby supports the advise from the Advisory Committee on the Environment, to update the Tree Protection Bylaw No.8057, for evaluation and public consultation to modernize it and bring it into line with community expectations and the better practices to retain and grow our urban forest.

**Supplementary Memo:**

**To:** Barry Konkin, Manager of Policy Planning

**Date:** October 30, 2018

**From:** Tadd Berger, Richmond Advisory Committee on the Environment

**Subject:** Richmond Tree Protection Bylaw No. 8057 – recommendations for updating

1. Establish a tree working group to make recommendations regarding updating the Tree Protection Bylaw. This group could include a council member, city staff and members of the Advisory Committee on the Environment and others.

This working group's terms of reference can include:

- a. Switching the priority to tree retention instead of tree replacement in the existing tree bylaw to respect the character of existing neighbourhoods.
- b. Amending the Zoning Bylaw so that houses don't cover such a large percentage of a property and instead retain space for trees.
- c. Stop watering down the existing tree bylaw with interpretations that favour cutting trees. Until the bylaw is updated, uniformly apply the rules we have.
- d. Increasing fees for tree cutting permits.
- e. Dealing with property owners who violate the tree bylaw, for example, removing trees prior to construction which can include increasing penalties for violations up to and including revocation of a building permit.
- f. Increasing funding for urban forest planning and maintenance and overseeing the development of an urban forest strategy that includes planting more trees on public land.
- g. Liaising with staff who are completing a tree canopy inventory.
- h. Recommending ways to optimize [www.richmond.ca](http://www.richmond.ca), for example, creating a trees area to include data on the tree canopy, data on cutting permits, information on caring for trees and related.
- i. Making recommendations on developing an education campaign focused on the benefits of retaining trees compared to replacing trees.
- j. Making recommendations on whether the City should sell propagated trees to residents at reduced prices (similar to the City of Vancouver).
- k. Making recommendations to create one department to manage trees. Currently trees on city land are administered by the Parks department, trees on private land are managed by Tree Enforcement. Set backs and other by-laws affecting trees on private land are dealt with by the Planning and building Departments.

Contact: Tadd Berger, ACE chair. [tberger@pinchin.com](mailto:tberger@pinchin.com)



October 28, 2019

## STEVESTON HARBOUR AUTHORITY

12740 Trites Road, Richmond, B.C. V7E 3R8 604-272-5539 Fax 604-271-6142

Harold Steves, Chair  
Parks, Recreation and Cultural Services Committee  
City of Richmond  
Via Email: [hsteves@richmond.ca](mailto:hsteves@richmond.ca)

Dear Councillor Steves,

**RE: SHA ARCHWAY- 6TH AVENUE – REQUEST FOR \$50,000 FROM CITY OF RICHMOND**

As discussed at our presentation to the Parks, Recreation & Cultural Services Committee in late 2018, I am happy to advise that Steveston Harbour Authority (SHA) has finally received a quotation for \$150,000 for the design, construction and installation of the archway at the entrance to the Gulf Site at Sixth Avenue and Chatham Street. As discussed with your Committee, the City of Richmond, and the Council of the Musqueam Indian Band, the cost of the archway will be split three ways on an equal-share basis. We also expect that the Department of Fisheries and Oceans will be providing in-kind support, in the form of pile driving and other logistical support.

I have attached a copy of the design which outlines the dimensions for your information. Please note that this design has been revised numerous times as a result of extensive comments from BC Hydro over the past several months. Further, please be reminded that the overall style of the archway is similar to the archway that was erected at our fish sales float in July 2017.

We expect that fabrication of the archway will commence in early December. We are extremely excited about the archway as it will achieve the following objectives:

- promote the fishing industry;
- "stamp" the site for fishing-related development, as required by Steveston Harbour Authority's mandate;
- produce a collaborative, positive project that reflects the interlocking relationships between governments industry, the public and First Nations in Steveston; and act as a catalyst for the additional fishing-based capital projects on the Gulf Site.



Please make arrangements to have the City of Richmond contribute \$50,000 to the cost of building the archway, representing 33.3% of the maximum cost for the project. We request that these funds be provided directly to the SHA in order that we can disperse the funds to the engineers and other contractors.

Please contact Jaime Gusto, General Manager of the SHA, in the event that you require any further information or documentation in order to process our request.

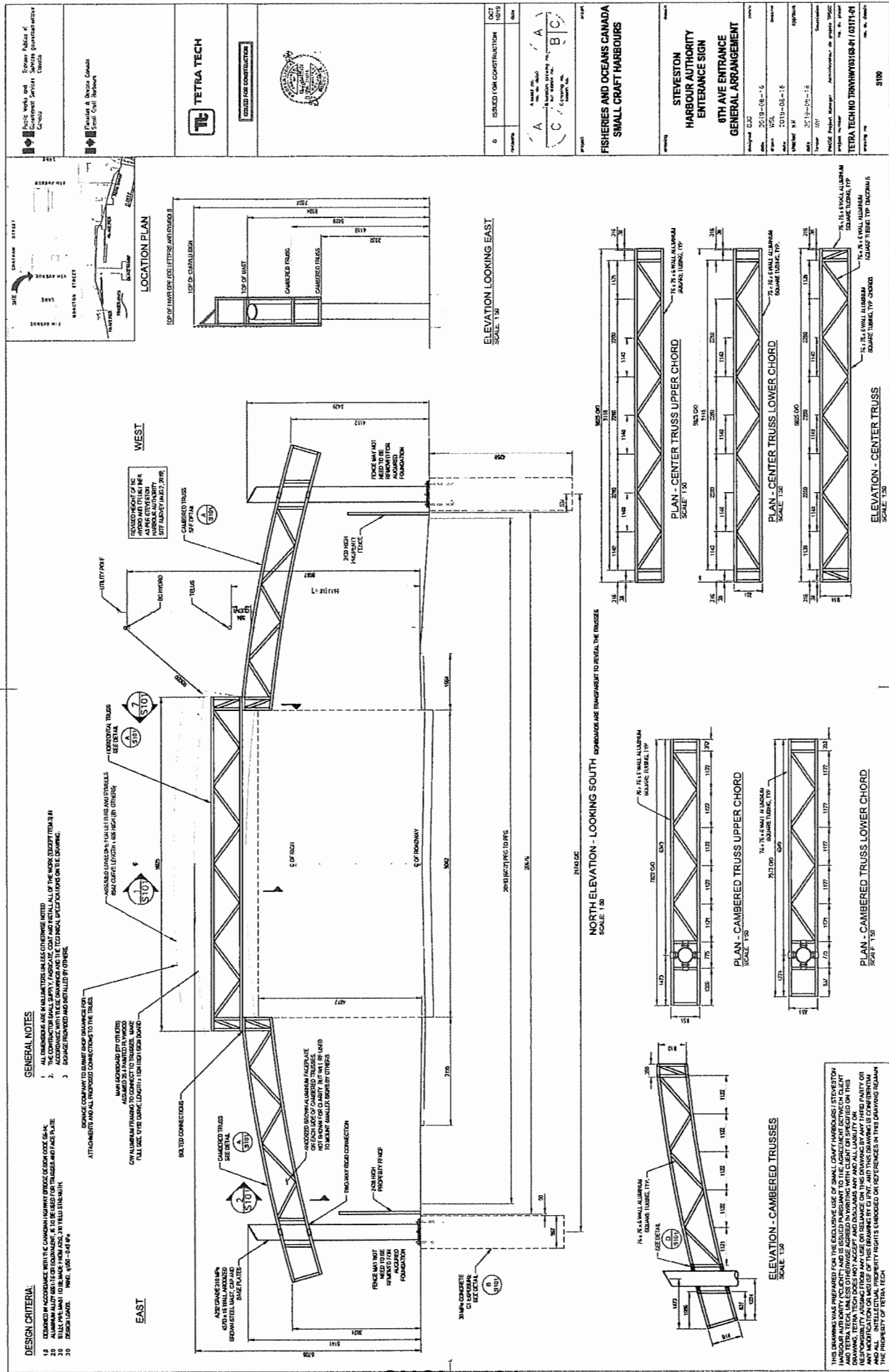
Yours truly,

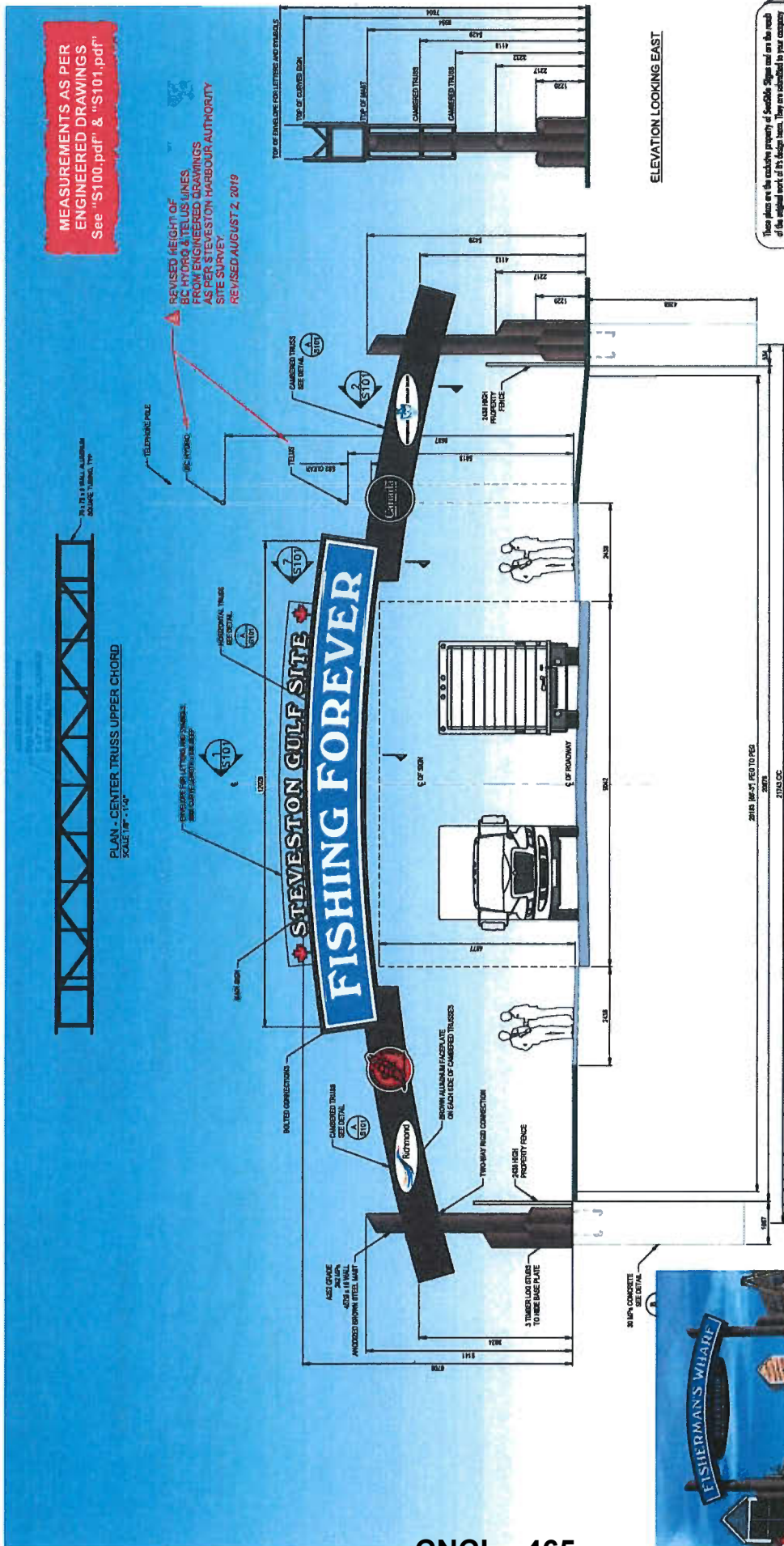
A handwritten signature in black ink, appearing to read 'R. Kiesman', with a stylized flourish at the end.

Robert Kiesman, Board Chairman  
**Steveston Harbour Authority**

CC: SHA Board of Directors  
Jaime Gusto, General Manager  
Marie Fenwick, Director of Art, Culture & Heritage Services

Enclosures (2)





**SIGN A DESIGN ONE (1) NEW DOUBLE SIDED ARCHWAY SIGN**  
"FISHING FOREVER" STEVESTON GULF SITE (6TH AVENUE & CHATHAM)

**SIGN A**

**DESIGN ONE (1) NEW DOUBLE SIDED ARCHWAY SIGN**  
"FISHING FOREVER" STEVESTON GULF SITE (6TH AVENUE & CHATHAM)

These plans are the exclusive property of Seaside Signs and are the result of the engineering work of its licensed professional engineers. They are provided for the sole purpose of your construction of the sign to match the plans or to purchase from Seaside Signs. A sign manufactured according to these plans, distributed or sold by anyone other than the employees of your company, or one of these plans is considered a sign similar to the one submitted herein, is strictly forbidden. In the event that such construction occurs, Seaside Signs will be responsible for 15% of the project value in compensation for time and effort expended in creating these plans. © Copyright Air & Canada - Permission of Original Designer

<b>SEASIDESIGNS</b> & DESIGNS phone: 778.551.0896 email: info@SeasideSigns.com web: www.SeasideSigns.com	DATE	10-31-2018	PROJECT NAME	Fishing Forever	CLIENT	Steveston Harbour Authority	CONTACT	Joanne Da Costa	DRAWING NUMBER	18-1031
	SCALE	as noted	ADDRESS	6th & Chatham	ADDRESS		PHONE	604-272-5539		
	DRAWN BY	M. Thormquist	CITY / PROVINCE	Steveston, BC	CITY / PROVINCE		EMAIL	jdaime@stevestonharbour.com		
										Sheet 2 of 8

To: Parks, Recreation and Cultural Services Committee

Date: October 29, 2019

From: Harold Steves, City Councillor

RE: "Parks Afloat" Moorage at Imperial Landing

Richmond is a group of islands surrounded by vast areas of water, much of it free of water traffic. This has led to the concept of utilizing surrounding waters as part of our park system. Approximately 25 years ago the concept was initiated at the Britannia Shipyard with a water-based programme with canoes and kayaks at the Britannia. It was discontinued when management changed.

On Feb.6, 2018 committee received a report in answer to a referral on Nov. 28, 2017. It was received for information. While there are a number of issues in the report a first step would be further investigation of moorage potential at Imperial Landing. The area between the Imperial Landing float and the dyke was once the deepest moorage in the harbour, primarily for seine boats

Referred that:

- 1) Staff investigate the actual depth between the east wing of the Imperial landing float and the dyke to determine if it is deep enough for small boats.
- 2) Staff determine how deep the area can be dredged without requiring sheet piling
- 3) Staff investigate the possibility of using used floats and estimate the costs for constructing floats for small craft
- 4) Staff prepare an accurate estimate for the cost of sheet piling if required.

TO: Parks, Recreation and Cultural Services Committee

Date: October 29, 2019-10-29

From: Harold Steves, City Councillor

RE: "Parks Afloat" Garry Point Legacy Pier, Moorage at Garry Point Park

In October 2015 Option 3 – "New Steel and Timber Float" was adopted as the desired option for a new permanent float at Garry Point Park. In 2016 committee was informed that the westerly end of the proposed float was on crown provincial water-lot and requires approval from the province for anything other than special event temporary use.

Subsequently staff was asked to modify the plans to install a permanent float on the City owned water-lot east of the crown water-lot. As only two, or three, sections of the four sections of the proposed float would have to be constructed it would reduce the cost by 25% to 50% (see attached diagram

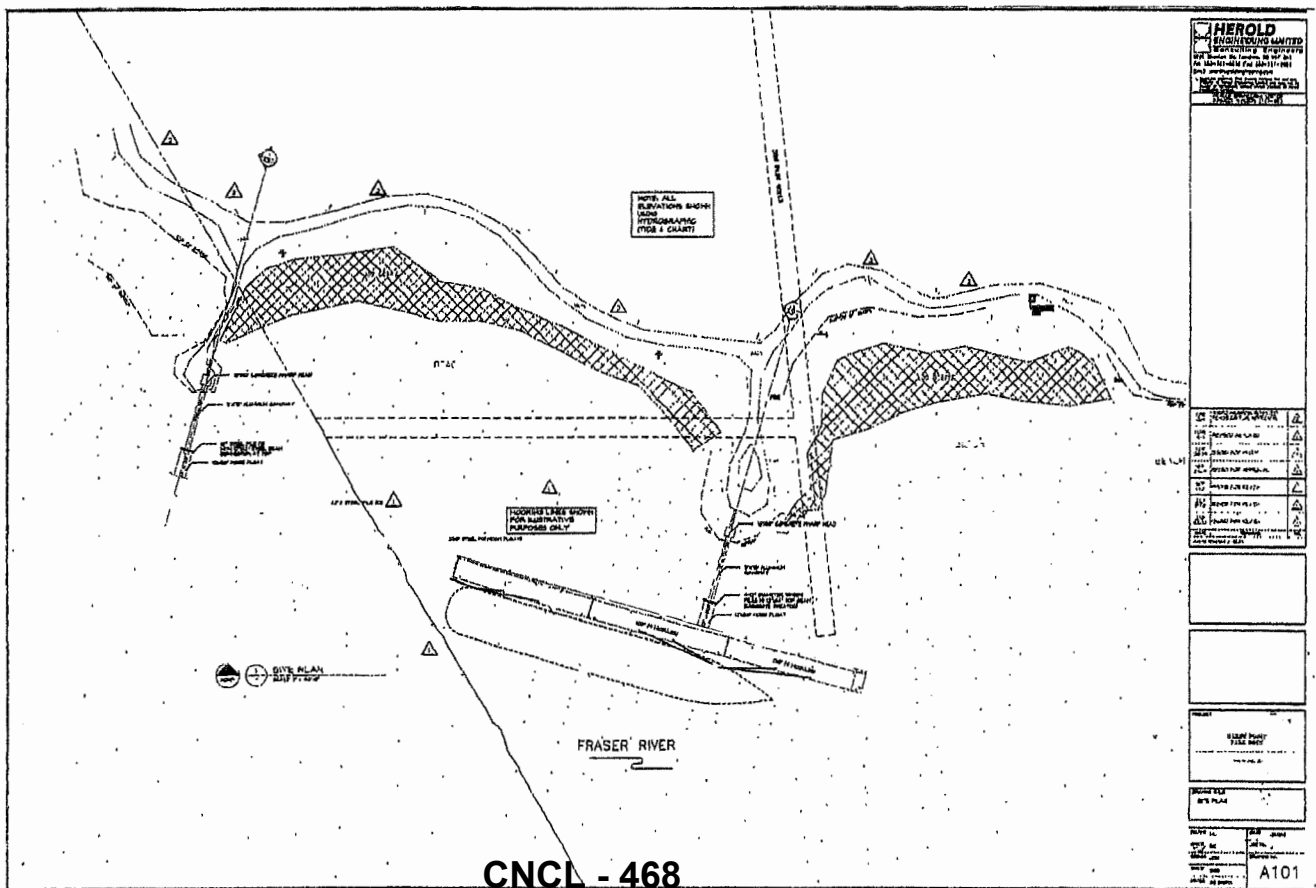
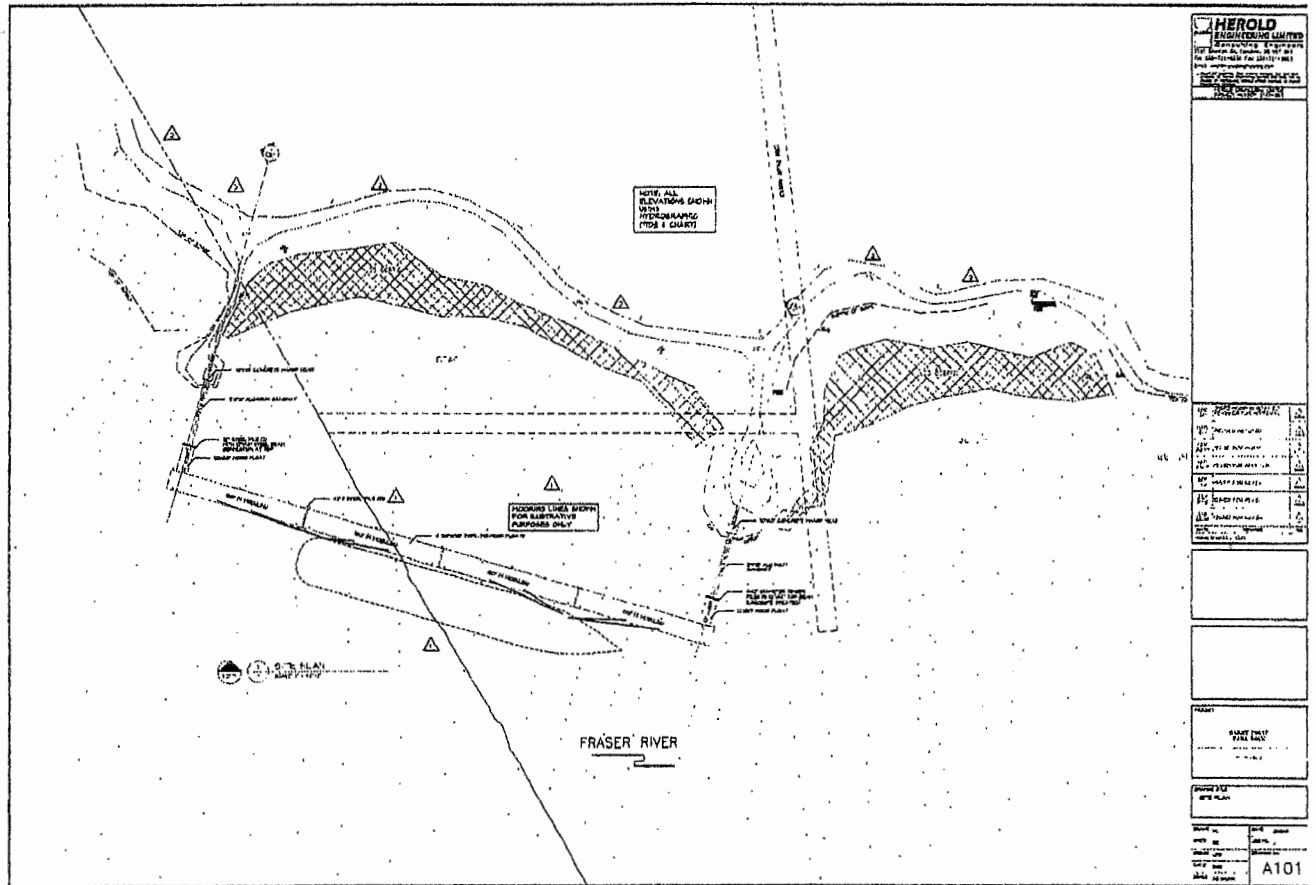
The report never came back.

The Kaiwo Maru visited in 2017 using the Imperial Landing float which was towed out to Garry Point. It is time to invite a major tall Ship again and the Imperial Landing float will be needed where it is.

Referred that:

- (1) Staff prepare a revised plan for the Garry Point Legacy Pier containing it entirely on City owned land and water-lot.
- (2) Staff prepare cost estimates for a float containing both two and three sections of the four section float originally proposed.

Attachment 5 – Option 3 – New Steel and Timber Float







## General Purposes Committee

Date: Monday, November 4, 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 4:01 p.m.

### AGENDA ADDITION

It was moved and seconded

*That the Ferry Terminal on Sea Island be added to the agenda as Item No. 8.*

**CARRIED**

### MINUTES

It was moved and seconded

*That the minutes of the meeting of the General Purposes Committee held on October 21, 2019, be adopted as circulated.*

**CARRIED**

## General Purposes Committee

### Monday, November 4, 2019

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#### DELEGATION

1. Sean Spear, RainCity Housing, spoke on the management of the housing facility at 6999 Alderbridge Way, noting the following:
  - the housing facility has a capacity of 40 residents and to date, only one resident has moved on from the program;
  - residents have access to in-unit kitchens, a meal program and social activities;
  - the program collaborates with local community groups such as local churches;
  - a Community Advisory Committee was established with community representatives from groups such as neighbouring residents, Richmond RCMP, the City of Richmond, and Vancouver Coastal Health;
  - the program management conducts daily inspections of the site's surrounding area for litter and drug paraphernalia;
  - a 24-hour complaint line is available and the program management actively responds to complaints; and
  - the program works collaboratively with other community groups to provide support for the homeless population in the city.

Discussion ensued with regard to (i) the program's tenant selection process, (ii) available temporary shelters during the winter, (iii) and unit accessibility.

In reply to queries from Committee, staff noted that future expansion of housing facilities in the city are being examined.

#### FINANCE AND CORPORATE SERVICES DIVISION

2. **MUNICIPAL AND REGIONAL DISTRICT TAX (MRDT) REVENUE FROM ONLINE ACCOMMODATION PLATFORMS**

(File Ref. No. 08-4150-03-01) (REDMS No. 6271592)

Discussion ensued with regard to the distribution of the general MRDT revenue to Tourism partners. In reply to queries from Committee, staff noted that the proposed bylaw would permit the distribution of Online Accommodation Platforms revenues to Affordable Housing initiatives.

As a result of the discussion, staff were directed to provide a memorandum on the distribution structure of the general MRDT revenue.

**General Purposes Committee**  
**Monday, November 4, 2019**

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It was moved and seconded

- (1) *That staff be directed to submit the necessary documentation to Destination BC for allocation of future Online Accommodation Platform (OAP) Municipal and Regional District Tax (MRDT) revenue to affordable housing initiatives in accordance with the City's Affordable Housing Strategy; and*
- (2) *That Municipal and Regional District Tax Imposition Bylaw No. 9631, Amendment Bylaw No. 10099, to add "affordable housing initiatives" as a permitted use for Online Accommodation Platform (OAP) MRDT revenue be introduced and given first, second and third reading.*

**CARRIED**

**3. 2020 COUNCIL AND COMMITTEE MEETING SCHEDULE**

(File Ref. No. 01-0105-01) (REDMS No. 6307140 v. 2)

A proposal to amend the Planning Committee meeting schedule was distributed (attached to and forming part of these minutes as Schedule 1).

Discussion ensued with regard to (i) reviewing the distribution schedule for Council and Committee meeting agendas (ii) accommodating the meeting schedule for the UBCM convention meeting, (iii) agenda distribution structures in other municipalities and, and (iv) simplifying the public posting of the Council and Committee agendas.

It was suggested that the first Committee meetings in 2020 be delayed to January 7 and 8, 2020 to accommodate for the winter break.

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

It was moved and seconded

*That staff review the Council and Committee meeting schedule and agenda distribution process, and identify opportunities to optimize the schedule, and report back.*

**CARRIED**

**ENGINEERING AND PUBLIC WORKS DIVISION**

**4. 2020 DISTRICT ENERGY UTILITY RATES AND BYLAW HOUSEKEEPING AMENDMENTS**

(File Ref. No. 10-6600-10-02) (REDMS No. 6242601 v. 6)

It was moved and seconded

- (1) *That the Alexandra District Energy Utility Bylaw No. 8641, Amendment Bylaw No. 10085 be introduced and given first, second and third readings; and*

**General Purposes Committee**  
**Monday, November 4, 2019**

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- (2) *That the Oval Village District Energy Utility Bylaw No. 9134, Amendment Bylaw No.10086 be introduced and given first, second and third readings; and*
- (3) *That the City Centre District Energy Utility Bylaw No. 9895, Amendment Bylaw No.10087 be introduced and given first, second and third readings.*

The question on the motion was not called as discussion ensued with regard to the proposed rates for services and the service fees associated with pre-development of sites and incentivizing development of energy efficient buildings.

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

## COMMUNITY SAFETY DIVISION

### 5. **REVIEW OF LICENCING AND ENFORCEMENT OF SHORT-TERM RENTALS**

(File Ref. No. 12-8275-01) (REDMS No. 6201134 v. 7)

In accordance with Section 100 of the *Community Charter*, Cllr. Day declared to be in a conflict of interest as her husband owns a short-term rental business, and Cllr. Day left the meeting – 4:41 p.m.

A revised staff recommendation on the Review of Licensing and Enforcement of Short-Term Rentals was distributed (attached to and forming part of these minutes as Schedule 2).

In reply to queries from Committee, staff noted that (i) staff are recommending that two temporary bylaw enforcement officers be added and that those positions be reviewed in one year, (ii) bylaw officers are able to issue multiple fines for multiple violations, (iii) the proposed bylaw amendments will introduce a licencing program for commercial short-term boarding and lodging and will exclude non-profit activities such as sports hosting or cultural exchanges, (iv) there is a 500m buffer restriction between bed and breakfast businesses, however there are no distance restrictions between board and lodging sites, (v) board and lodging sites must be occupied by the permanent resident living in the same site, (vi) should the proposal proceed, news releases on the matter will be produced to increase public awareness of the new regulations, and (vii) staff can examine options to incorporate outstanding violation fines into the owner's property taxes.

## General Purposes Committee

### Monday, November 4, 2019

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Discussion ensued with regard to (i) introducing permanent bylaw enforcement officer positions, (ii) reviewing options to permit additional bed and breakfast businesses by reducing the 500m buffer regulation, (iii) tracking the number of illegal boarding and lodging sites on online posting platforms, (iv) reviewing the ownership structure of bed and breakfasts and boarding and lodging operations to restrict such operations to a sole-proprietorship structure, (v) reviewing the licensing fees, (vi) the implementation timeline, and (vii) examining an increase of the minimum rental period for long-term housing to 90 days.

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

It was moved and seconded

***That the staff report "Review of Licencing and Enforcement of Short-Term Rentals" dated October 1, 2019, from the General Manager, Community Safety, be referred to staff to review the ownership and occupation requirements in relation to boarding and lodging sites and that such requirements be consistent with current regulations related to the ownership and occupation requirements of bed and breakfast sites, and report back.***

**CARRIED**

Discussion ensued with regard to the incorporation of short-term rental violation fines into the owner's property taxes, and as a result, the following **referral motion** was introduced:

It was moved and seconded

***That staff examine the process to include short-term rental violation fines to the property taxes, and report back.***

**CARRIED**

Discussion then took place on the 500m siting requirements for bed and breakfast businesses, and as a result a referral motion was introduced to review siting requirements for bed and breakfasts, but failed to receive a seconder.

Cllr. Day returned to the meeting – 5:15 p.m.

#### 6. **REVIEW OF STAFFING AND SERVICE LEVELS RELATED TO BYLAW ENFORCEMENT (EXCLUDING SHORT-TERM RENTALS)** (File Ref. No. 12-8060-01) (REDMS No. 6201149 v. 8)

Discussion ensued with regard to the bylaw staffing levels, and as a result there was agreement that the staffing and service levels be reviewed after one year.

**General Purposes Committee**  
**Monday, November 4, 2019**

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It was moved and seconded

- (1) *That “Option A – Enhanced Enforcement” as described in the report titled, “Review of Staffing and Service Levels Related to Bylaw Enforcement (Excluding Short-Term Rentals)”, dated October 10, 2019, from the General Manager Community Safety, be endorsed;*
- (2) *That a position complement control number be assigned to create a new Regular Full-Time Business License Inspector position using existing funding; and*
- (3) *That staffing and service levels related to bylaw enforcement be reviewed in one year.*

**CARRIED**

**COMMUNITY SERVICES DIVISION**

**7. LOCAL ART PLANS, VISION AND THEMES, OPPORTUNITIES FOR YOUNG AND EMERGING ARTISTS AND COUNCIL APPROVAL OF PRIVATE DEVELOPMENT PUBLIC ART AND DEVELOPER CONTRIBUTIONS – NEW POLICY**

(File Ref. No. 11-7000-00) (REDMS No. 6272541 v. 7)

Discussion ensued with regard to (i) introducing an art review process for Council only during the initial art project phase, (ii) encouraging opportunities to support local and emerging artists, and (iii) considering options to escalate the review process for higher-cost projects.

In reply to queries from Committee, staff noted that (i) currently, the terms of reference for a proposed project are presented to Council, followed by the final selection process, (ii) the proposed policy would grant Council the ability to refuse public art contributions on private property, (iii) the public art program is a voluntary contribution made by developers and there is a high participation rate by developers, and (iv) a review of the amenity contribution rates by developers can be considered.

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

It was moved and seconded

*That the staff report titled, “Local Art Plans, Vision and Themes, Opportunities for Young and Emerging Artists and Council Approval of Private Development Public Art and Developer Contributions – New Policy” from the Director, Arts, Culture and Heritage Services dated September 17, 2019, be referred back to staff to examine:*



**General Purposes Committee**  
**Monday, November 4, 2019**

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- (1) *the harmonization of procedures for public art development on private and public property, which provides the terms of reference and concepts for Council consideration only at the initial application phase;*
  - (2) *potential monetary thresholds and options for the allocation of voluntary developer public art contributions; and*
  - (3) *whether preference can be given to local and emerging artists in public art projects;*
- and report back.*

The question on the motion was not called as discussion ensued with regard to allocation options for the voluntary developer public art contributions, including allocation to art programs and defining a transparent public art approval process.

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

8. **FERRY TERMINAL ON SEA ISLAND**  
(File Ref. No.)

An article from the *Richmond News* titled, "Ferry Terminal at YVR 'suggested as province looks at B.C. Ferris' future", dated October 22, 2019, was distributed (attached to and forming part of these minutes as Schedule 3).

Discussion ensued with regard to the history of ferry terminal proposals in Sea Island and utilizing local waterways for transportation alternatives.

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

It was moved and seconded

*That staff examine the status of the proposal by the Province to develop a B.C. Ferry terminal in Sea Island, and report back.*

**CARRIED**

**ADJOURNMENT**

It was moved and seconded

*That the meeting adjourn (5:56 p.m.).*

**CARRIED**

**General Purposes Committee**  
**Monday, November 4, 2019**

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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, November 4, 2019.

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Mayor Malcolm D. Brodie  
Chair

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Evangel Biason  
Legislative Services Coordinator

Schedule 1 to the Minutes of the  
General Purposes Committee  
meeting of Richmond City  
Council held on Monday,  
November 4, 2019.

Motion Council Schedule 2010

Carol Day

Nov 3rd 2019

Whereas the Clerk's office has been unable to prepare the agenda's for City Council meetings with five business days between committee meetings and the Council meetings and the primary obstacle is the meetings schedule and

Whereas the council motion to allow 5 business days between committee meetings and council meetings has not been achieved and

Whereas the public have not been able to access council agendas and content five business days prior to Council meetings and

Whereas city staff often have 10 to 12 revisions to the agenda each week and

Whereas Metro Vancouver and the City of White Rock are able to provide 5 business days spread between committee meetings

Be it resolved that the following changes to the 2020 Council Meeting Schedule be made and staff be given further direction to follow councils decision for five business days spread between Committee meetings and council meetings for Content and Agendas.

Changes to Council Schedule for 2020 please note in all cases the alternative Committee would move to the planning committee scheduled meeting spot.

Planning committee changes

January Jan 14 and 28th

February Feb 11th and 25th

March Mar 10th and 24 th

April Apr 15th and 28th

May May 12th and 26th

June June 9th and 23rd

July July 14th and 20th

Aug no change

September Sept 8th and 16th

October Oct 13th and 27th

November Nov 10th and 24th

December Dec 8th

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

Schedule 2 to the Minutes of the  
General Purposes Committee  
meeting of Richmond City  
Council held on Monday,  
November 4, 2019.

## ON TABLE ITEM

Date: November 4, 2019  
Meeting: OPEN CIP  
Item: 5



City of  
Richmond

## REVISED Report to Committee

**To:** General Purposes Committee  
**From:** Cecilia Achiam  
General Manager, Community Safety  
**Date:** October 1, 2019  
**File:** 12-8275-01/2019-Vol 01  
**Re:** Review of Licencing and Enforcement of Short-Term Rentals

### Staff Recommendation

1. That Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 10066, to clarify the definition of Boarding and Lodging, be introduced and given first reading;
2. That a business licencing program for Short-Term Boarding and Lodging be introduced and:
  - a. That, subject to the 2020 one-time expenditure process, a new temporary Full-Time Licence Clerk position be approved as a one-time expenditure to be reviewed after 12 months in order to administer the business licencing program; and
  - b. That each of the following Bylaws be introduced and given first, second and third readings in order to implement a licencing program, including new ticketing provisions, for Short-Term Boarding and Lodging:
    - i. Business Licence Bylaw No. 7360, Amendment Bylaw No. 10067;
    - ii. Business Regulation Bylaw No. 7538, Amendment Bylaw No. 10068;
    - iii. Municipal Ticket Information Bylaw No. 7321, Amendment Bylaw No. 10069;
    - iv. Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 10070; and
    - v. Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10089; and
3. That, subject to the 2020 one-time expenditure process, the addition of two temporary full-time bylaw enforcement officers, as described in this staff report "Review of Licencing and Enforcement of Short-Term Rentals" dated October 1, 2019, from the General Manager, Community Safety be approved as a one-time expenditure to be reviewed after 12 months.

Cecilia Achiam  
General Manager, Community Safety

**CNCL - 478**

PHOTOCOPIED

NOV 04 2019



## Ferry terminal at YVR 'suggested' as province looks at B.C. Ferries' future

Kirsten Clarke / Richmond News  
OCTOBER 22, 2019 03:00 PM



The provincial NDP government is looking at the future of BC Ferries, including a suggestion to build a terminal on Iona Island near YVR. Photograph By BC FERRIES / FACEBOOK

Schedule 3 to the Minutes of the General Purposes Committee meeting of Richmond City Council held on Monday, November 4, 2019.

A government review of BC Ferries has raised the idea of building a terminal on Iona Island near YVR.

The idea, floated in a [2018 report](#), would "significantly reduce" crossing times to Vancouver Island and would better connect ferry passengers to the airport and Canada Line.

The suggestion was one of many which prompted the provincial government to consider making big changes to BC Ferries.

In 2011, the option of having an aviation fuel off-loading facility off the west coast of Sea Island – as part of an airline consortium's fuel delivery plan – was dismissed by the [proponent's marine engineers](#), due to a number of practical and environmental concerns.

The issues included the location being "exposed" and the "proximity to environmentally sensitive foreshore and intertidal habitats, including the land designated as a Regional Park (Iona Beach) and Sea Island Conservation Area."

The consortium instead chose to locate the facility on the south arm of the Fraser River.

Over the next few months, the NDP government will start the process of public consultation as it works to develop a vision for the ferry service.

In 2017, the province hired Blair Redlin — who was deputy transportation minister in the last provincial NDP government — to review coastal ferry services.

His report, published in June 2018, asks the government to think big and "identify potential new ferry services or terminals that respond to changed settlement patterns."

As well as the Iona Island terminal idea, other suggestions included examining the future of the Horseshoe Bay terminal and a possible passenger-only service from the Sunshine Coast to the Burrard Inlet, as well as ways to reduce greenhouse gas emissions.

Claire Trevena, B.C.'s transportation minister, will be [holding a series of seven meetings](#) this winter with stakeholders in Vancouver, across Vancouver Island and on Salt Spring Island and Haida Gwaii.

And in the new year, when an online engagement is set to launch, British Columbians will be able to weigh in on the conversation.

“We want to continue the conversation and hear from people on what they would like to see for coastal ferries in the future — from things like looking at how transportation needs have changed over the years, or how we can better integrate all modes of transportation into the ferry system,” said Trevena.

**RICHMOND  
NEWS**





## Finance Committee

Date: Monday, November 4, 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 5:57 p.m.

## MINUTES

It was moved and seconded

*That the minutes of the meeting of the Finance Committee held on October 7, 2019, be adopted as circulated.*

**CARRIED**

## DELEGATIONS

1. Representatives from KPMG spoke on the Audit Plan, noting that the Audit Plan is consistent with prior years.

It was moved and seconded

*That the verbal report from KPMG on the Audit Plan be received for information.*

**CARRIED**

## FINANCE AND CORPORATE SERVICES DIVISION

### 2. **2020 UTILITY BUDGETS AND RATES**

(File Ref. No. 03-0970-01) (REDMS No. 6308439 v. 6)

*Cllr. Steves left the meeting (6:02 p.m.) and returned (6:04 p.m.).*

Staff briefed Committee on the proposed 2020 Utility Budget and Rates, and noted the following:

- the proposed increases for the 2020 Water, Sewer and Solid Waste and Recycling Rates are linked to the rate increases by Metro Vancouver;
- the Drainage and Diking rates are based on the rate classes established to reflect the different levels of demand by various property types in the city and the previously established rate of a \$10 increase per property;
- the public consultation conducted has indicated that there is strong support to increase flood protection fees; and
- the proposed increases to the Solid Waste and Recycling rates are partly due to the organics processing odour management costs and the proposed operation extension of the recycling facility to seven days per week.

Discussion ensued with regard to (i) the City's water consumption level, (ii) the timeline to implement the extended operations at the recycling facility, (iii) allocating more funds to flood protection measures, and (iv) utilizing the Fraser River as a fresh water source.

It was moved and seconded

***That the 2020 Utility Budgets, as outlined in Option 1 for Water, Option 2 for Sewer, Option 2 for Drainage and Diking, and Option 3 for Solid Waste and Recycling including a new personnel complement control number for a regular full-time Recycling Coordinator position, as outlined in the staff report, dated October 15, 2019 from the General Manager, Finance and Corporate Services and the General Manager, Engineering and Public Works, be approved as the basis for establishing the 2020 utility rates and preparing the Consolidated 5 Year Financial Plan (2020-2024) Bylaw.***

The question on the motion was not called as discussion ensued with regard to (i) increasing Flood Protection Rates, (ii) increasing public awareness on flood protection measures implemented by the City, and (iii) comparing the differences between the flood protection rates for residential properties and Industrial Commercial Investment (ICI) properties.

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

**Finance Committee**  
**Monday, November 4, 2019**

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It was moved and seconded

*That Option 3 for Drainage and Diking, as outlined in the staff report, dated October 15, 2019 from the General Manager, Finance and Corporate Services and the General Manager, Engineering and Public Works, be approved as the basis for establishing the 2020 utility rates for Drainage and Diking and for preparing the Consolidated 5 Year Financial Plan (2020-2024) Bylaw.*

**CARRIED**

Opposed: Mayor Brodie

Cllrs. Au

Loo

McPhail

The question on main motion, as amended, which reads as follows:

*That the 2020 Utility Budgets, as outlined in Option 1 for Water, Option 2 for Sewer, Option 3 for Drainage and Diking, and Option 3 for Solid Waste and Recycling including a new personnel complement control number for a regular full-time Recycling Coordinator position, as outlined in the staff report, dated October 15, 2019 from the General Manager, Finance and Corporate Services and the General Manager, Engineering and Public Works, be approved as the basis for establishing the 2020 utility rates and preparing the Consolidated 5 Year Financial Plan (2020-2024) Bylaw.*

was then called and it was **CARRIED** with Cllr. Au opposed.

Discussion ensued with regard to refining of property rate classes for the Drainage and Diking rates.

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

It was moved and seconded

*That staff examine the property rate classes for the Drainage and Diking rates and report back.*

**CARRIED**

## ADJOURNMENT

It was moved and seconded

*That the meeting adjourn (6:32 p.m.).*

**CARRIED**

**Finance Committee**  
**Monday, November 4, 2019**

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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, November 4, 2019.

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Mayor Malcolm D. Brodie  
Chair

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Evangel Biason  
Legislative Services Coordinator



## Planning Committee

Date: Tuesday, November 5, 2019

Place: Anderson Room  
Richmond City Hall

Present: Councillor Linda McPhail, Chair  
Councillor Bill McNulty (entered the meeting at 4:01 p.m.)  
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.

### AGENDA ADDITIONS

It was moved and seconded

*That Fencing Regulations be added to the agenda as Item No. 5A and  
Update of Tree Protection Bylaw be added to the agenda as Item No. 5B.*

**CARRIED**

*Cllr. McNulty entered the meeting (4:01 p.m.).*

### MINUTES

It was moved and seconded

*That the minutes of the meeting of the Planning Committee held on October 22, 2019, be adopted as circulated.*

**CARRIED**

### NEXT COMMITTEE MEETING DATE

November 19, 2019, (tentative date) at 4:00 p.m. in the Anderson Room

## PLANNING AND DEVELOPMENT DIVISION

**1. APPLICATION BY VIVID GREEN ARCHITECTURE INC. FOR REZONING AT 5500 WILLIAMS ROAD FROM THE “SINGLE DETACHED (RS1/E)” ZONE TO THE “ARTERIAL ROAD TWO-UNIT DWELLINGS (RDA)” ZONE**

(File Ref. No. RZ 17-790028) (REDMS No. 6226961)

Jordan Rockerbie, Planning Technician – Design, reviewed the application and highlighted that (i) the application is consistent with the Official Community Plan and the Arterial Road Duplex Development Requirements, (ii) the proposed development consists of one duplex on each lot with a two-car garage with side-by-side parking, (iii) the proposed development consists of one visitor parking stall shared between the two properties, (iv) five trees and a large cedar hedge are to be retained, and (v) refinement of the design and landscape will be done through the development permit process.

In reply to queries from Committee, staff noted that (i) the visitor parking stall is consistent with Richmond Zoning Bylaw 8500, (ii) the developer has met with the immediate neighbours, (iii) two existing trees within the sanitary sewer right of way are to be retained, (iii) the four trees being removed are due to the health and condition of the trees, (iv) the sidewalk is being pulled back, allowing for a grass and tree boulevard, and (v) no driveway turning restrictions are being proposed.

Jim McGrath, 10131 Lawson Drive, spoke to the proposed development and expressed concern with (i) increased densification in the area, (ii) massing and setbacks of the development, (iii) infringement on the existing properties, (iv) the eastern wall of the proposed development, noting that it is overbearing and inconsistent with the architecture of the adjacent homes, (v) retention of the trees on his property and at 10133 Lawson Drive, (vi) future assessments of the surrounding properties, (vii) the loss of green space due to pavement, (viii) insufficient parking, resulting in overflow parking along Lassam Road, (ix) land elevation, noting the proposed development will be much higher than the adjacent properties, and (x) less permeable land.

Mr. McGrath suggested that should the application move forward, that Council consider reducing the number of units as a means for more reasonable density.



**Planning Committee**  
**Tuesday, November 5, 2019**

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In response to queries, staff advised that (i) the maximum building height is 9 metres, which is consistent with the height of the single family homes, (ii) perimeter drainage must be installed to ensure all runoff is directed into the city storm sewer system, (iii) fence height can be examined through the development permit process, (iv) all of Williams Road is a minor arterial road, and this section has been identified as suitable for detached duplex and triplex housing, (v) information on shading will be provided during the development permit process, (vi) the 17 cedar trees on the neighbouring properties will be retained, (vii) as the proposed development is on an arterial road it falls outside the lot size policy; therefore there should be no impact to development potential to the surrounding properties, (viii) the proposed development was reviewed by the City's Transportation Division and it was noted that Williams Road is able to accommodate the traffic, and (ix) a more detailed review of the landscaping and permeable pavers will take place through the development permit process.

It was moved and seconded

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 10091, for the rezoning of 5500 Williams Road from the "Single Detached (RS1/E)" zone to the "Arterial Road Two Unit Dwellings (RDA)" zone, be introduced and given First Reading.*

**CARRIED**

Opposed: Cllr. Day

**2. APPLICATION BY GRA GREIG HOLDINGS LTD. FOR A STRATA TITLE CONVERSION AT 11120 HAMMERSMITH GATE**

(File Ref. No. SC 19-850047) (REDMS No. 6126388)

Natalie Cho, Planning Technician, reviewed the application, and noted that (i) the application is to facilitate a Strata Title Conversion of an existing building into two strata title lots, (ii) the building contains two units, and (iii) the owners intent is to retain ownership of Unit #110 and sell Unit #150 to its existing tenant after the Strata Title Conversion is complete.

It was moved and seconded

*(1) That the application for a Strata Title Conversion by GRA Greig Holdings Ltd. for the property located at 11120 Hammersmith Gate be approved on fulfilment of the following conditions:*

- (a) Payment of all City utility charges and property taxes up to and including the year 2019;*
- (b) Registration of a flood indemnity covenant on Title identifying a minimum habitable elevation of 2.9 m GSC;*
- (c) Submission of appropriate plans and documents for execution by the Approving Officer within 180 days of the date of this*

3.

**Planning Committee**  
**Tuesday, November 5, 2019**

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*resolution;*

- (d) Provision of a pedestrian connection from the sidewalk to the building, to the satisfaction of the Director, Development;*
- (e) Final inspection approval of Building Permit (BB 19-866247) for previous interior works without a permit; and*
- (f) Final building check of the removal of non-compliant outdoor structures*

**CARRIED**

**3. APPLICATION BY PINNACLE LIVING (CAPSTAN VILLAGE) LANDS INC. FOR A ZONING TEXT AMENDMENT TO THE “RESIDENTIAL / LIMITED COMMERCIAL AND ARTIST RESIDENTIAL TENANCY STUDIO UNITS (ZMU25) – CAPSTAN VILLAGE (CITY CENTRE)” ZONE FOR THE PROPERTIES AT 3208, 3211, AND 3328 CARSCALLEN ROAD**

(File Ref. No. ZT 18-827860) (REDMS No. 6152169 v. 4)

John Hopkins, Senior Policy Coordinator, reviewed the application and highlighted that (i) the application consists of a high-rise, high density, mixed-use development, (ii) the ZMU25 zone specifies the maximum floor area for residential uses, including affordable housing, (iii) the first development permit was issued on 2014, the second was issued in 2017, and the third and final development permit is under review by staff, (iv) the applicant is requesting an amendment to ZMU25 to transfer 463.2 m<sup>2</sup> of floor area from Area B to Area C and transfer 1,026.6 m<sup>2</sup> of floor area for affordable housing from Area D to Area C, and (v) there will be an addition of a one-way kiss and ride route from No. 3 Road to Carscallen Road along the north edge of the City Park.

In reply to queries from Committee, staff noted that (i) the unit mix of the affordable housing units is consistent with current City policies, (ii) the affordable housing portion will be delivered sooner than anticipated and scattered throughout Area C, (iii) residents will have access to the indoor and outdoor amenity features, (iv) additional family friendly units can be examined through the development permit process, (v) as the affordable housing units are not consolidated within one area, there is no requirement for non-profit management, and (vi) solar energy can be examined through the development permit process.

4.

**Planning Committee**  
**Tuesday, November 5, 2019**

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It was moved and seconded

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 10107, for a Zoning Text Amendment to the “Residential / Limited Commercial and Artist Residential tenancy Studio Units (ZMU25) – Capstan Village (City Centre)” zone, to transfer 436 m2 of un-built permitted residential floor area from 3328 Carscallen Road (Area B) to 3208 Carscallen Road (Area C), and to transfer the developer’s required Area D affordable housing contribution from 3211 Carscallen Road (Area D) to 3208 Carscallen Road (Area C), be introduced and given first reading.*

**CARRIED**

4. **APPLICATION BY CHERDU PROPERTIES LTD. FOR REZONING AT 10671 AND 10691 GILMORE CRESCENT FROM THE “SINGLE DETACHED (RS1/D)” ZONE TO THE “SINGLE DETACHED (RS2/B)” ZONE**

(File Ref. No. RZ 19-857867) (REDMS No. 6313565)

Jordan Rockerbie, Planning Technician – Design, reviewed the application, and highlighted that (i) this application is consistent with the Bridgeport Area Plan and the Single Family Lot Size Policy, (ii) a secondary suite will be provided in each of the three proposed single-family dwellings, and (iii) frontage improvements will be provided through a Servicing Agreement.

In reply to queries from Committee, staff noted that the applicant has committed to one bedroom secondary suites.

It was moved and seconded

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 10108, for the rezoning of 10671 and 10691 Gilmore Crescent from the “Single Detached (RS1/D)” zone to the “Single Detached (RS2/B)” zone to facilitate the creation of three single-family lots, be introduced and given First Reading.*

**CARRIED**

**Planning Committee**  
**Tuesday, November 5, 2019**

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5. **APPLICATION BY MOSAIC NO. 3 ROAD AND WILLIAMS LIMITED PARTNERSHIP TO AMEND THE 2041 OCP LAND USE MAP DESIGNATION OF 8031 WILLIAMS ROAD IN SCHEDULE 1 OF RICHMOND OFFICIAL COMMUNITY PLAN BYLAW 9000, CREATE THE “COMMERCIAL MIXED USE (ZMU44) – BROADMOOR” ZONE, AND REZONE 9900 NO. 3 ROAD AND 8031 WILLIAMS ROAD FROM THE “GAS & SERVICE STATIONS (CG2)” AND “SINGLE DETACHED (RS1/E)” ZONES (RESPECTIVELY), TO THE “COMMERCIAL MIXED USE (ZMU44) – BROADMOOR” ZONE**

(File Ref. No. RZ 18-835532) (REDMS No. 6321188)

Cynthia Lussier, Planner 1, reviewed the application, and highlighted that (i) the application is to rezone a former gas station site and residential single family lot to a new site specific zone, (ii) the application proposes a four-storey mixed use building with commercial uses on the ground floor and 33 secured market rental units above, (iii) the proposed development is consistent with policies in the Official Community Plan, and (iv) servicing and frontage improvements are required, including construction and design of water, storm and sanitary service connections works and upgrades, as well as frontage and transportation infrastructure improvements.

In reply to queries from Committee, staff noted that (i) the applicant has obtained a Certificate of Compliance from the Ministry of Environment and Climate Change Strategy for use of the site, (ii) floor plans for the proposed development make it difficult to accommodate basic universal housing in all units, (iii) the applicant has reached out to the neighbours and made revisions to the proposed plans to address concerns, (iv) given the economics of the application, it may be difficult to change the design of the building, and (v) there are various ways to remediate the soil, so as not to restrict only commercial use on the ground level for gas station sites.

In reply to further queries from Committee, Elise Spearing, Development Manager, Mosaic Homes, advised that (i) there are no agreements currently in place for the commercial units, (ii) commercial tenants that are compatible with the area are important, such as medical offices, (iii) all residential tenants have access to the rooftop, and (iv) the rooftop accommodates the amenity space for the residents, as well as the mechanical units for the building; therefore, accommodating solar panels would be difficult with such a limited space.

**Planning Committee**  
**Tuesday, November 5, 2019**

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It was moved and seconded

- (1) *That Richmond Official Community Plan Bylaw 9000, Amendment Bylaw 10110, to redesignate 8031 Williams Road from “Neighbourhood Residential” to “Neighbourhood Service Centre” in Attachment 1 to Schedule 1 of Richmond Official Community Plan Bylaw 9000 (2041 OCP Land Use Map), be introduced and given First Reading; and*
- (2) *That Richmond Official Community Plan Bylaw 9000, Amendment Bylaw 10110, having been considered in conjunction with:*
  - *the City’s Financial Plan and Capital Program; and*
  - *the Greater Vancouver Regional District Solid Waste and Liquid Waste Management Plans;**is hereby found to be consistent with said program and plans, in accordance with Section 477(3)(a) of the Local Government Act; and*
- (3) *That Richmond Official Community Plan Bylaw 9000, Amendment Bylaw 10110, having been considered in accordance with OCP Bylaw Preparation Consultation Policy 5043, is hereby found not to require further consultation; and*
- (4) *That Richmond Zoning Bylaw 8500, Amendment Bylaw 10111 to create the “Commercial Mixed Use (ZMU44) – Broadmoor” zone, and to rezone 9900 No. 3 Road from the “Gas & Service Stations (CG2)” zone, and 8031 Williams Road from the “Single Detached (RS1/E)” zone, to the “Commercial Mixed Use (ZMU44) – Broadmoor” zone, be introduced and given First Reading.*

**CARRIED**

**5A. FENCING REGULATIONS**

It was moved and seconded

*That staff review Richmond Zoning Bylaw No. 8500 to examine:*

- (1) *regulations for building fences and walls, including the definition of a fence and a wall;*
  - (2) *materials that can be used, including the possible elimination of masonry and iron; and*
  - (3) *tree planting restrictions;*
- and report back.*

**CARRIED**

**Planning Committee**  
**Tuesday, November 5, 2019**

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Discussion ensued regarding neighbourhood service centres, and as a result of the discussion the following referral motion was introduced:

It was moved and seconded

*That staff examine locations for Neighbourhood Service Centres within Richmond, such as Cambie Road and No. 5 Road.*

**CARRIED**

**5B. UPDATE OF TREE PROTECTION BYLAW**

Materials were distributed (attached to and forming part of these minutes as Schedule 1).

Discussion took place on the tree protection bylaw, and as a result the following **referral motion** was introduced:

*That staff provide an update regarding Tree Protection Bylaw No. 8057 to include:*

- (1) statistics on tree removal, replacement and retention;*
  - (2) information regarding tree bylaw infractions and penalties;*
  - (3) options to enhance the bylaw;*
- and report back.*

The question on the referral motion was not called as discussion ensued regarding requiring native species trees be considered as a priority when replacing trees.

In reply to queries from Committee, James Cooper, Director, Building Approvals, advised that (i) there is a list of recommended species for reference; however some species that are not native are included that may be more suited for the environment, (ii) staff work according to certain standards that are North American wide, and provide options for tree replacement that have the highest chance of survivability, and (iii) tree preservation staff work diligently to modify development designs to retain as many trees as possible.

Discussion further ensued regarding the options to retain trees, and in response to queries from Committee, staff advised that there is a professional working group amongst the different municipalities to form a unified solution and regulatory environment.

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



**Planning Committee**  
**Tuesday, November 5, 2019**

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**6. MANAGER'S REPORT**

*Agriculture Viability Strategy Update*

Barry Konkin, Manager, Policy Planning, advised that the Agriculture Viability Strategy Update sessions will take place on November 9, 2019 at Hamilton Community Centre from 11:00 a.m. to 3:00 p.m., November 14, 2019 at Cambie Secondary School from 4:00 p.m. to 8:00 p.m. and November 21, 2019 at City Hall from 4:00 p.m. to 8:00 p.m.

**ADJOURNMENT**

It was moved and seconded

*That the meeting adjourn (5:23 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, November 5, 2019.

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Councillor Linda McPhail  
Chair

---

Sarah Goddard  
Legislative Services Coordinator

November 5<sup>th</sup> 2019

Councillor Wolfe

Resolution for Richmond City Council's Planning Committee

**RE: Update of the Tree Protection Bylaw**

WHEREAS, Richmond has policies to protect trees, yet the trend is that our tree canopy is declining rapidly on residential, industrial, commercial, and agricultural lands, in addition to losses in the remaining natural spaces known as Environmentally Sensitive Areas (ESAs).

WHEREAS, the priority has been on tree replacement, not tree retention, as the new trees are often limited in their root expansion potential due to hard packed fill. The infraction rates are also too low to deter landscaping techniques that cause tree mortality. There are exemptions that result in tree injury and a lack of habitat enhancement regulations, such as preserving low vegetation species and carbon-sequestering covers that offer high permeability.

THEREFORE, BE IT RESOLVED that the City Council of the City of Richmond hereby supports the advice from the Advisory Committee on the Environment, to update the Tree Protection Bylaw No.8057, for evaluation and public consultation to modernize it and bring it into line with community expectations and the better practices to retain and grow our urban forest.

**Supplementary Memo:**

To: Barry Konklin, Manager of Policy Planning

Date: October 30, 2018

From: Tadd Berger, Richmond Advisory Committee on the Environment

Subject: Richmond Tree Protection Bylaw No. 8057 – recommendations for updating

1. Establish a tree working group to make recommendations regarding updating the Tree Protection Bylaw. This group could include a council member, city staff and members of the Advisory Committee on the Environment and others.

This working group's terms of reference can include:

- a. Switching the priority to tree retention instead of tree replacement in the existing tree bylaw to respect the character of existing neighbourhoods.
- b. Amending the Zoning Bylaw so that houses don't cover such a large percentage of a property and instead retain space for trees.
- c. Stop watering down the existing tree bylaw with interpretations that favour cutting trees. Until the bylaw is updated, uniformly apply the rules we have.
- d. Increasing fees for tree cutting permits.
- e. Dealing with property owners who violate the tree bylaw, for example, removing trees prior to construction which can include increasing penalties for violations up to and including revocation of a building permit.
- f. Increasing funding for urban forest planning and maintenance and overseeing the development of an urban forest strategy that includes planting more trees on public land.
- g. Liaising with staff who are completing a tree canopy inventory.
- h. Recommending ways to optimize [www.richmond.ca](http://www.richmond.ca), for example, creating a trees area to include data on the tree canopy, data on cutting permits, information on caring for trees and related.
- i. Making recommendations on developing an education campaign focused on the benefits of retaining trees compared to replacing trees.
- j. Making recommendations on whether the City should sell propagated trees to residents at reduced prices (similar to the City of Vancouver).
- k. Making recommendations to create one department to manage trees. Currently trees on city land are administered by the Parks department, trees on private land are managed by Tree Enforcement. Set backs and other by-laws affecting trees on private land are dealt with by the Planning and building Departments.

Contact: Tadd Berger, ACE chair. [tberger@pinchin.com](mailto:tberger@pinchin.com)

OCT. 28th / 2019

**PARKS AND REC COMMITTEE**

CC: Richmond Sports Council

**The Dugout Club** - a Rmd based Non-For-Profit Registered Society - is contemplating making application for a \$50,000 grant being provided by the **Vancouver Canadians Baseball Foundation** in order to help bring one of our community projects to fruition.

That being to bring an actual BASEBALL diamond to the East Richmond Community that we believe will not only enhance the opportunity for small children to begin to play the game right there in their own neighbourhood, but if done right by **installing an AT infield as being done in many other municipalities**, will provide an opportunity to multiple users from all over Richmond to be benefitted by this addition. Those being baseball associations of all brands, Slo-Pitch, Softball users and perhaps if needed at the time, even for the 2020 Senior Games as "Slo-Pitch" is tentatively scheduled for that location.

While the need for such a facility is already on the recently discussed "**Richmond Sports Council's Facility Needs Assessment**", the actual application requires a semblance of support from the City if not the actual permits, pricing, etc. Our hope is to relay at least that much in our application along with a "ballpark figure" if at all possible.

Thank you in advance for the opportunity to speak on this matter on behalf of not only TDC, but for those in the community that would benefit from this addition to our playing fields.

Serj Sangara  
TDC DIRECTOR





# City of Richmond

## Report to Council

**To:** Richmond City Council  
**From:** Andrew Nazareth  
General Manager, Finance & Corporate Services  
John Irving, P.Eng. MPA  
General Manager, Engineering and Public Works  
**Date:** November 5, 2019  
**File:** 10-6000-01/2019-Vol 01  
**Re:** 2020 Utility Rate Amendment Bylaws

### Staff Recommendation

That each of the following bylaws be introduced and given first, second, and third readings:

- a) Waterworks and Water Rates Bylaw No. 5637, Amendment Bylaw No. 10113;
- b) Drainage, Dyke and Sanitary Sewer System Bylaw No. 7551, Amendment Bylaw No. 10114; and
- c) Solid Waste & Recycling Regulation Bylaw No. 6803, Amendment Bylaw No. 10115.

Andrew Nazareth  
General Manager,  
Finance & Corporate Services  
(604-276-4095)

John Irving, P.Eng. MPA  
General Manager,  
Engineering and Public Works  
(604-276-4140)

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

## Staff Report

### Origin

At the April 23, 2019 Regular Council meeting, the following recommendation was endorsed by Council

*That Option 3 – Sewer Rate Cap, as outlined in the report titled “Water Meter Program and Sewer Rate Update” dated March 21, 2019, from the Acting Director, Engineering, be endorsed for use in the preparation of the 2020 utility rate options.*

At the November 4, 2019 Finance Committee, the following resolution was endorsed by Committee as part of their consideration of the 2020 Utility Budgets and Rates:

*That the 2020 Utility Budgets, as outlined in Option 1 for Water, Option 2 for Sewer, Option 3 for Drainage and Diking, and Option 3 for Solid Waste and Recycling including a new personnel complement control number for a regular full-time Recycling Coordinator position, as outlined in the staff report, dated October 15, 2019 from the General Manager, Finance and Corporate Services and the General Manager, Engineering and Public Works, be approved as the basis for establishing the 2020 utility rates and preparing the Consolidated 5 Year Financial Plan (2020-2024) Bylaw.*

Subject to Council’s acceptance of the above Finance Committee recommendation, this report presents the amending bylaws required to bring the utility rates into effect for 2020.

This report supports the following strategies within Council’s Strategic Plan 2018-2022:

Strategy #1, A Safe and Resilient City:

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

*1.2 Future-proof and maintain city infrastructure to keep the community safe.*

*1.3 Ensure Richmond is prepared for emergencies, both human-made and natural disasters.*

Strategy #2, A Sustainable and Environmentally Conscious City:

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

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

*2.2 Policies and practices support Richmond's sustainability goals.*

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.*

*5.2 Clear accountability through transparent budgeting practices and effective public communication.*

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

*5.4 Work cooperatively and respectfully with all levels of government and stakeholders while advocating for the best interests of Richmond*

**Analysis**

The following is a summary of the proposed changes for Waterworks and Water Rates Bylaw No. 5637, Drainage, Dyke and Sanitary Sewer System Bylaw No. 7551, and Solid Waste and Recycling Bylaw No. 6803, as outlined in the “Water Meter Program and Sewer Rate Update” report, dated March 21, 2019, and the “2020 Utility Budgets and Rates” report, dated October 15, 2019:

**1. Waterworks and Water Rates Bylaw No. 5637, Amendment Bylaw 10113**

- Changes to implement the 2020 water rates as outlined in Option 1 of the “2020 Utility Budgets and Rates” report.

**2. Drainage, Dyke, and Sanitary Sewer System Bylaw No. 7551, Amendment Bylaw No. 10114**

- Changes to implement sewer rate cap as outlined in Option 3 of the Water Meter Program and Sewer Rate Update report dated March 21, 2019.
- Changes to implement the 2020 sanitary sewer rates as outlined in Option 2, and drainage and diking rates as outlined in Option 3 of the “2020 Utility Budgets and Rates” report.

**3. Solid Waste & Recycling Regulation Bylaw No. 6803, Amendment Bylaw 10115**

- Changes to implement the 2020 solid waste and recycling rates as outlined in Option 3 of the “2020 Utility Budgets and Rates” report.



**Financial Impact**

The rates outlined in the proposed amending bylaws represent full cost recovery for each respective utility area including infrastructure utility-related Metro Vancouver imposed costs and City operating costs. The impact to ratepayers is outlined in the “2020 Utility Budgets and Rates” report, dated October 15, 2019.

**Conclusion**

The amending bylaws presented with this report require Council’s approval to charge for the various utility services in 2020. These services include the provision of high-quality drinking water for all residents and businesses, sewage conveyance and treatment, flood protection, and solid waste and recycling services.

A strong fiscal management approach is applied towards ensuring that on-going replacement costs are also included in the City’s rates, as part of ensuring sound capital investment for infrastructure. This ensures a high level of consistent services for the community.

The costs and rates strategy outlined manage these competing costs effectively while balancing the fiscal challenges presented by increases in regional costs.



Jason Ho, P.Eng.  
Manager, Engineering Planning  
(604-244-1281)



Suzanne Bycraft  
Manager, Fleet & Environmental Programs  
(604-233-3338)

JH:al



**Waterworks and Water Rates Bylaw No. 5637,  
Amendment Bylaw No. 10113**

The Council of the City of Richmond enacts as follows:

1. The **Waterworks and Water Rates Bylaw No. 5637**, as amended, is further amended by deleting Schedules A through G and substituting Schedule A attached to and forming part of this Bylaw. For greater certainty, any reference to Schedule B, Schedule C, Schedule D, Schedule E, Schedule F, and Schedule G shall be interpreted as a reference to Schedule A.
2. This Bylaw is cited as “**Waterworks and Water Rates Bylaw No. 5637, Amendment Bylaw No. 10113**” and is effective January 1, 2020.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

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CITY OF RICHMOND
APPROVED for content by originating dept. <i>JTB</i>
APPROVED for legality by Solicitor <i>L13</i>

\_\_\_\_\_  
MAYOR

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

**SCHEDULE A TO BYLAW NO. 10113****SCHEDULE "A" to BYLAW NO. 5637****BYLAW YEAR - 2020****FLAT RATES FOR  
RESIDENTIAL, AGRICULTURAL, AND INSTITUTIONAL PROPERTIES**

	<b>Annual Fee</b>
A. Residential dwellings per unit	
One-Family Dwelling or Two-Family Dwelling	\$755.37
Townhouse	\$618.32
Apartment	\$398.44
B. Stable or Barn per unit	\$152.19
C. Field Supply – each trough or water receptacle or tap	\$95.14
D. Public Schools for each pupil based on registration January 1 <sup>st</sup>	\$9.02

**SCHEDULE "B" TO BYLAW NO. 5637****BYLAW YEAR 2020****METERED RATES FOR  
INDUSTRIAL, COMMERCIAL, INSTITUTIONAL, MULTI-FAMILY,  
STRATA-TITLED AND FARM PROPERTIES****1. RATES**

Consumption per cubic metre:	\$1.4224
Minimum charge in any 3-month period (not applicable to Farms)	\$114.00

**2. WATER METER FIXED CHARGE**

Fixed charge per **water meter** for each 3-month period:

<u>Meter Size</u>	<u>Fixed Charge</u>
16 mm to 25 mm (inclusive)	\$15
32 mm to 50 mm (inclusive)	\$30
75 mm	\$110
100 mm	\$150
150 mm	\$300
200 mm and larger	\$500

**SCHEDULE "C" TO BYLAW NO. 5637****BYLAW YEAR 2020****METERED RATES FOR  
ONE-FAMILY DWELLING AND TWO-FAMILY DWELLING****1. RATES**

Consumption per cubic metre: \$1.4224

**2. WATER METER FIXED CHARGE**

Fixed charge per **water meter** for each 3-month period:

<u>Meter Size</u>	<u>Fixed Charge</u>
16 mm to 25 mm (inclusive)	\$12
32 mm to 50 mm (inclusive)	\$14
75 mm	\$110
100 mm	\$150
150 mm	\$300
200 mm and larger	\$500

**SCHEDULE "D" to BYLAW 5637****BYLAW YEAR - 2020****1. WATER CONNECTION CHARGE**

<b>One-Family, Two-Family, Multi-Family, Industrial, Commercial Water Connection Size</b>	<b>Connection Charge</b>	
	<b>Tie In Charge</b>	<b>Price Per Metre of Service Pipe</b>
25 mm (1") diameter	\$2,550	\$175.00
40 mm (1 ½") diameter	\$3,500	\$175.00
50 mm (2") diameter	\$3,650	\$175.00
100 mm (4") diameter or larger	in accordance with Section 38	in accordance with Section 38

**2. DESIGN PLAN PREPARED BY CITY**

Design plan prepared by City for One-Family Dwelling or Two-Family Dwelling \$1,000 each

Design plan for all other buildings \$2,000

**3. WATER METER INSTALLATION FEE**

Install water meter [s. 3A(a)] \$1,000 each



**SCHEDULE “E” to BYLAW 5637****BYLAW YEAR - 2020****CONSTRUCTION PERIOD WATER CONSUMPTION RATES –  
RESIDENTIAL**

<b>MONTH (2020)</b>	<b>ONE-FAMILY DWELLINGS &amp; EACH UNIT IN A TWO-FAMILY DWELLING (rate per unit)</b>	<b>START BILL YEAR</b>	<b>MULTI- FAMILY LESS THAN 4 STOREYS (rate per unit)</b>	<b>START BILL YEAR</b>	<b>MULTI- FAMILY 4 STOREYS OR MORE (rate per unit)</b>	<b>START BILL YEAR</b>
January	\$756	2021	\$618	2021	\$817	2022
February	\$693	2021	\$1,216	2022	\$784	2022
March	\$630	2021	\$1,164	2022	\$751	2022
April	\$567	2021	\$1,112	2022	\$718	2022
May	\$504	2021	\$1,062	2022	\$683	2022
June	\$441	2021	\$1,009	2022	\$651	2022
July	\$377	2021	\$958	2022	\$617	2022
August	\$1,107	2022	\$907	2022	\$1,024	2023
September	\$1,045	2022	\$855	2022	\$990	2023
October	\$982	2022	\$803	2022	\$957	2023
November	\$919	2022	\$753	2022	\$924	2023
December	\$856	2022	\$701	2022	\$891	2023

**CONSTRUCTION PERIOD WATER CONSUMPTION RATES –  
COMMERCIAL AND INDUSTRIAL**

<b>Water Connection Size</b>	<b>Consumption Charge</b>
20mm (3/4”) diameter	\$140
25mm (1”) diameter	\$275
40mm (1 ½”) diameter	\$685
50mm (2”) diameter and larger	\$1,715

**SCHEDULE "F" to BYLAW 5637****BYLAW YEAR - 2020****MISCELLANEOUS CHARGES**

1.	For an inaccessible meter as set out in Section 7	\$189 per quarter
2.	For each turn on or turn off	\$100
3.	For each non-emergency service call outside regular hours	Actual Cost
4.	Fee for testing a water meter	\$350
5.	Water Service Disconnections:	
	(a) when the service pipe is temporarily disconnected at the property line for later use as service to a new building	\$165
	(b) when the service pipe is not needed for a future development and must be permanently disconnected at the watermain, up to and including 50mm	\$1,100
	(c) if the service pipe is larger than 50mm	Actual Cost
6.	Troubleshooting on private property	Actual Cost
7.	Fire flow tests of a watermain:	
	First test	\$250
	Subsequent test	\$150
8.	Locate or repair of curb stop service box or meter box	Actual Cost
9.	Toilet rebate per replacement	\$100
10.	Fee for water meter verification request	\$50
11.	Fee for use of City fire hydrants:	
	(a) Where the installation of a water meter is required:	
	Refundable deposit:	\$340
	Consumption fee: the greater of the rates set out in Item 1 of Schedule B or C, or	\$218

- |     |  |       |
|-----|--|-------|
| (b) | Where the installation of a water meter is not required: |       |
|     | First day  | \$218 |
|     | Each additional day of use beyond the first day          | \$72  |
12. Fee for use of Private fire hydrants:
- |     |  |       |
|-----|--|-------|
| (a) | Where the installation of a water meter is required:                               |       |
|     | Refundable deposit:  | \$360 |
|     | Consumption fee: the greater of the rates set out in Item 1 of Schedule B or C, or | \$210 |
- |     |  |       |
|-----|--|-------|
| (b) | Where the installation of a water meter is not required: |       |
|     | First day  | \$100 |
|     | Each additional day of use beyond the first day          | \$65  |

**SCHEDULE "G" to BYLAW 5637****BYLAW YEAR - 2020****RATES FOR VANCOUVER INTERNATIONAL AIRPORT AUTHORITY (YVR)**

Applicable rate is \$0.8707 per cubic meter of water consumed, plus the following amounts:

- YVR's share of future water infrastructure capital replacement calculated at \$0.3372 per m<sup>3</sup>
- 50% of the actual cost of operations and maintenance activities on water infrastructure shared by the **City** and YVR, as shown outlined in red on the plan attached as Schedule H
- 100% of the actual cost of operations and maintenance activities on water infrastructure serving only YVR, as shown outlined in red on the plan attached as Schedule H
- 76 m<sup>3</sup> of water per annum at a rate of \$0.8707 per cubic meter for water used annually for testing and flushing of the tank cooling system at Storage Tank Farm TF2 (in lieu of metering the 200 mm diameter water connection to this facility)

(Note: water infrastructure includes water mains, pressure reducing valve stations, valves, hydrants, sponge vaults and appurtenances)



**Drainage, Dyke and Sanitary Sewer System Bylaw No. 7551,  
Amendment Bylaw No. 10114**

The Council of the City of Richmond enacts as follows:

1. The **Drainage, Dyke and Sanitary Sewer System Bylaw No. 7551**, as amended, is further amended:

- a) By deleting subsection 2.1.2 and replacing it with the following:

2.1.2 Every owner of a **one-family dwelling** or **two-family dwelling** which has a water meter installed:

- (a) pursuant to the universal or voluntary water metering program under section 14(b) or 22A of the *Waterworks and Water Rates Bylaw No. 5637*; or

- (b) as a consequence of a **City** infrastructure renewal program,

will receive a credit to be applied to future sewer charges equal to the difference between the metered charges for the first 12 months of consumption subsequent to the initial meter reading for billing purposes and the amount that would have been payable on a flat rate basis, provided:

- (c) the metered charges exceed the flat rate by more than \$10;
- (d) the **property owner** submits a request for the credit to the **City** in writing within 15 months of the initial metered billing start date; and
- (e) there has been no change in ownership of the property.

Notwithstanding any other provisions herein, user fees on **one-family dwellings** and **two-family dwellings** will be capped in the third quarter (July-September) of each year at a quarterly equivalent of the flat rate.

- b) By deleting Schedule B and Schedule C in their entirety and substituting Schedule A attached to and forming part of this Bylaw.

2. This Bylaw is cited as **“Drainage, Dyke and Sanitary Sewer System Bylaw No. 7551, Amendment Bylaw No. 10114”** and is effective January 1, 2020.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

\_\_\_\_\_  
MAYOR

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

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



**SCHEDULE A to Bylaw 10114****SCHEDULE B to BYLAW NO. 7551****SANITARY SEWER USER FEES****1. FLAT RATES FOR NON-METERED PROPERTIES**

	<b>Annual Fee Per Unit</b>
(a) Residential Dwellings	
(i) One-Family Dwelling or Two-Family Dwelling	\$560.84
(ii) Townhouses	\$513.16
(iii) Apartments	\$427.39
(b) Public School (per classroom)	\$438.90
(c) Shops and Offices	\$519.72

**2. RATES FOR METERED PROPERTIES**

Regular rate per cubic metre of water delivered to the property: \$ 1.3679

**3. RATES FOR COMMERCIAL, INDUSTRIAL, INSTITUTIONAL AND AGRICULTURAL**

Minimum charge in any quarter of a year: \$ 86.00

**4. CONSTRUCTION PERIOD – PER DWELLING UNIT**

<b>Month (2020)</b>	<b>One-Family Dwellings &amp; Each Unit in a Two-Family Dwelling (rate per unit)</b>	<b>Start Bill Year</b>	<b>Multi-Family Dwelling Less than 4 Storeys (rate per unit)</b>	<b>Start Bill Year</b>	<b>Multi-Family Dwelling 4 Storeys or More (rate per unit)</b>	<b>Start Bill Year</b>
January	\$560	2021	\$513	2021	\$877	2022
February	\$515	2021	\$1,009	2022	\$841	2022
March	\$467	2021	\$967	2022	\$805	2022
April	\$421	2021	\$923	2022	\$769	2022
May	\$374	2021	\$881	2022	\$734	2022
June	\$327	2021	\$839	2022	\$698	2022
July	\$281	2021	\$795	2022	\$663	2022
August	\$822	2022	\$752	2022	\$1,099	2023
September	\$777	2022	\$709	2022	\$1,063	2023
October	\$729	2022	\$667	2022	\$1,027	2023
November	\$683	2022	\$625	2022	\$991	2023
December	\$636	2022	\$582	2022	\$956	2023

**SCHEDULE C to BYLAW NO. 7551****FLOOD PROTECTION SYSTEM FEES**

	<b>Annual Fee Per Unit</b>
<b>1. FLOOD PROTECTION SYSTEM FEES</b>	
(a) Residential Dwellings	
(i) One-Family Dwelling or Two-Family Dwelling	\$171.72
(ii) Multiple-Family Dwellings	\$161.46
(b) Agricultural properties	\$171.72
(c) Stratified industrial, commercial and institutional properties	\$171.72
(d) Non-stratified industrial, commercial and institutional properties with lot areas less than 800 m <sup>2</sup>	\$171.72
(e) Non-stratified industrial, commercial and institutional properties with lot areas between 800 m <sup>2</sup> and 10,000 m <sup>2</sup>	\$542.88
(f) Non-stratified industrial, commercial and institutional properties with lot areas greater than 10,000 m <sup>2</sup>	\$1,085.76



**Solid Waste & Recycling Regulation Bylaw No. 6803, Amendment  
Bylaw No. 10115**

The Council of the City of Richmond enacts as follows:

1. The **Solid Waste and Recycling Regulation Bylaw No. 6803**, as amended, is further amended by deleting Schedules A through D and substituting Schedule A attached to and forming part of this Bylaw. For greater certainty, any reference to Schedule B, Schedule C or Schedule D in the bylaw shall be interpreted as a reference to Schedule A.
2. This Bylaw is cited as “**Solid Waste & Recycling Regulation Bylaw No. 6803, Amendment Bylaw No. 10115**” and is effective January 1, 2020.

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 BYLAW NO. 10115****BYLAW YEAR: 2020****SCHEDULE A to BYLAW NO. 6803**

<b>FEES FOR CITY GARBAGE COLLECTION SERVICE</b>	
Annual City garbage collection service fee for each unit in a single-family dwelling, each unit in a duplex dwelling, and each unit in a townhouse development: 80L container	\$ 77.78
Annual City garbage collection service fee for each unit in a townhouse development with weekly collection service: 80L container	\$ 93.33
Annual City garbage collection service fee for each unit in a single-family dwelling, each unit in a duplex dwelling, and each unit in a townhouse development: 120L container	\$ 103.33
Annual City garbage collection service fee for each unit in a townhouse development with weekly collection service: 120L container	\$ 124.00
Annual City garbage collection service fee for each unit in a single-family dwelling, each unit in a duplex dwelling, and each unit in a townhouse development: 240L container	\$ 127.22
Annual City garbage collection service fee for each unit in a townhouse development with weekly collection service: 240L container	\$ 152.67
Annual City garbage collection service fee for each unit in a single-family dwelling, each unit in a duplex dwelling, and each unit in a townhouse development: 360L container	\$ 241.11
Annual City garbage collection service fee for each unit in a townhouse development with weekly collection service: 360L container	\$ 289.33
Annual City garbage collection service fee for each unit in a multi-family dwelling	
- Weekly service	\$ 45.00
- Twice per week service	\$ 83.33
Optional Monthly City garbage collection service fee for Commercial customers	
- Weekly service	\$ 71.15
- Cost per additional cart	\$ 39.00
Optional Monthly City garbage collection service fee for Commercial customers	
- Twice weekly service	\$ 122.70
- Cost per additional cart	\$ 55.70
Fee for garbage cart replacement	\$ 25.00
Fee for each excess garbage container tag	\$ 2.00
Large Item Pick Up fee	\$ 18.50

**SCHEDULE B to BYLAW NO. 6803**

<b>FEES FOR CITY RECYCLING SERVICE</b>	
Annual City recycling service fee:	
(a) For residential properties, which receive blue box service (per unit)	\$ 61.83
(b) For multi-family dwellings or townhouse developments which receive centralized collection service (per unit)	\$ 46.39
Annual City recycling service fee:	
(a) For yard and garden trimmings and food waste from single-family dwellings and from each unit in a duplex dwelling (per unit)	\$ 171.39
(b) For yard and garden trimmings and food waste from townhome dwellings that receive City garbage or blue box service (per unit)	\$ 66.67
(c) For yard and garden trimmings and food waste from multi-family dwellings	
- Weekly Service	\$ 50.00
- Twice per week service	\$ 69.78
Cardboard bin recycling service for multi-family dwellings, collected once every 2 weeks	\$ 50.00/bin/month
Cardboard bin recycling service for multi-family dwellings, collected weekly	\$ 60.00/bin/month
Fee for yard/food waste cart replacement	\$ 25.00
Annual City recycling service fee for non-residential properties	\$ 4.81
Optional Monthly City organics collection service fee for Commercial customers	
- Weekly service	\$ 66.67
- Cost per additional cart	\$ 29.45
Optional Monthly City organics collection service fee for Commercial customers	
- Twice weekly service	\$ 93.60
- Cost per additional cart	\$ 57.10
City recycling service fee for the Recycling Depot:	
	\$20.00 per cubic yard for the second and each subsequent cubic yard
(a) (i) for yard and garden trimmings from residential properties	
(ii) for recyclable material from residential properties	\$ 0.00
(b) For yard and garden trimmings from non-residential properties	\$20.00 per cubic yard
(c) For recycling materials from non-residential properties	\$ 0.00

**SCHEDULE C to BYLAW NO. 6803**

<b>FEES FOR CITY LITTER COLLECTION SERVICE</b>	
Annual City litter collection service fee for both residential properties and non-residential properties	\$ 35.39



# **SCHEDULE D TO BYLAW 6803**

NEW RESIDENTIAL PROPERTY PAYMENT FEE SCHEDULE									
GARBAGE, RECYCLING & LITTER COLLECTION FEE				RECYCLING & LITTER COLLECTION FEE PER STRATA LOT					
Month in Current Year in which Building Permit is Issued	Single-Family Dwellings & Each Unit in a Duplex Dwelling			Townhouse Development		Townhouse Development		Multi-Family Development	
	Prorated Fee Per Unit	Year in which Annual Fee Commences	Prorated Fee Per Unit	Year in which Annual Fee Commences	Prorated Fee Per Unit	Year in which Annual Fee Commences	Prorated Fee Per Unit	Year in which Annual Fee Commences	Prorated Fee Per Unit
January 2020	\$ 186	2021	\$ -	2021	\$ -	2021	\$ 60	2022	\$ 60
February 2020	\$ 155	2021	\$ 240	2022	\$ 138	2022	\$ 50	2022	\$ 50
March 2020	\$ 124	2021	\$ 219	2022	\$ 125	2022	\$ 40	2022	\$ 40
April 2020	\$ 93	2021	\$ 197	2022	\$ 113	2022	\$ 30	2022	\$ 30
May 2020	\$ 62	2021	\$ 175	2022	\$ 100	2022	\$ 20	2022	\$ 20
June 2020	\$ 31	2021	\$ 153	2022	\$ 88	2022	\$ 10	2022	\$ 10
July 2020	\$ -	2021	\$ 131	2022	\$ 75	2022	\$ -	2022	\$ -
August 2020	\$ 349	2022	\$ 109	2022	\$ 63	2022	\$ 113	2023	\$ 113
September 2020	\$ 317	2022	\$ 87	2022	\$ 50	2022	\$ 103	2023	\$ 103
October 2020	\$ 285	2022	\$ 66	2022	\$ 38	2022	\$ 93	2023	\$ 93
November 2020	\$ 254	2022	\$ 44	2022	\$ 25	2022	\$ 82	2023	\$ 82
December 2020	\$ 222	2022	\$ 22	2022	\$ 13	2022	\$ 72	2023	\$ 72



**Development Permit Panel  
Wednesday, October 30, 2019**

Time: 3:30 p.m.  
Place: Council Chambers  
Richmond City Hall  
Present: John Irving, Chair  
Cecilia Achiam, General Manager, Community Safety  
Milton Chan, Acting Director, Engineering

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 October 17, 2019 be adopted.*

**CARRIED**

**1. DEVELOPMENT PERMIT 17-781907**  
(REDMS No. 6046137)

APPLICANT: Bene No. 4 Development Ltd.

PROPERTY LOCATION: 6017 No. 4 Road (formerly 9980 Westminster Highway)

**INTENT OF PERMIT:**

Permit the construction of 17 townhouse units and one secondary suite at 6017 No. 4 Road (formerly 9980 Westminster Highway) on a site zoned "Town Housing (ZT83) - North McLennan (City Centre)" with vehicle access from No. 4 Road.

**Applicant's Comments**

Michael Cheung, Spectra Design, provided an overview of the application, highlighting the following:

- the proposed 17-unit townhouse development is located in a prominent corner and has been designed to provide a gateway feel;

## Development Permit Panel

### Wednesday, October 30, 2019

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- the architectural form and character of the proposed development fits well with the existing neighbourhood; and
- the architectural style and unique landscaping of the corner unit helps provide a gateway identity to the project.

Mary Chan Yip, PMG Landscape Architects, provided an overview of the main landscaping features of the project, noting that (i) the proposed landscaping for the project ties in with the existing landscaping of neighbouring developments and blends in with the streetscape, (ii) the proposed landscape design is pedestrian-friendly, (iii) the centrally located outdoor amenity area is sited away from Westminster Highway and No. 4 Road, and (iv) the required Agricultural Land Reserve (ALR) landscape buffers along Westminster Highway and No. 4 Road include a double row of trees and dense understorey planting.

In addition, Ms. Chan noted that (i) on-site sustainability features include soft landscaping and installation of permeable pavers in certain areas throughout the site, (ii) proposed plant species to be planted are low maintenance, drought tolerant and have habitat value for small birds and pollinators, and (iii) lighting is provided along the street frontage and pedestrian walkways.

In reply to queries from the Panel, the project's design team acknowledged that each townhouse unit is provided with a private outdoor space on the ground level and a balcony on the second level.

#### Panel Discussion

In reply to queries from the Panel, the project's design team referenced their submission (attached to and forming part of these Minutes as Schedule 1) and acknowledged that (i) the existing hedge row and trees on the adjacent property to the south along the common property line will be retained and supplemented by an additional hedge along the subject site's south property line, (ii) the proposed height of the townhouse buildings on the subject site is compatible with the height of adjacent townhouse developments to the west and south, (iii) west-facing windows on the proposed development will not be directly facing the windows on the adjacent townhouse development to the west, and (iv) an automatic irrigation system will be provided on-site.

In reply to a query from the Panel, Mr. Craig confirmed that bollards are installed across the No. 4 Road access to the lane on the north side of the adjacent development to the south and will not conflict with the No. 4 Road vehicle entry to the subject site.

## Development Permit Panel

### Wednesday, October 30, 2019

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#### Staff Comments

Wayne Craig, Director, Development, noted that (i) there is a Servicing Agreement associated with the project for frontage works along Westminster Highway and No. 4 Road, (ii) the proposed vehicle access at No. 4 Road will be limited to right-in/right-out only and a physical barrier is incorporated in the driveway letdown to No. 4 Road, (iii) the size of the proposed secondary suite is approximately 590 square feet, (iv) four solar panels are proposed as part of the development to provide supplementary energy for on-site lighting, (v) two convertible units are included in the project, and (vi) the project was reviewed and supported by the City's Agricultural Advisory Committee and the Advisory Design Panel.

#### Gallery Comments

None.

#### Correspondence

None.

#### Panel Discussion

The Panel expressed support for the project, noting that the project fits well with surrounding developments and is a welcome addition to the neighbourhood. It was also noted that the proposed landscaping, including the ALR landscape buffers along Westminster Highway and No. 4 Road, is substantial.

#### Panel Decision

It was moved and seconded

*That a Development Permit be issued which would permit the construction of 17 townhouse units and one secondary suite at 6017 No. 4 Road (formerly 9980 Westminster Highway) on a site zoned "Town Housing (ZT83) - North McLennan (City Centre)" with vehicle access from No. 4 Road.*

**CARRIED**

#### 2. DEVELOPMENT PERMIT 18-810720 (REDMS No. 6293041)

APPLICANT: Kasian Architecture Interior Design and Planning Ltd.

PROPERTY LOCATION: 13171 and a Portion of 13251 Smallwood Place

## Development Permit Panel

### Wednesday, October 30, 2019

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#### INTENT OF PERMIT:

1. Permit the construction of an auto dealership consisting of a three-storey principal building and single-storey accessory buildings/structures totalling 7,009 m<sup>2</sup> at 13171 Smallwood Place and a portion of 13251 Smallwood Place on a site zoned "Vehicle Sales (CV)"; and
2. Vary the provisions of Richmond Zoning Bylaw 8500 to:
  - (a) increase the maximum permitted height for the principal building from 12.0 m to 20.4 m;
  - (b) reduce the minimum rear yard setback from 3.0 m to zero metres to allow for a detached one-storey storage building, and enclosures containing damaged car storage and refuse, to be located adjacent to the east property line; and
  - (c) reduce the minimum number of on-site loading spaces required from three medium spaces and two large spaces, to two medium spaces and one large space.

#### Applicant's Comments

Scott Douglas, Kasian Architecture Interior Design and Planning Ltd., with the aid of a visual presentation (attached to and forming part of these Minutes as Schedule 2) provided background information on the proposed development and reviewed its site context, proposed vehicle and pedestrian entries and circulation, form and character, and building lay-out.

Mr. Douglas highlighted that (i) on-site signage will be installed to direct customers to their intended destination, (ii) the installation of skylight and use of glass material on ground level will introduce daylight into some areas of the building, (iii) a height variance is requested for the principal building, and (iv) the shadow study indicates minimal shadow impact of the building to the Richmond Nature Park to the west of the subject site.

Mary Chan-Yip, PMG Landscape Architects, with the aid of a visual presentation (attached to and forming part of these Minutes as Schedule 3) briefed the Panel on the main landscaping features of the proposed development, noting that (i) the proposed landscape design considered the existing on-site landscaping and design guidelines of the Richmond Auto Mall Association (RAMA), (ii) proposed new plantings in prominent locations within the subject site will enhance the street edge and provide visual interest, (iii) 13 existing trees on-site and in the boulevard along Smallwood Place will be retained, and (iv) 14 replacement trees are proposed to be planted on-site.

Ms. Chan further noted that (i) a high-efficiency irrigation system is proposed, (ii) public pedestrian connections will be provided on the site consistent with the updated overall RAMA public realm design, and (iii) permeable pavers will be installed in certain areas on the site for stormwater mitigation.

## **Development Permit Panel**

### **Wednesday, October 30, 2019**

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#### **Staff Comments**

Mr. Craig noted that (i) the proposed building height, rear yard setback and loading variances were identified at the rezoning stage and no changes in requested variances were made since rezoning, (ii) the proposed variances are consistent with similar variances that have been granted in projects within the Richmond Auto Mall, (iii) the principal building has been designed to be 15 percent more energy efficient than the base line model as per the BC Building Code requirements, (iv) a legal agreement will be secured as a condition prior to Development Permit issuance to ensure compliance with the building's targeted energy performance level, and (v) five electric vehicle charging stations will be provided on-site and secured through the Development Permit process.

#### **Panel Discussion**

In reply to queries from the Panel, the project's design team noted that (i) as indicated in the shadow study, the potential worst-case scenario is that the proposed principal building will cast a shadow on a small portion of the Nature Park for only a brief period of time at sunrise during the winter solstice in December, (ii) there were no bird strikes reported by auto dealerships within the Richmond Auto Mall, (iii) a post-construction weekly monitoring of bird strikes will be conducted on-site by a Registered Professional Biologist for a period of 12 months, and (iv) the use of glazing on the ground level of the building and the absence of landscaping close to the building will mitigate the potential for bird strikes.

In reply to further queries from the Panel, the design team advised that (i) the proposed single-storey accessory building is located adjacent to the car wash facility of the adjacent auto dealership to the east, (ii) a total of 9 trees located on-site and in the boulevard along Smallwood Place will be removed, (iii) new plantings on-site are consistent with the RAMA guidelines, and (iv) the proposed on-site electric vehicle charging stations are located in front of the principal building and are available for public use.

#### **Gallery Comments**

None.

#### **Correspondence**

None.

#### **Panel Discussion**

The Panel expressed support for the project, noting that the proposed development is a welcome addition to the area and consistent with previously approved projects in the Richmond Auto Mall.



**Development Permit Panel**  
**Wednesday, October 30, 2019**

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**Panel Decision**

It was moved and seconded

*That a Development Permit be issued which would:*

1. *permit the construction of an auto dealership consisting of a three-storey principal building and single-storey accessory buildings/structures totalling 7,009 m<sup>2</sup> at 13171 Smallwood Place and a portion of 13251 Smallwood Place on a site zoned "Vehicle Sales (CV)"; and*
2. *vary the provisions of Richmond Zoning Bylaw 8500 to:*
  - (a) *increase the maximum permitted height for the principal building from 12.0 m to 20.4 m;*
  - (b) *reduce the minimum rear yard setback from 3.0 m to zero metres to allow for a detached one-storey storage building, and enclosures containing damaged car storage and refuse, to be located adjacent to the east property line; and*
  - (c) *reduce the minimum number of on-site loading spaces required from three medium spaces and two large spaces, to two medium spaces and one large space.*

**CARRIED**

**3. Date of Next Meeting: November 14, 2019**

**4. Adjournment**

It was moved and seconded

*That the meeting be adjourned at 4:12 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, October 30, 2019.

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John Irving  
Chair

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Rustico Agawin  
Committee Clerk



CNCL - 524

6017 NO. 4 ROAD / WESTGATE



SPECTRA DESIGN

ISSUED FOR:

FOR INFORMATION ONLY  
NOT FOR CONSTRUCTION

- 6. MARCH 18 2019 ISSUED FOR INFORMATION 4TH
- 7. OCTOBER 15 2018 ISSUED FOR INFORMATION 3RD
- 8. MARCH 13 2018 ISSUED FOR INFORMATION 2ND
- 9. MARCH 13 2018 ISSUED FOR INFORMATION 1ST
- 10. NOVEMBER 1 2017 ISSUED FOR INFORMATION
- 11. AUGUST 2 2017 ISSUED FOR INFORMATION
- 12. JULY 1 2017 ISSUED FOR INFORMATION

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SCALE

WESTGATE

6017 NO.4 ROAD

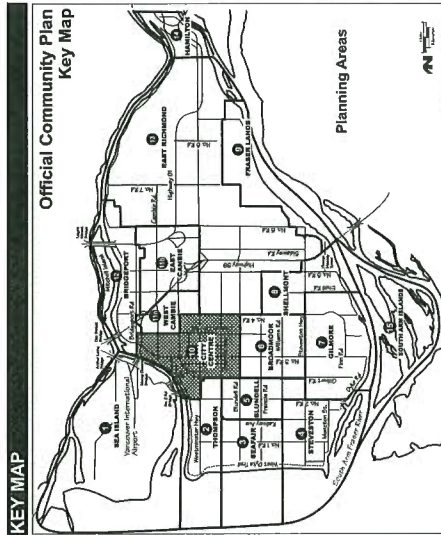
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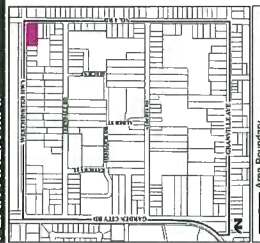
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PLAN AREA MAP



Original Adoption: July 15, 1996 / Plan Adoption: February 16, 2004  
McLennan North Sub-Area Plan

ISSUED FOR:

APPROVED FOR CONSTRUCTION  
BY: [Signature]  
DATE: 10/10/2018

- 1. MARCH 18 2019 ISSUED FOR PERMITS - 4TH
- 2. OCTOBER 11 2018 ISSUED FOR PERMITS - 3RD
- 3. MARCH 13 2018 ISSUED FOR PERMITS - 2ND
- 4. MARCH 13 2018 ISSUED FOR PERMITS - 1ST
- 5. NOVEMBER 8 2017 ISSUED FOR RECORDS - OF REVISION
- 6. AUGUST 3 2017 ISSUED FOR RECORDS - OF REVISION
- 7. JULY 11 2018 ISSUED FOR RECORDS

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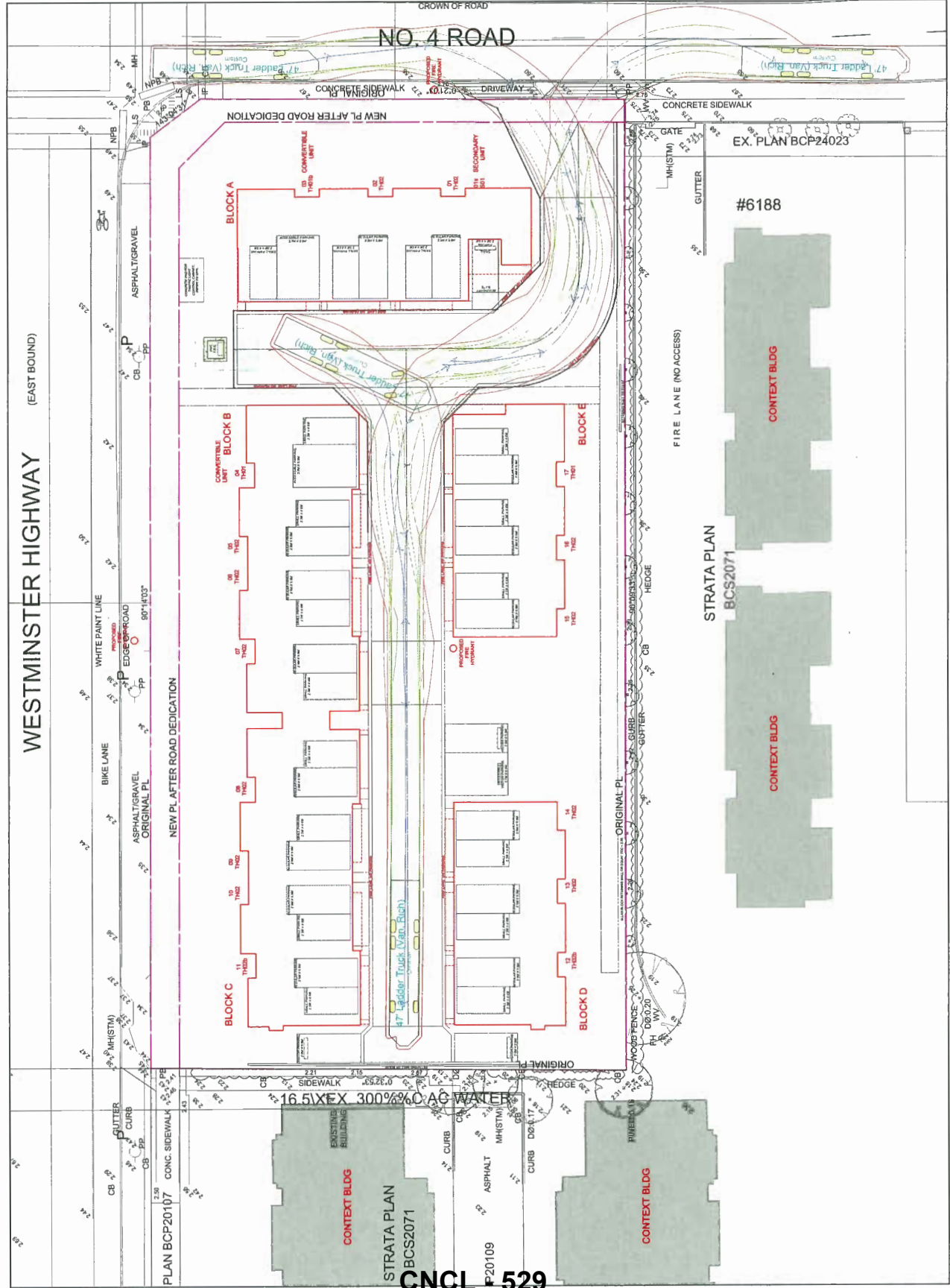




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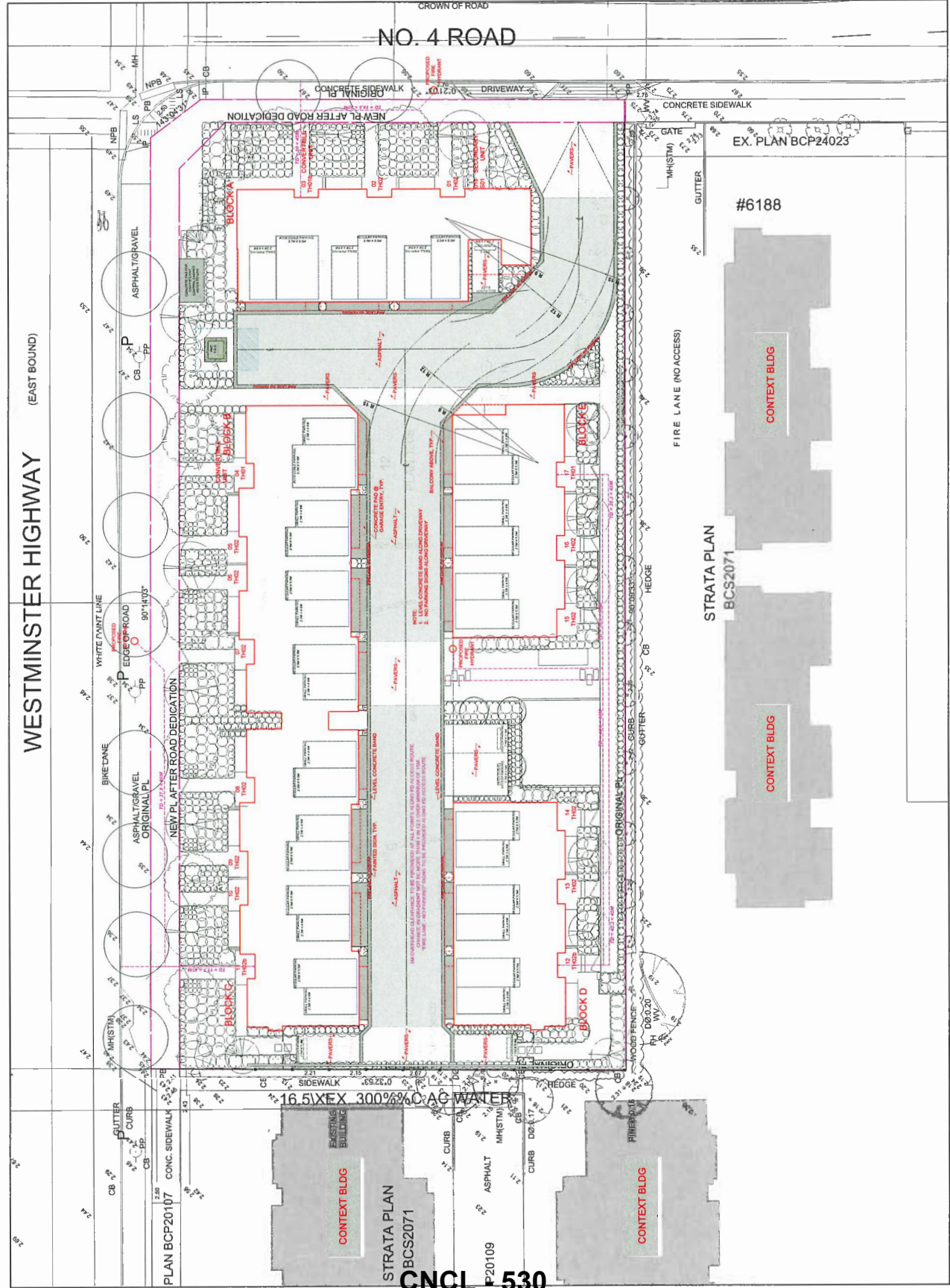


WESTMINSTER HIGHWAY (EAST BOUND)



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WESTMINSTER HIGHWAY (EAST BOUND)

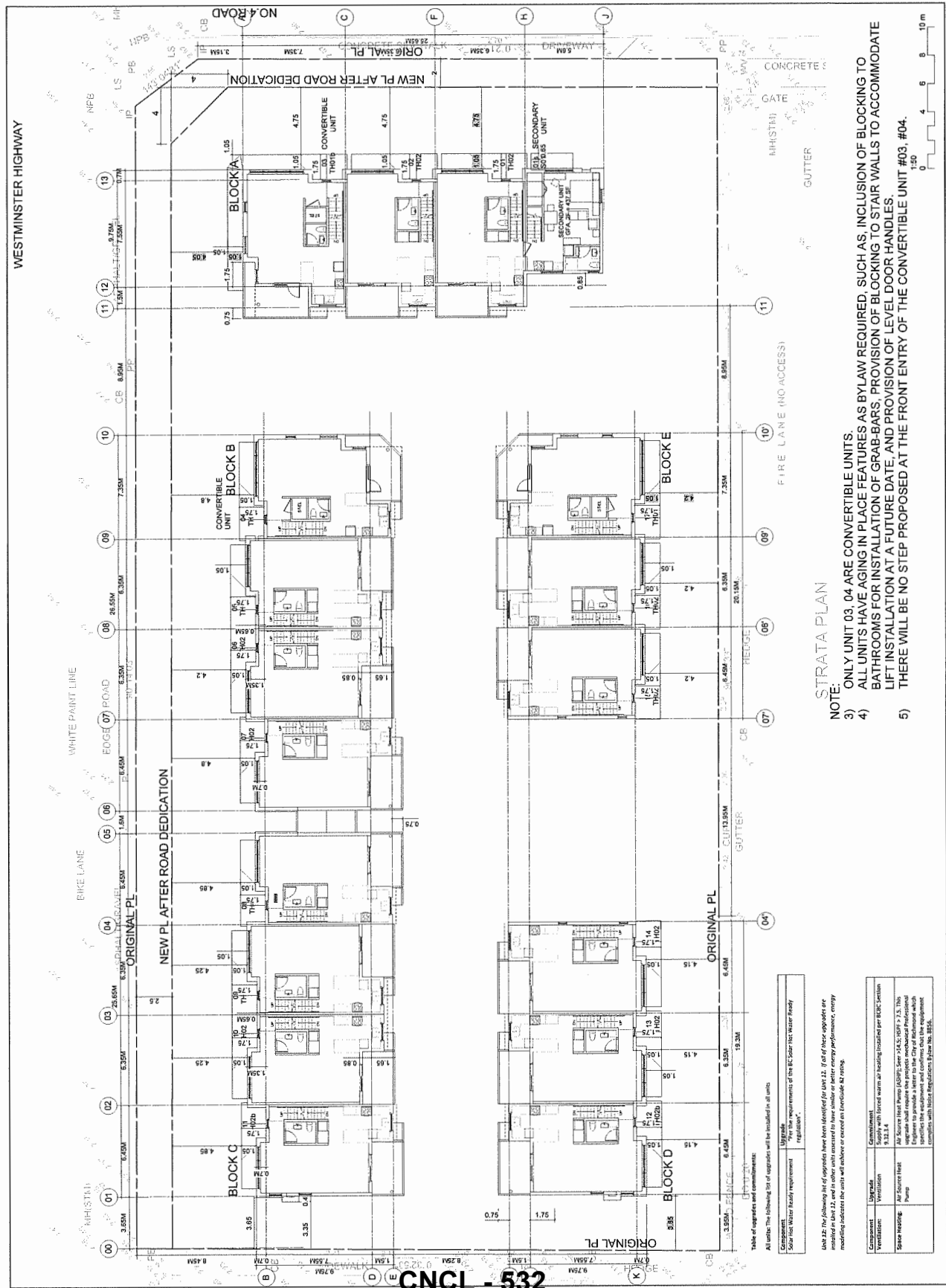
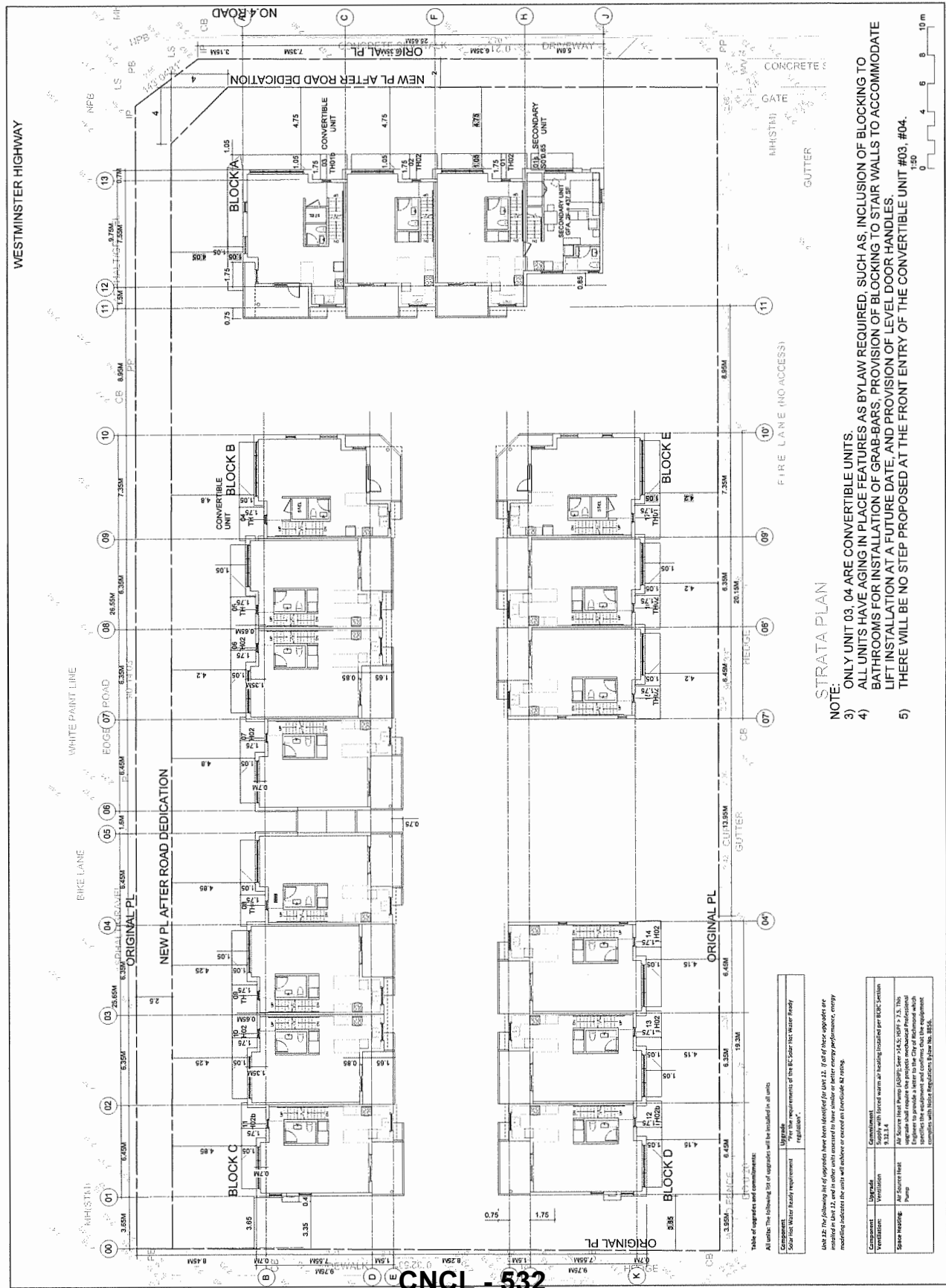
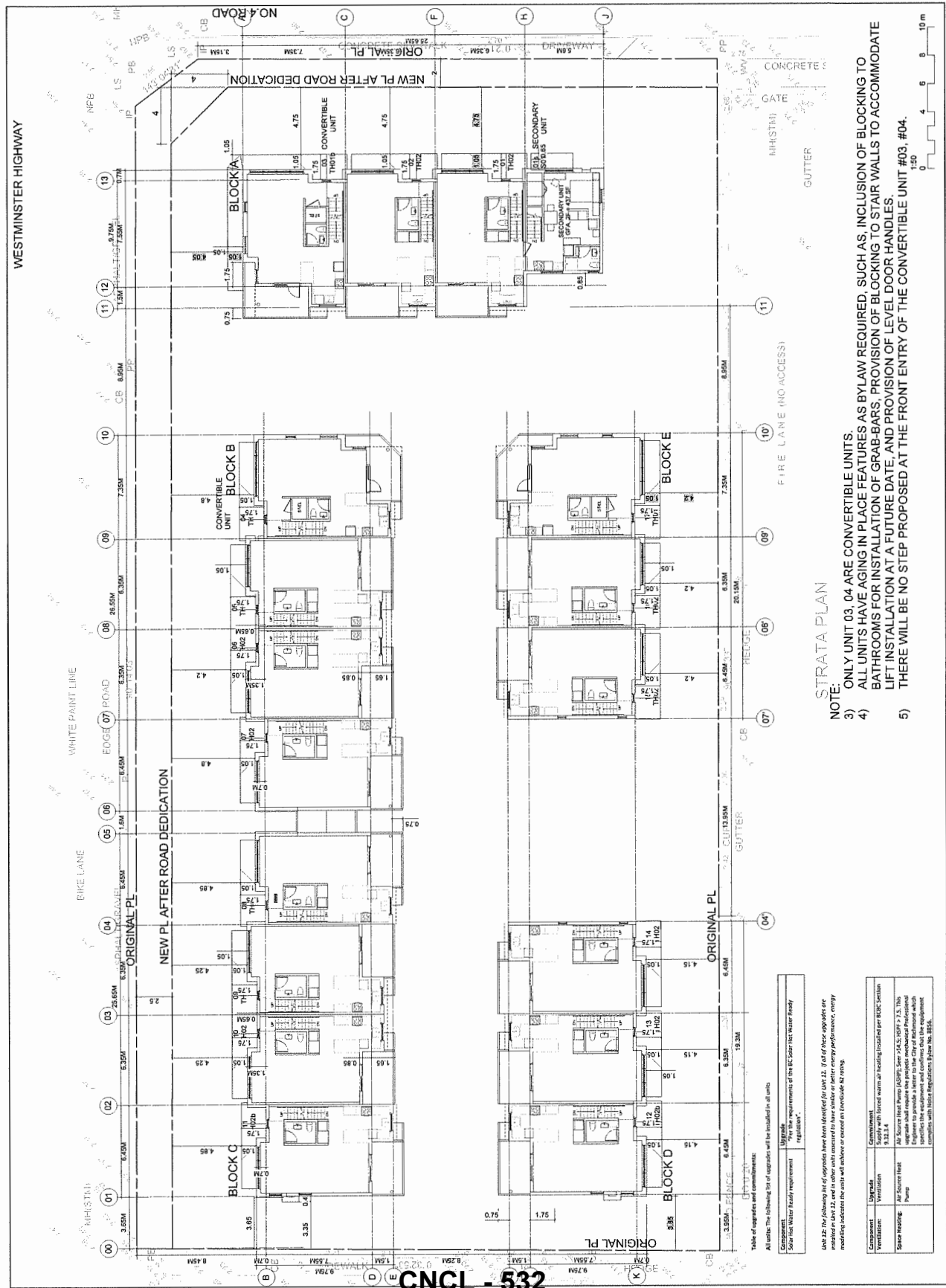
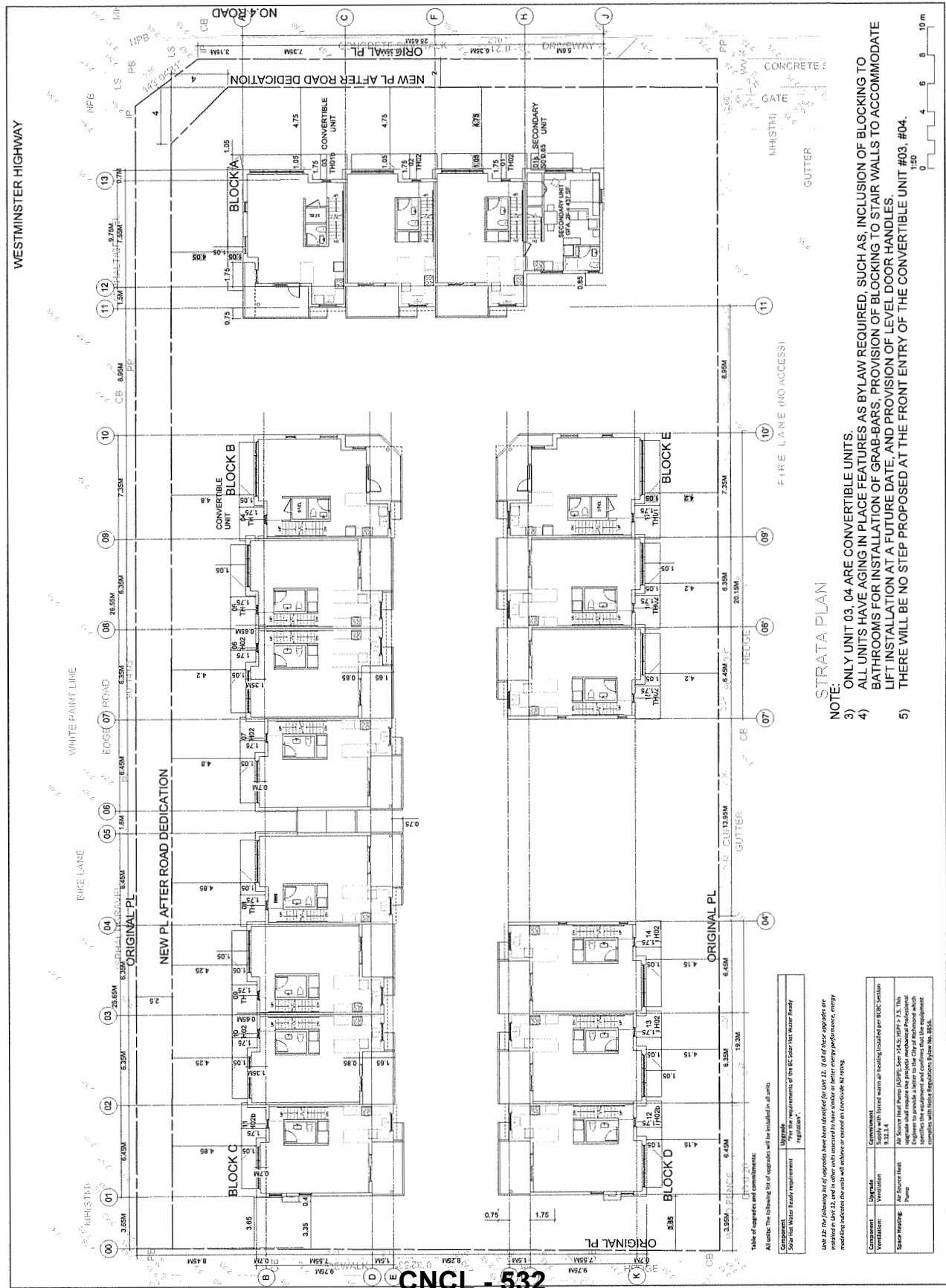
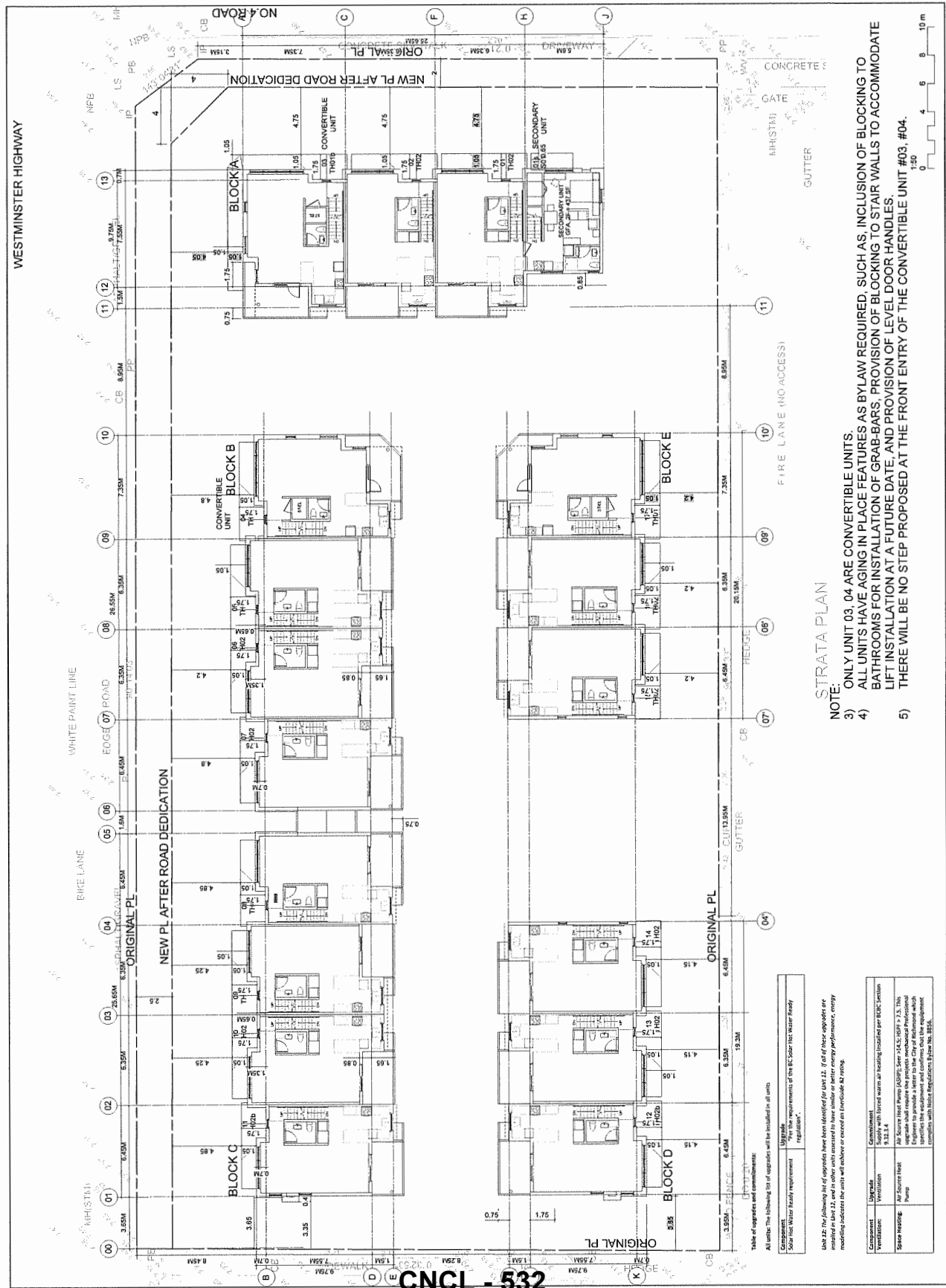
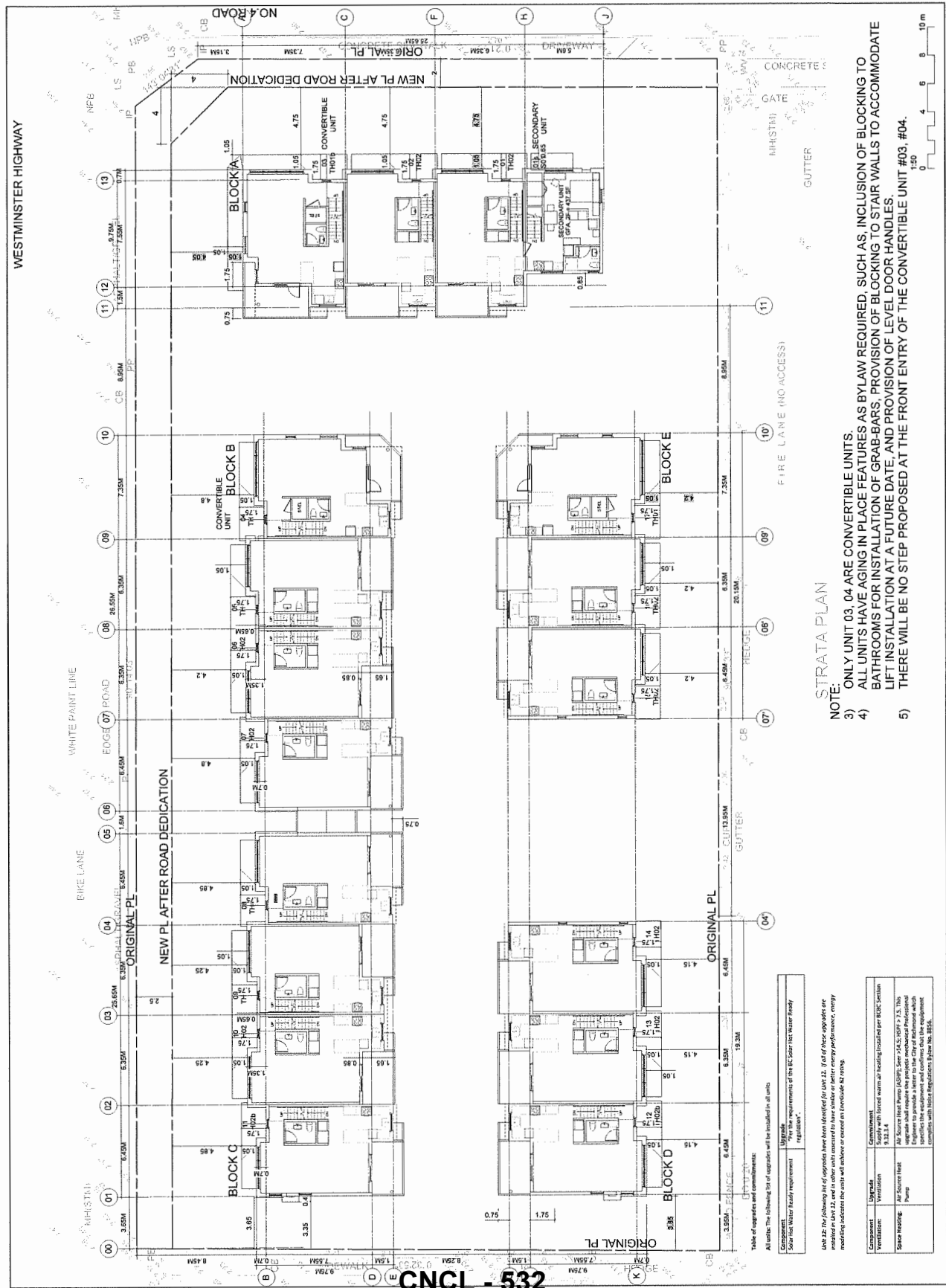
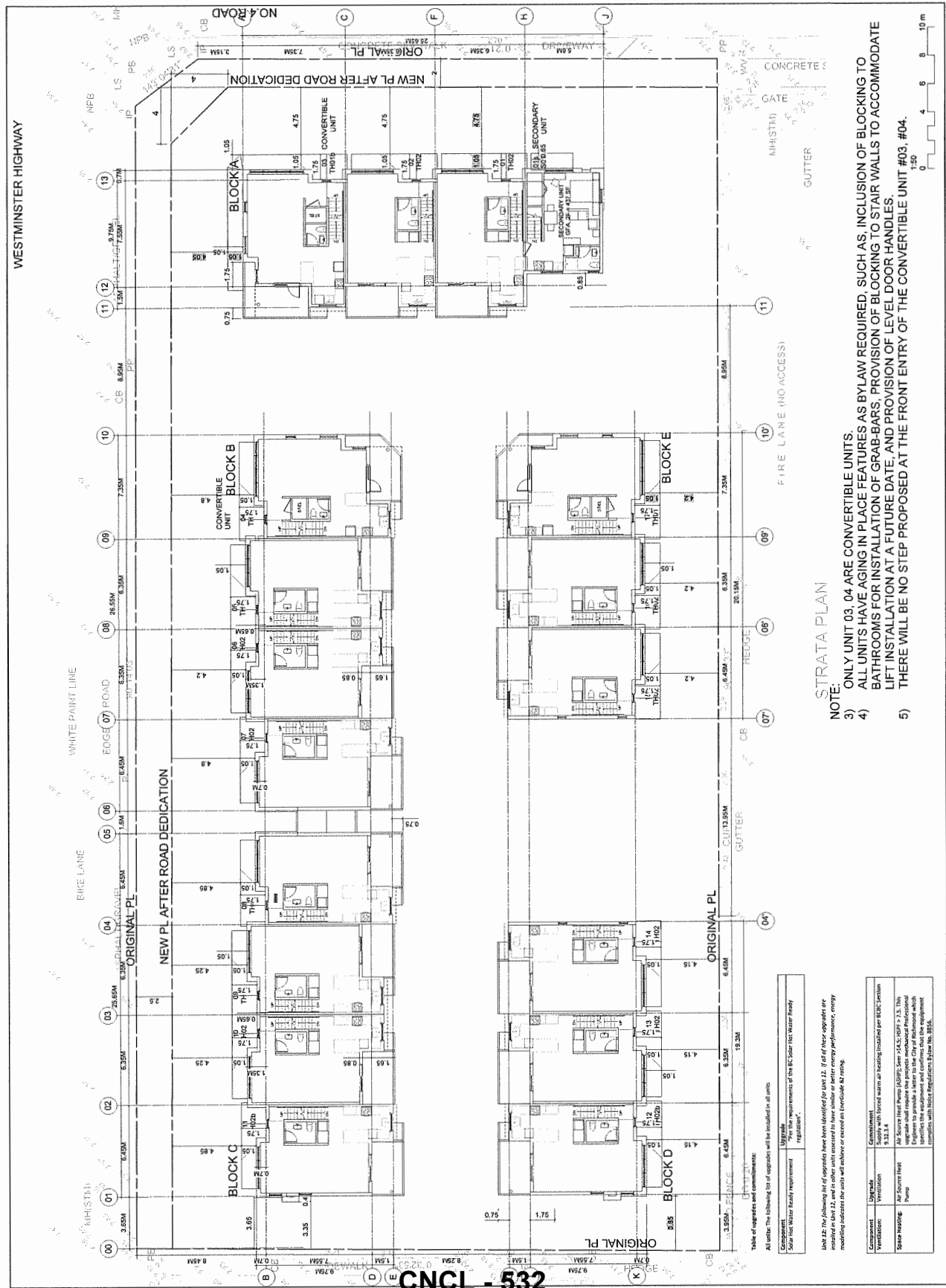
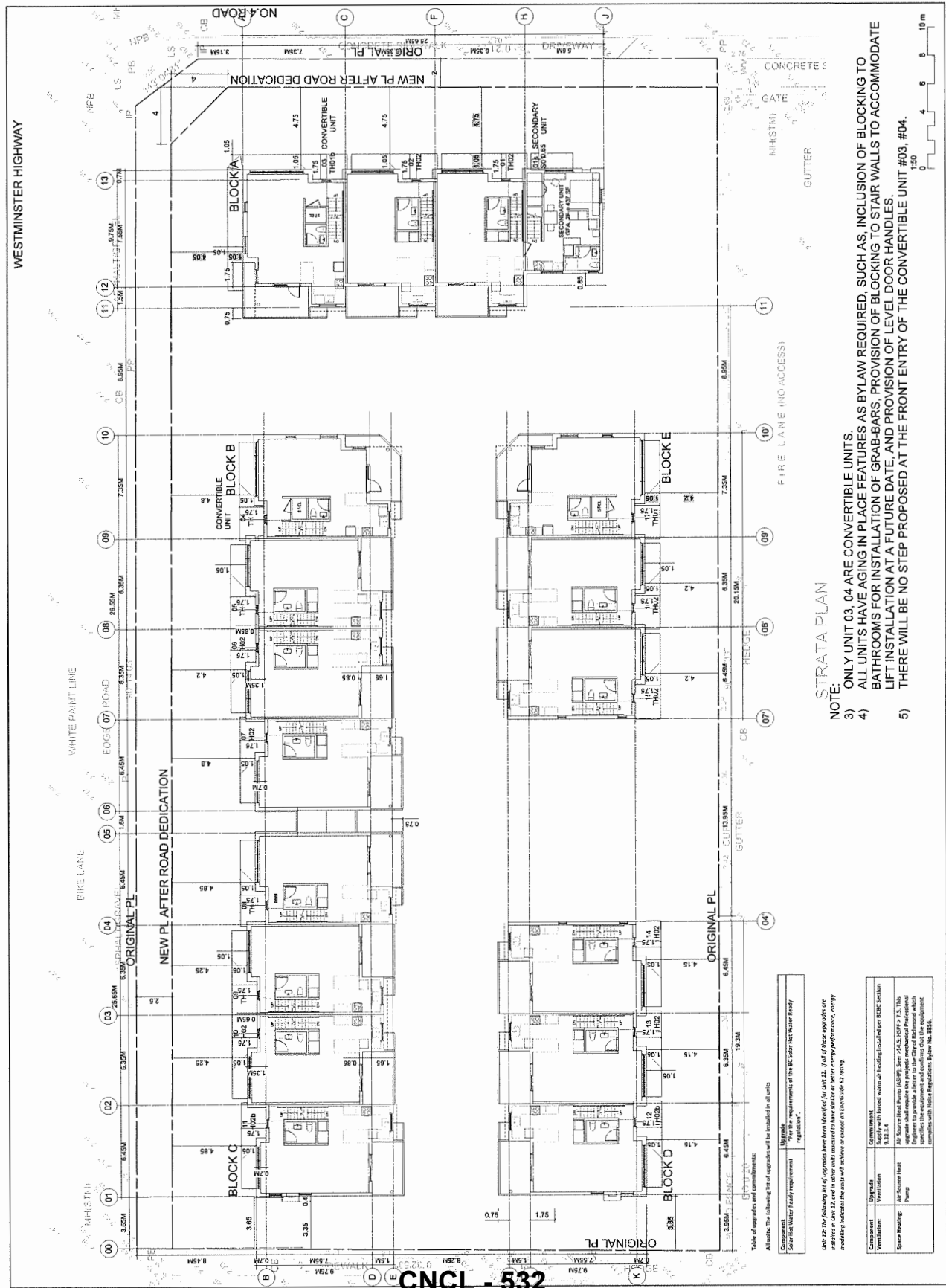
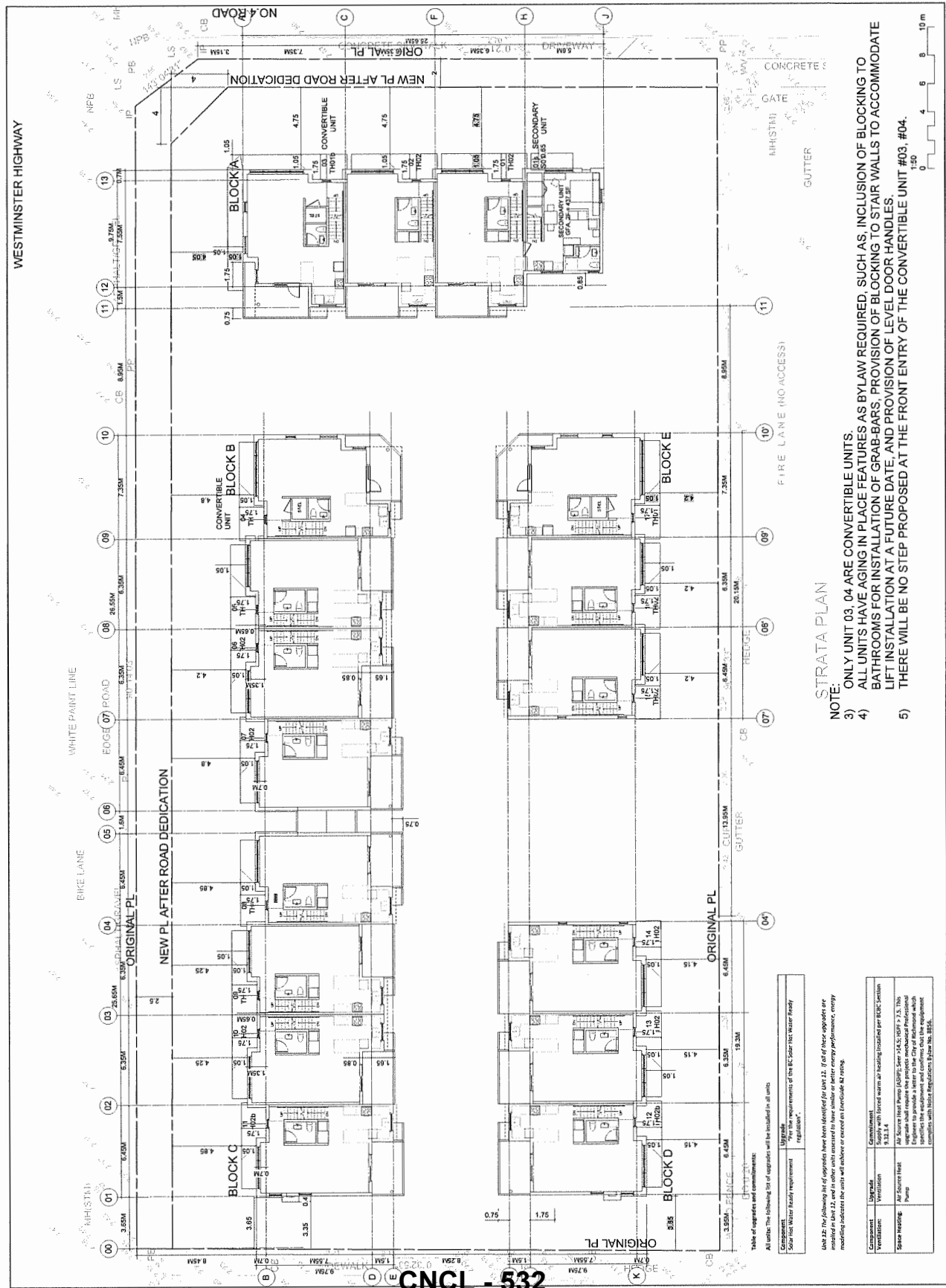
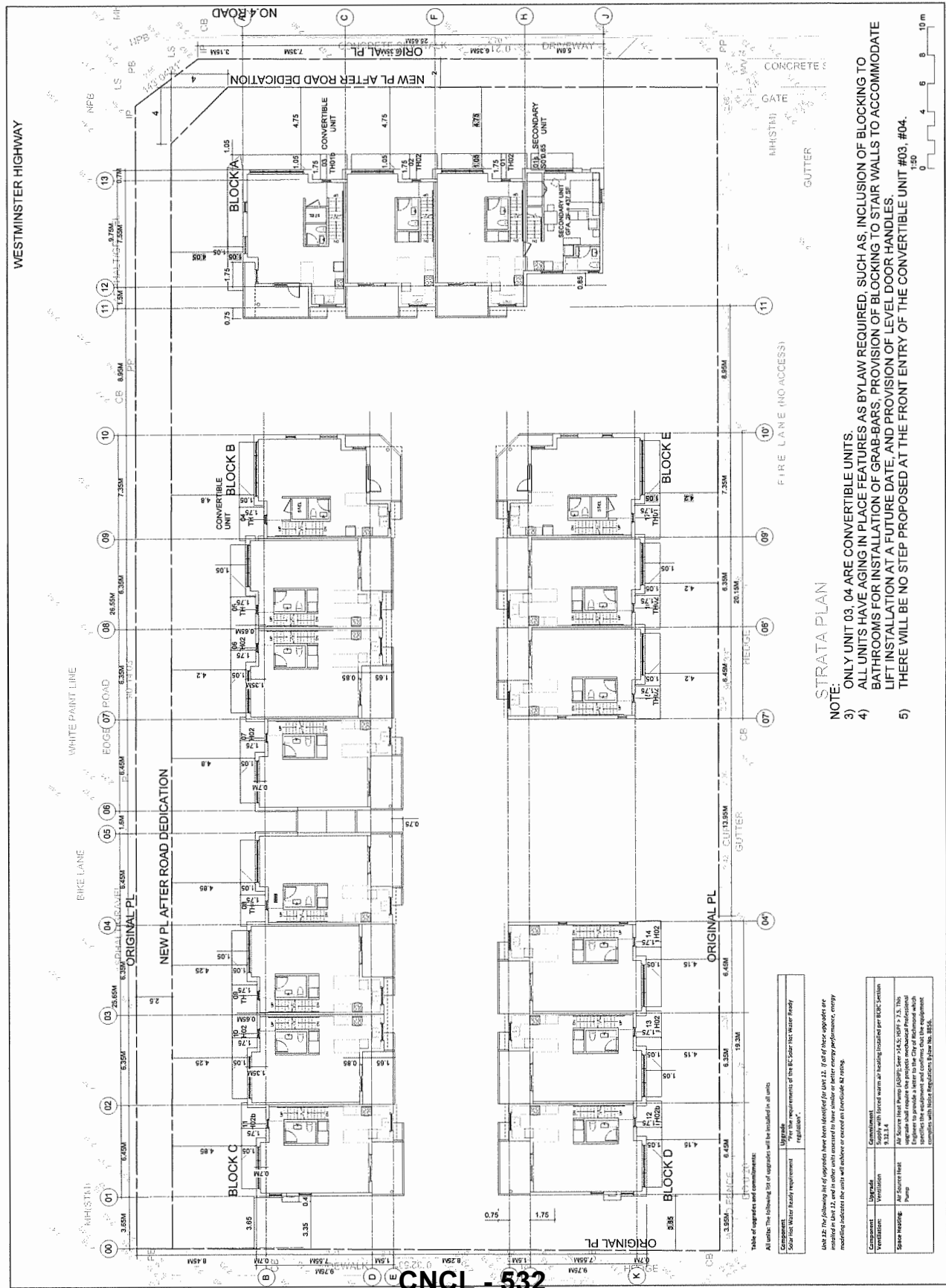
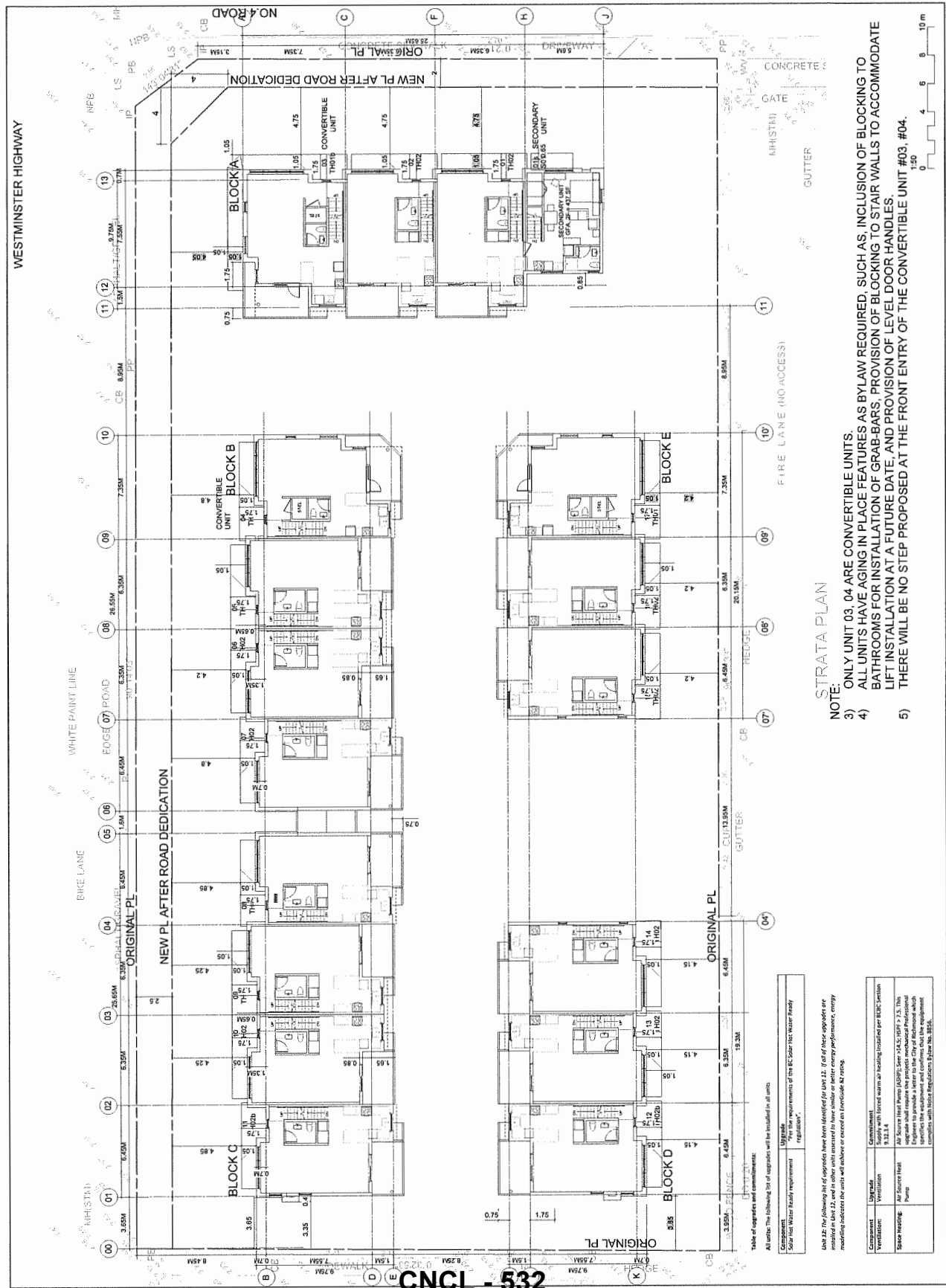
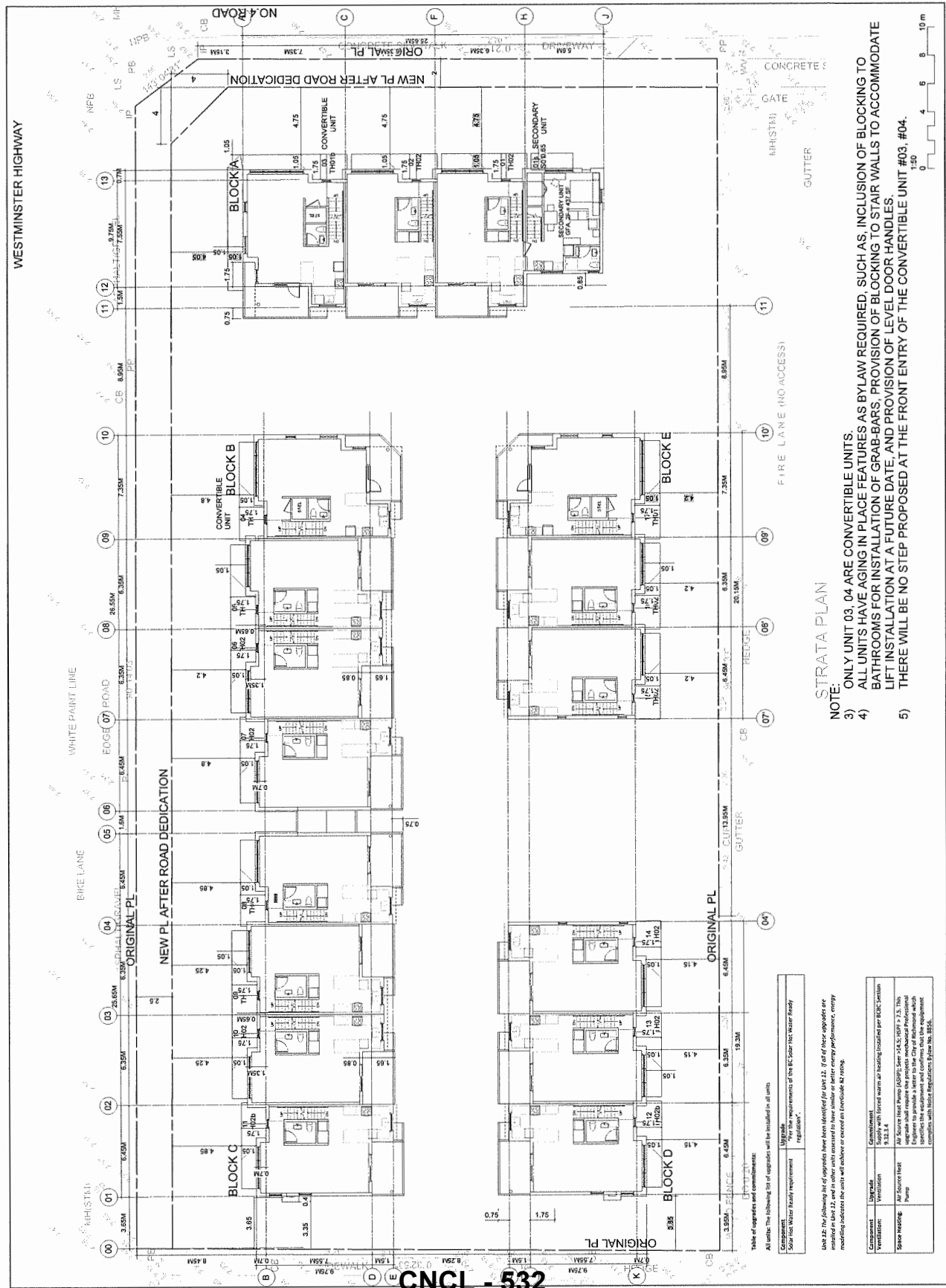
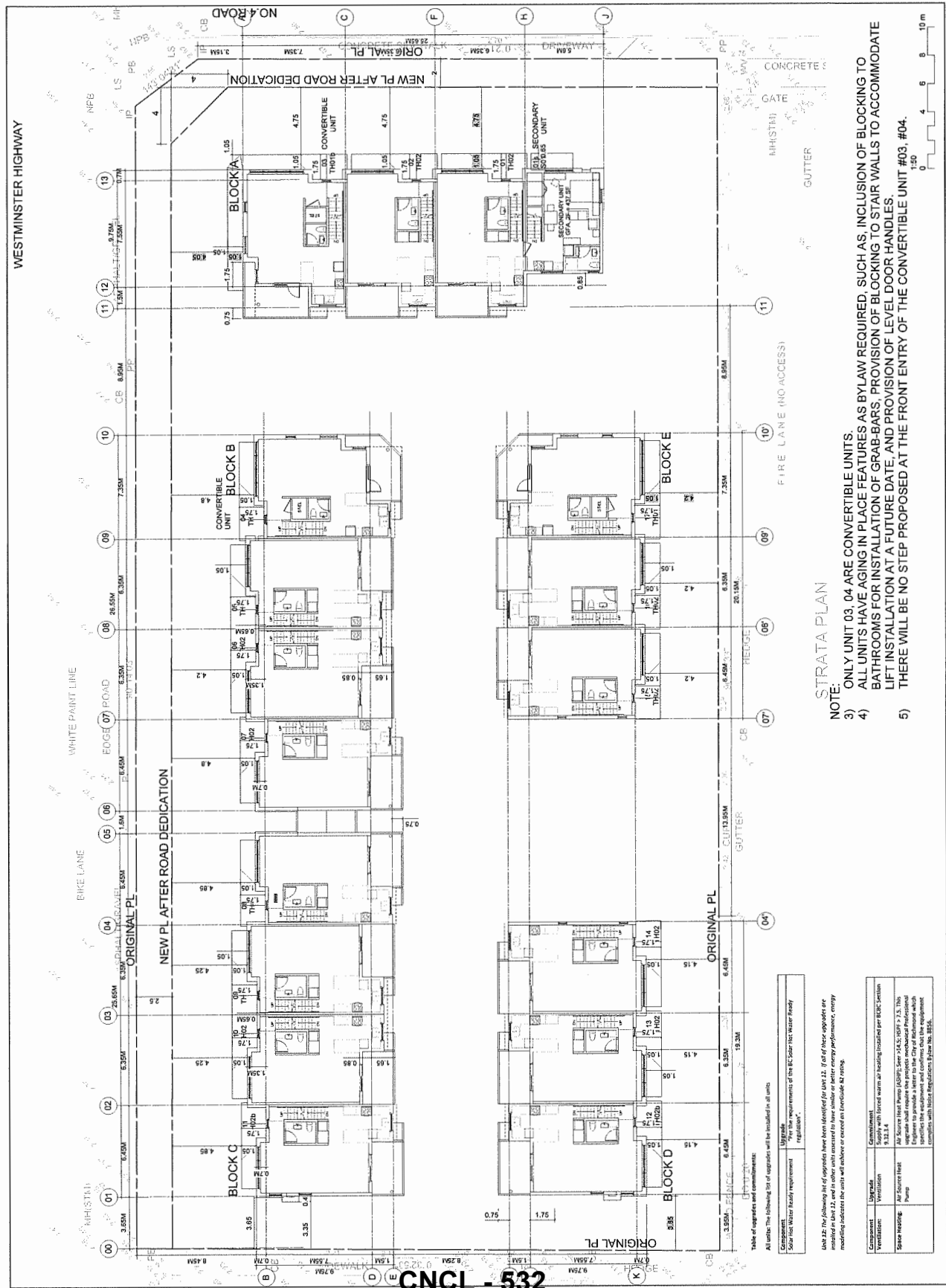
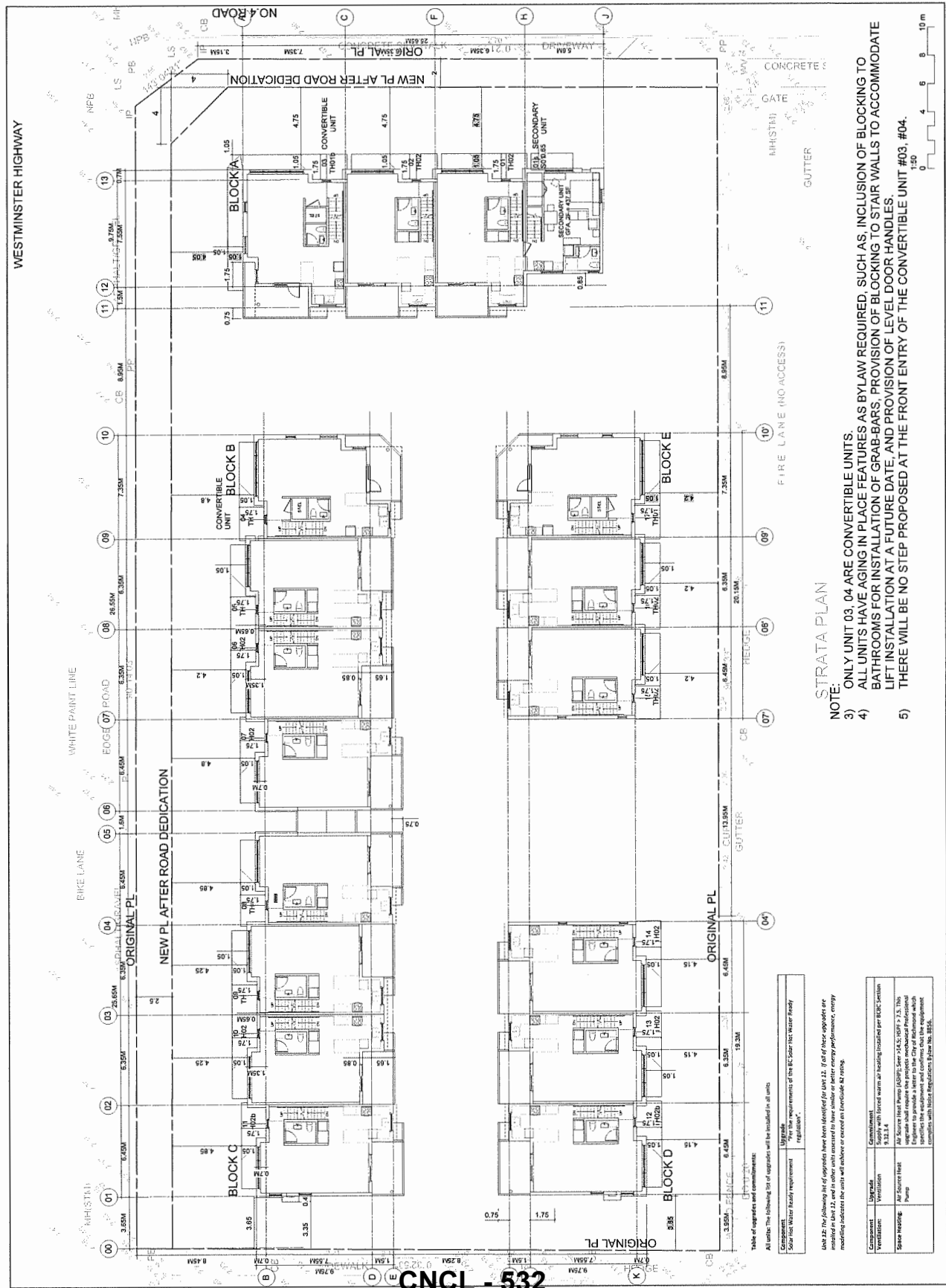
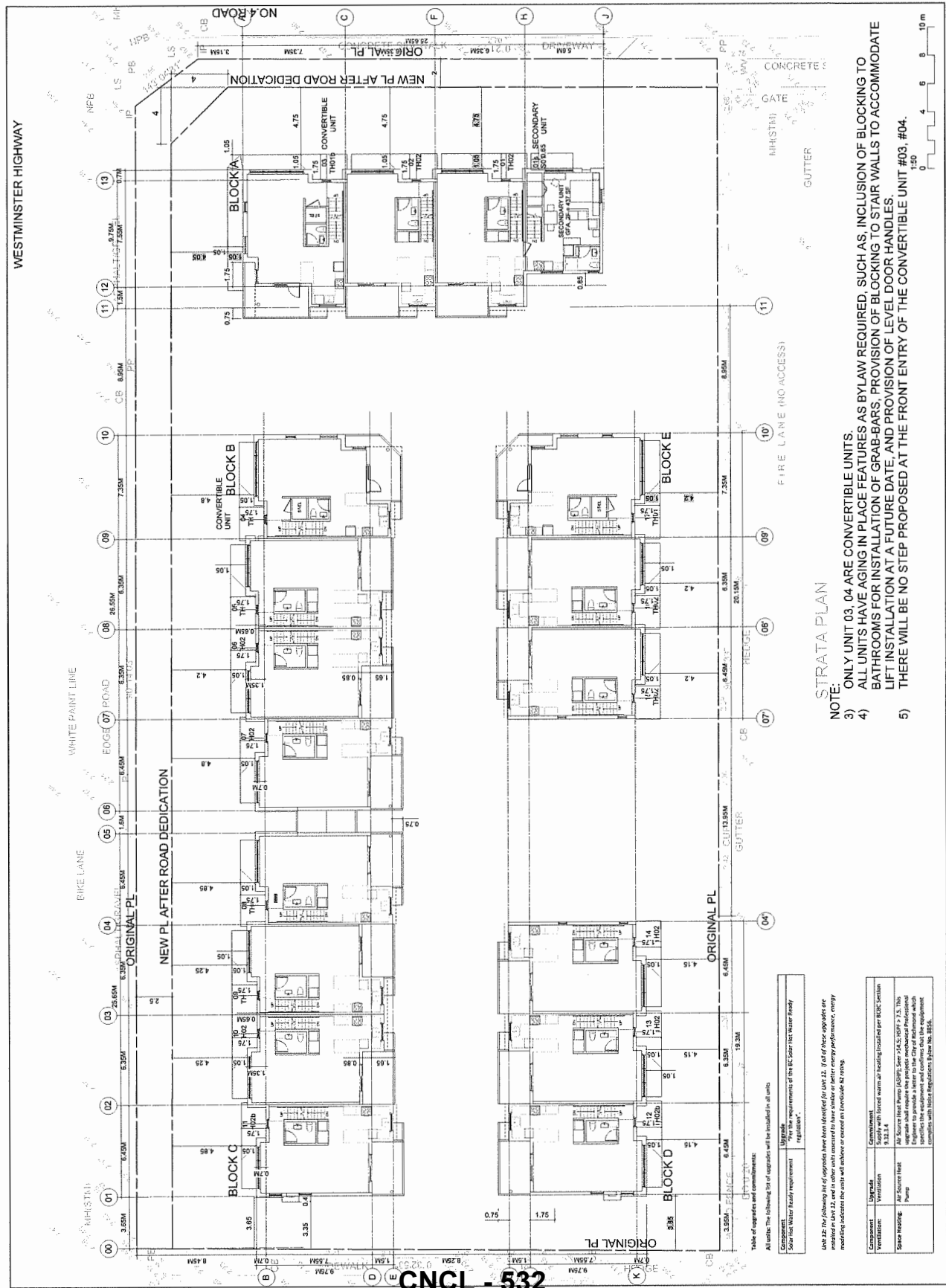
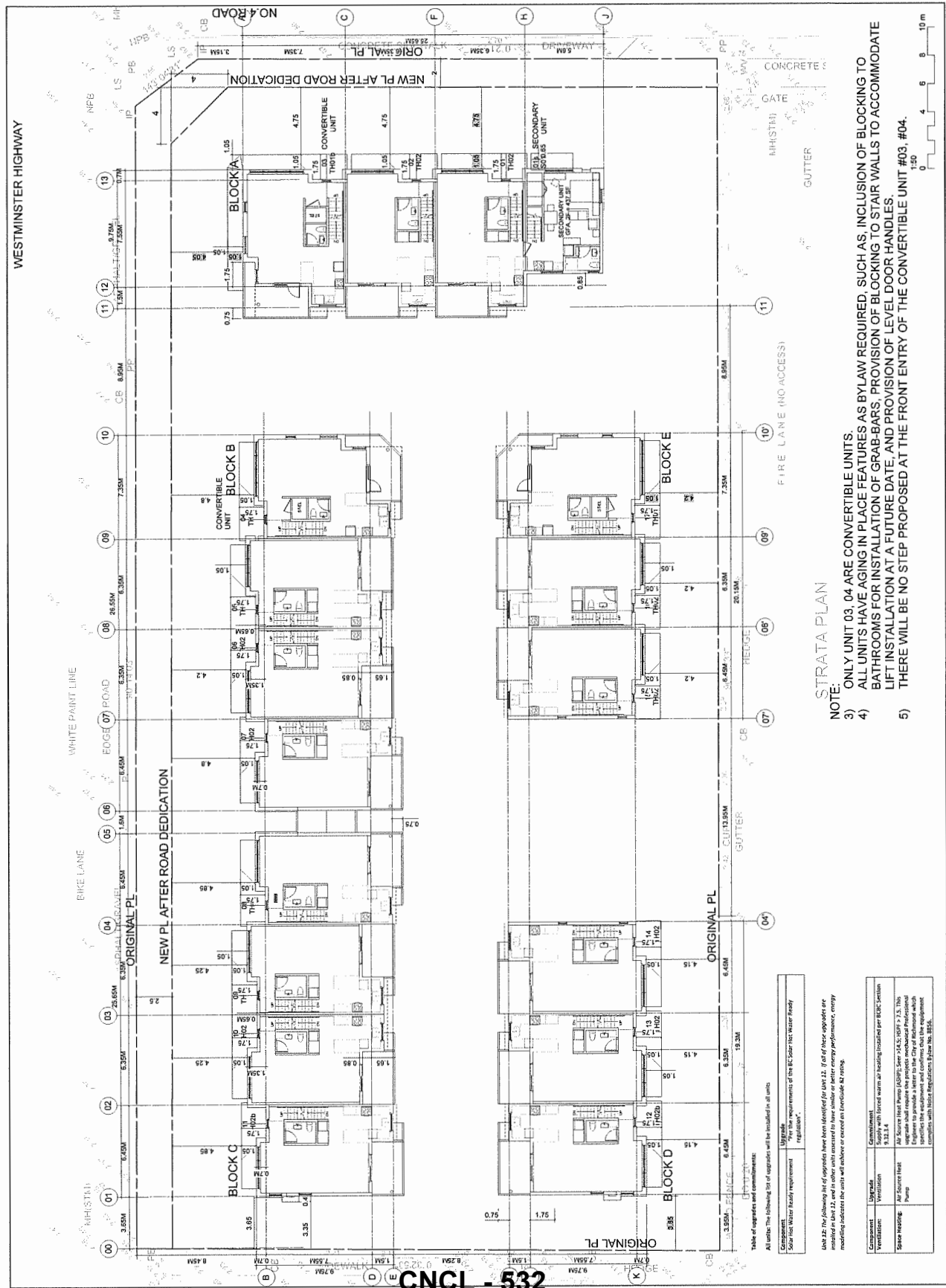
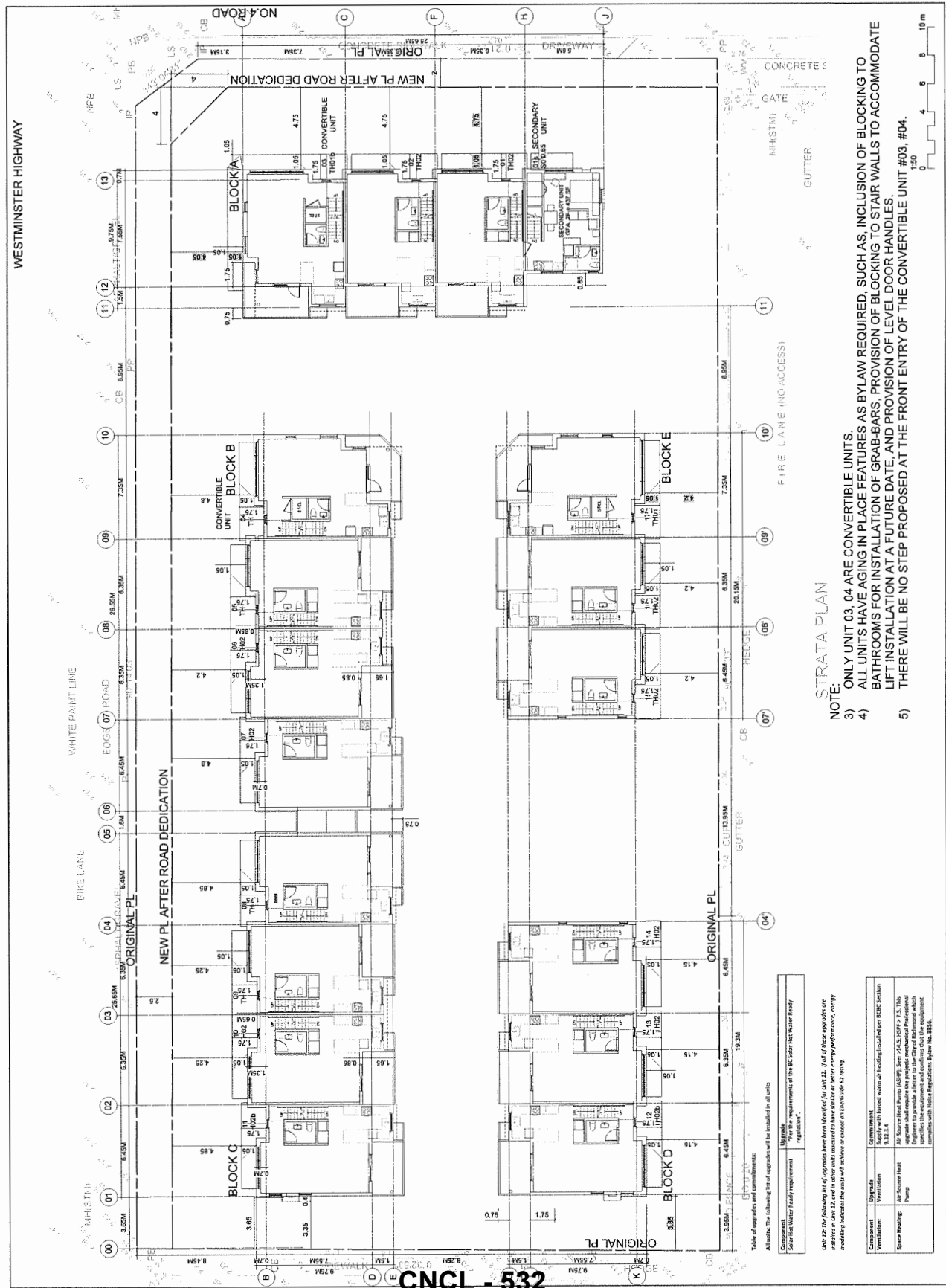
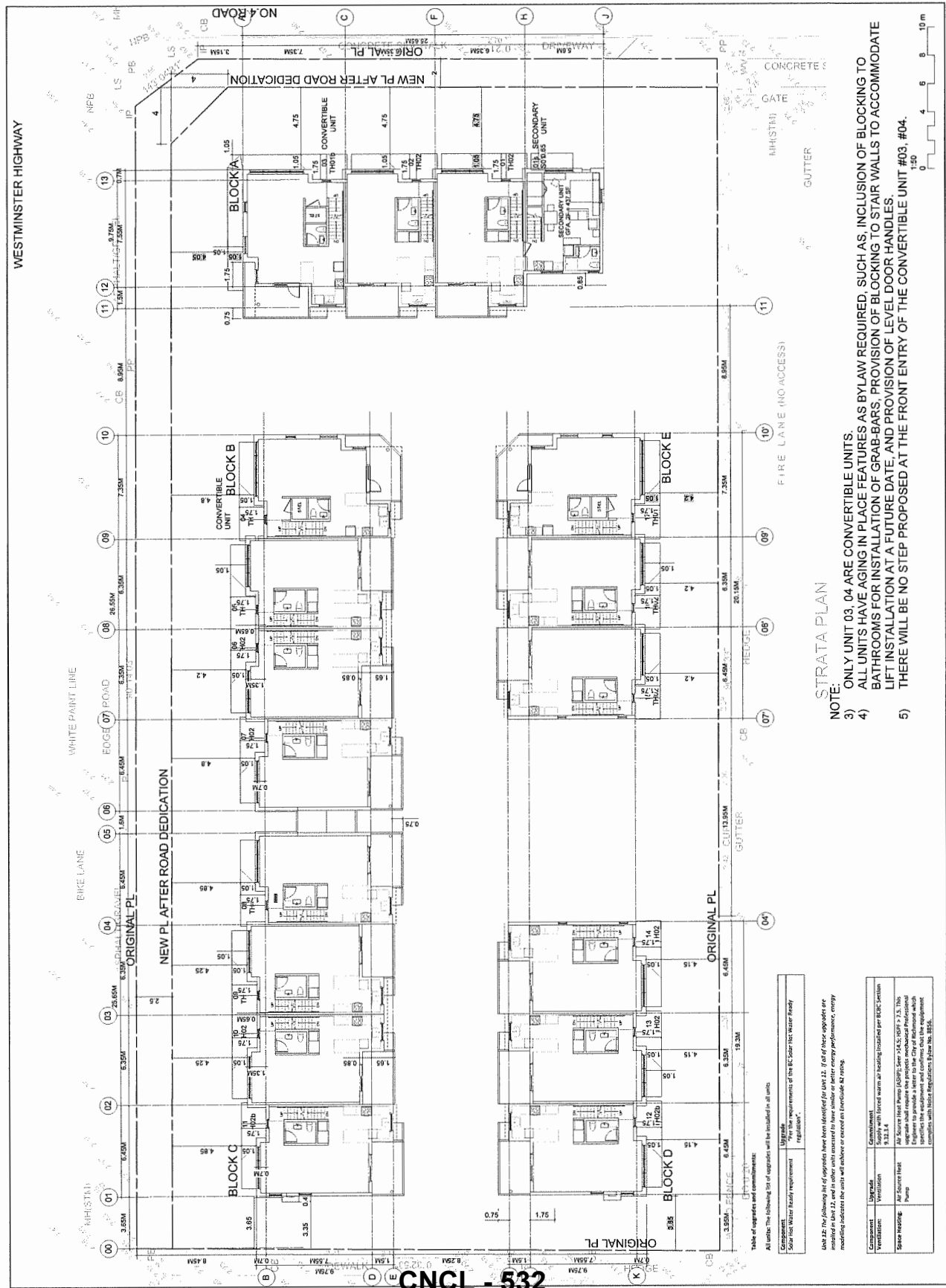
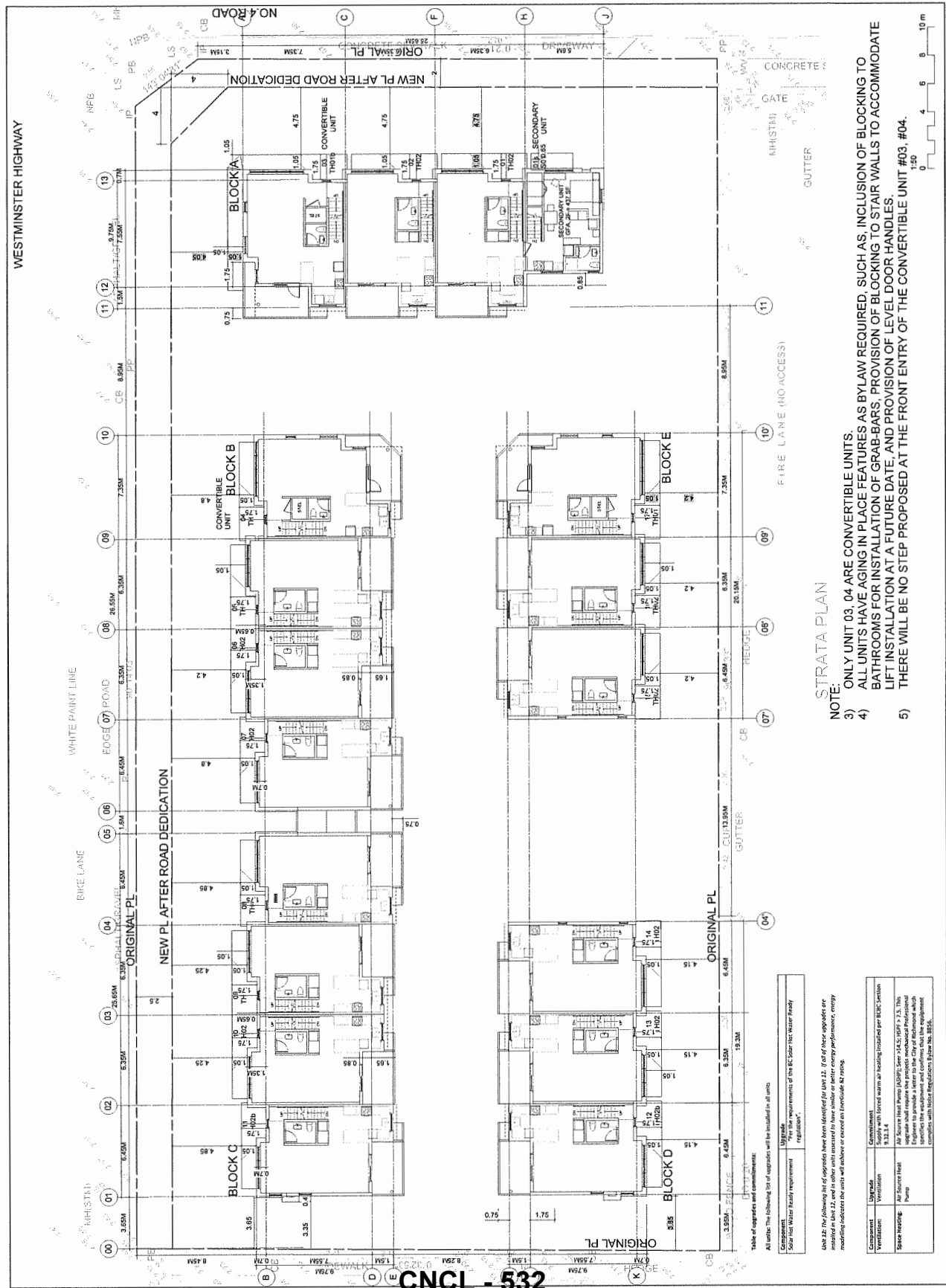
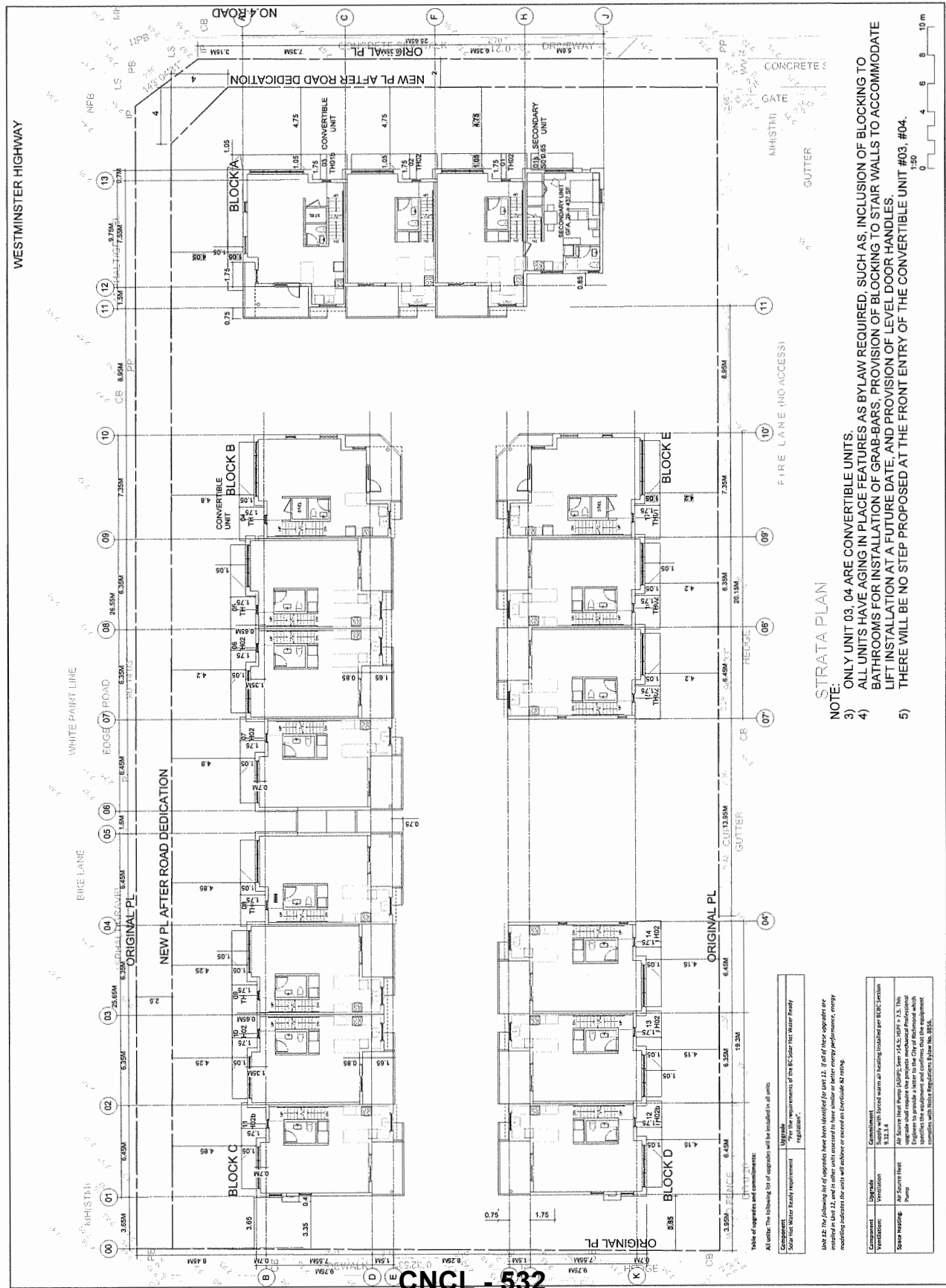
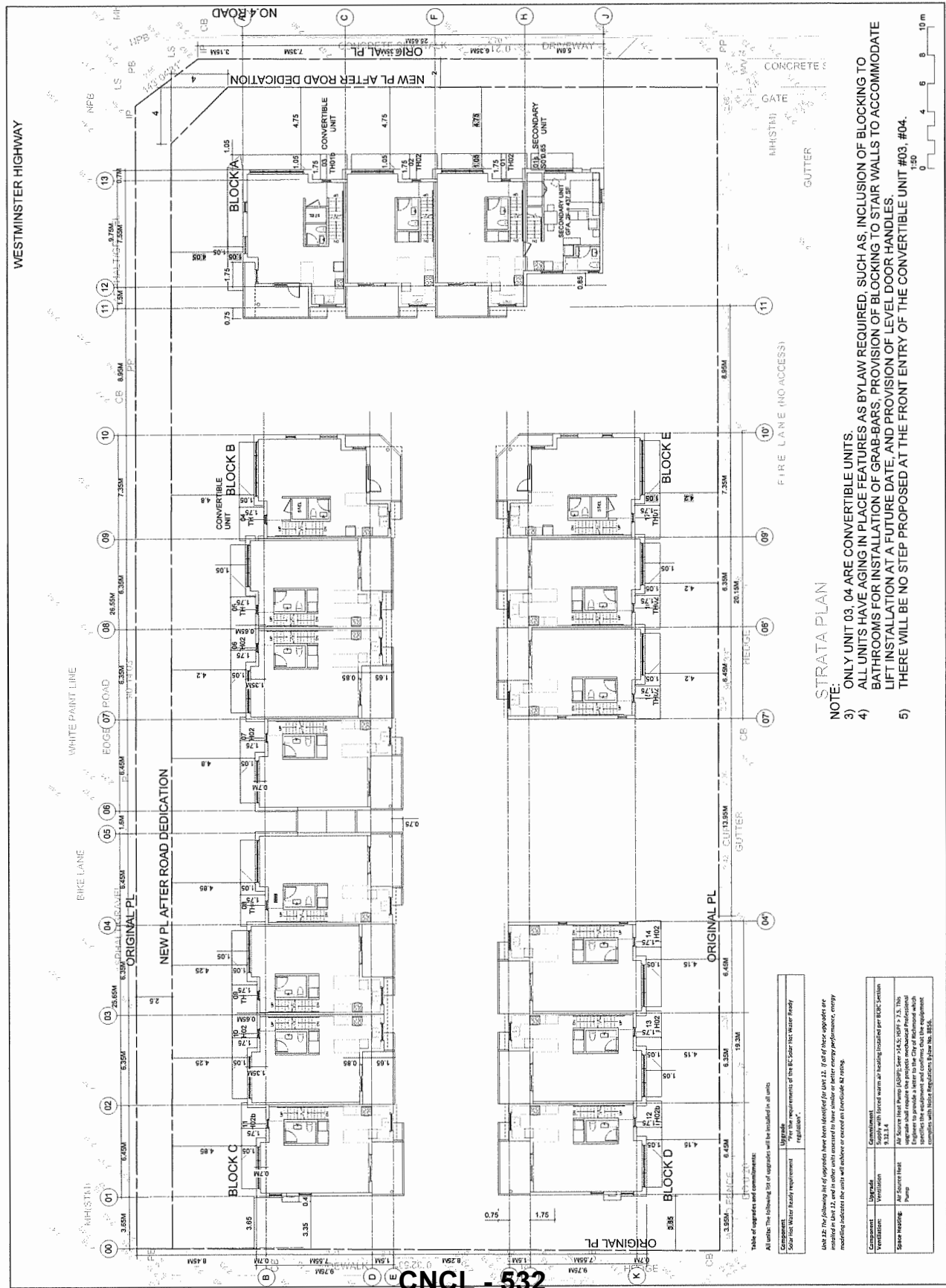
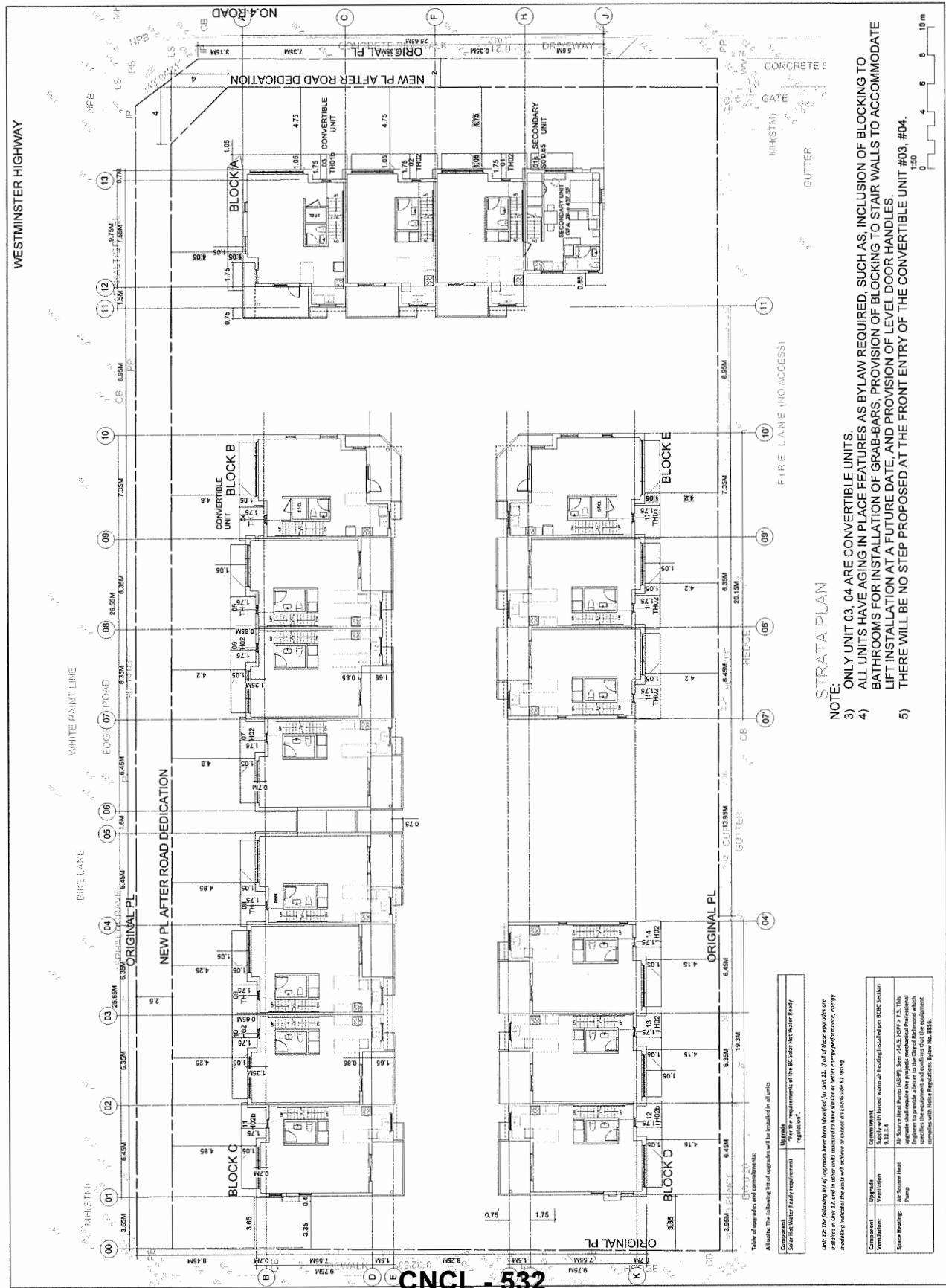
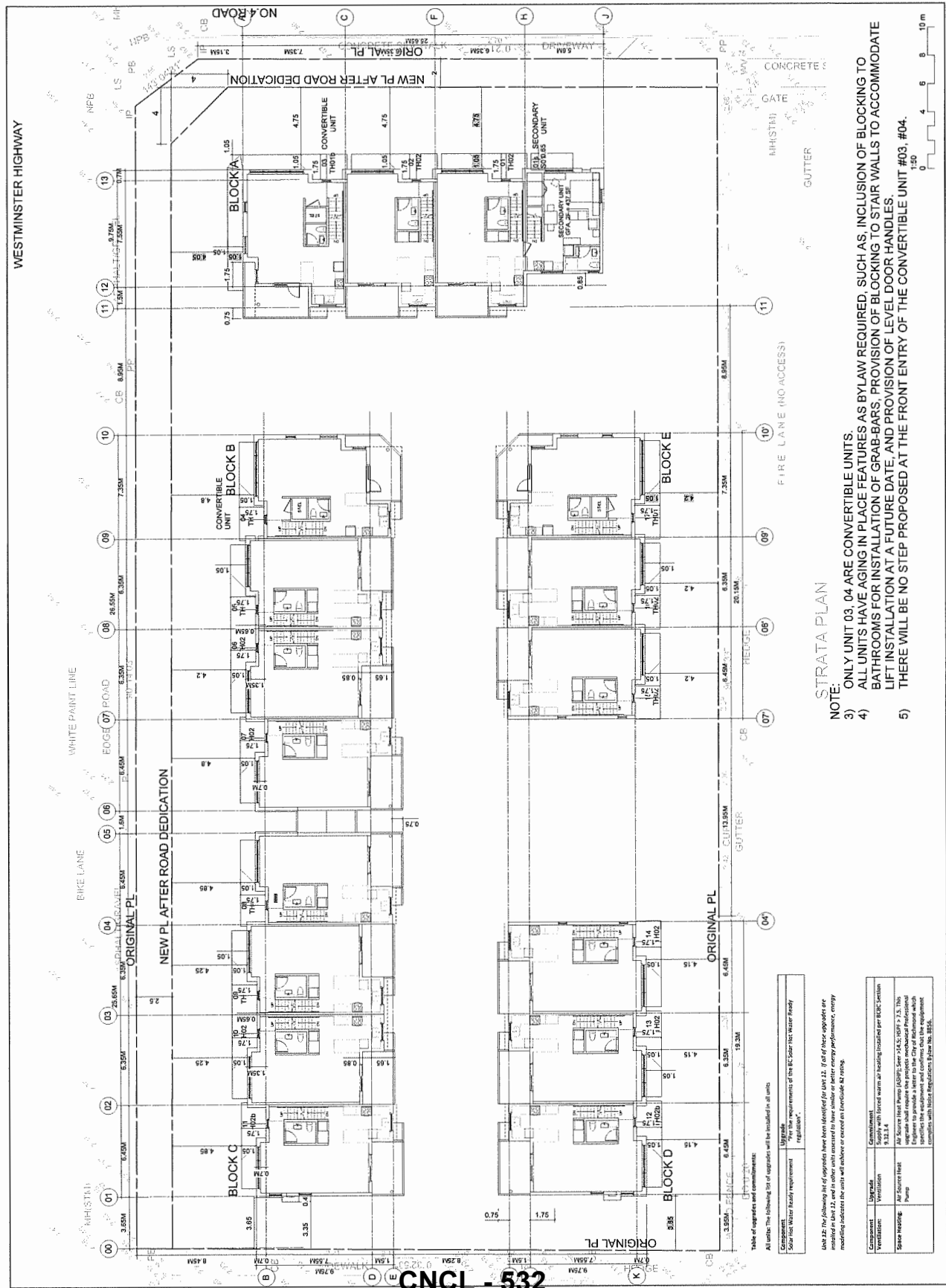
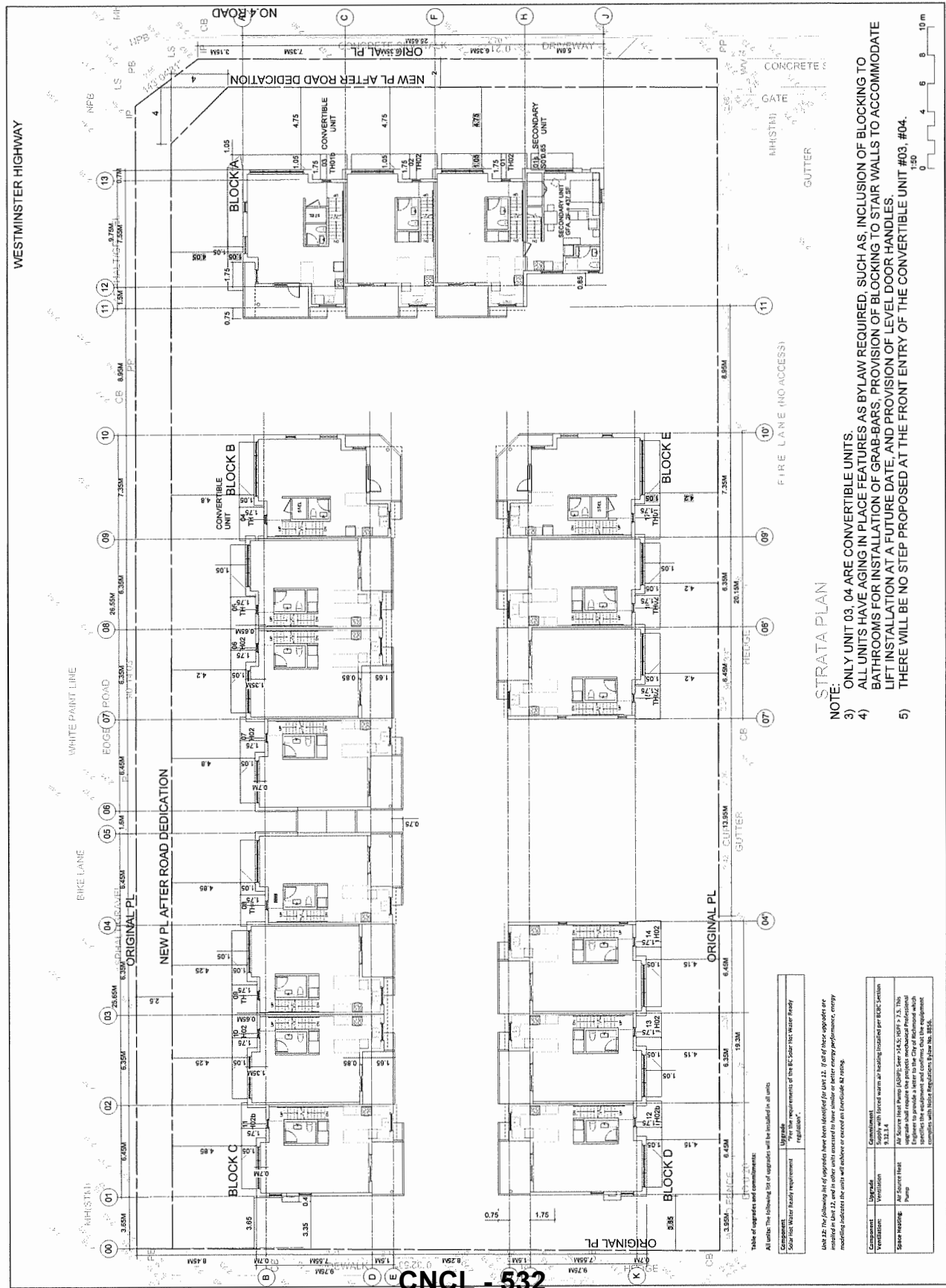
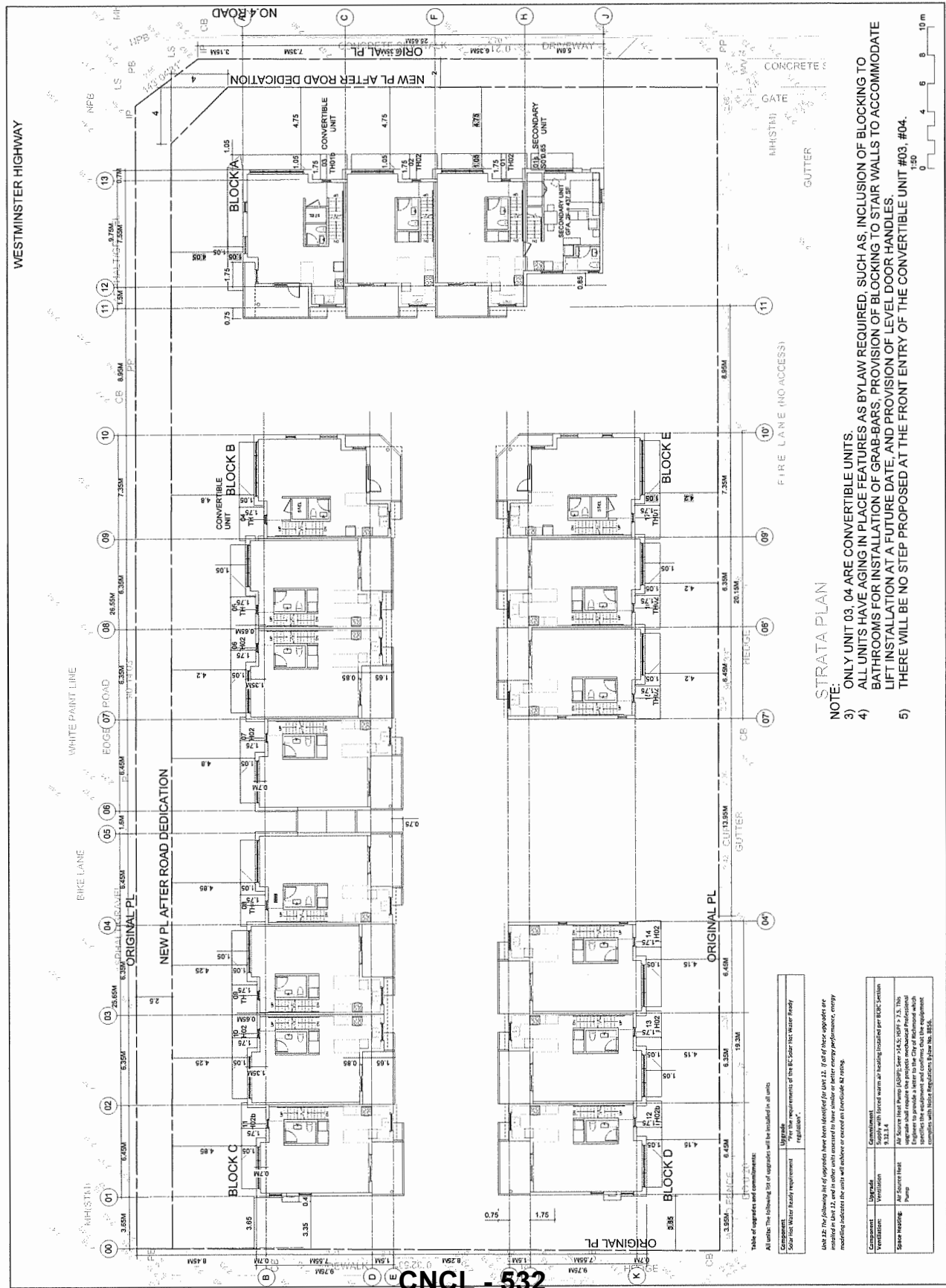
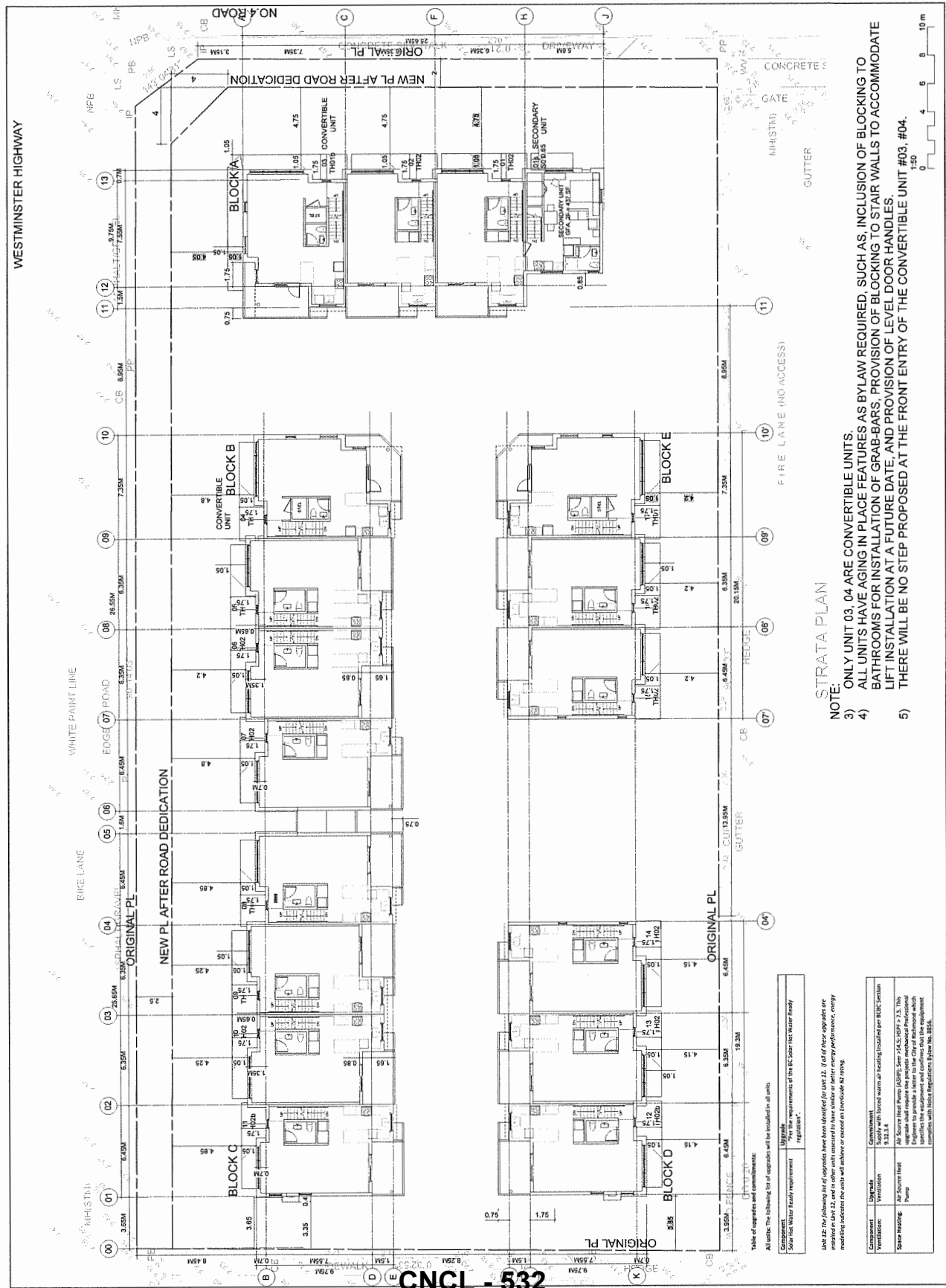
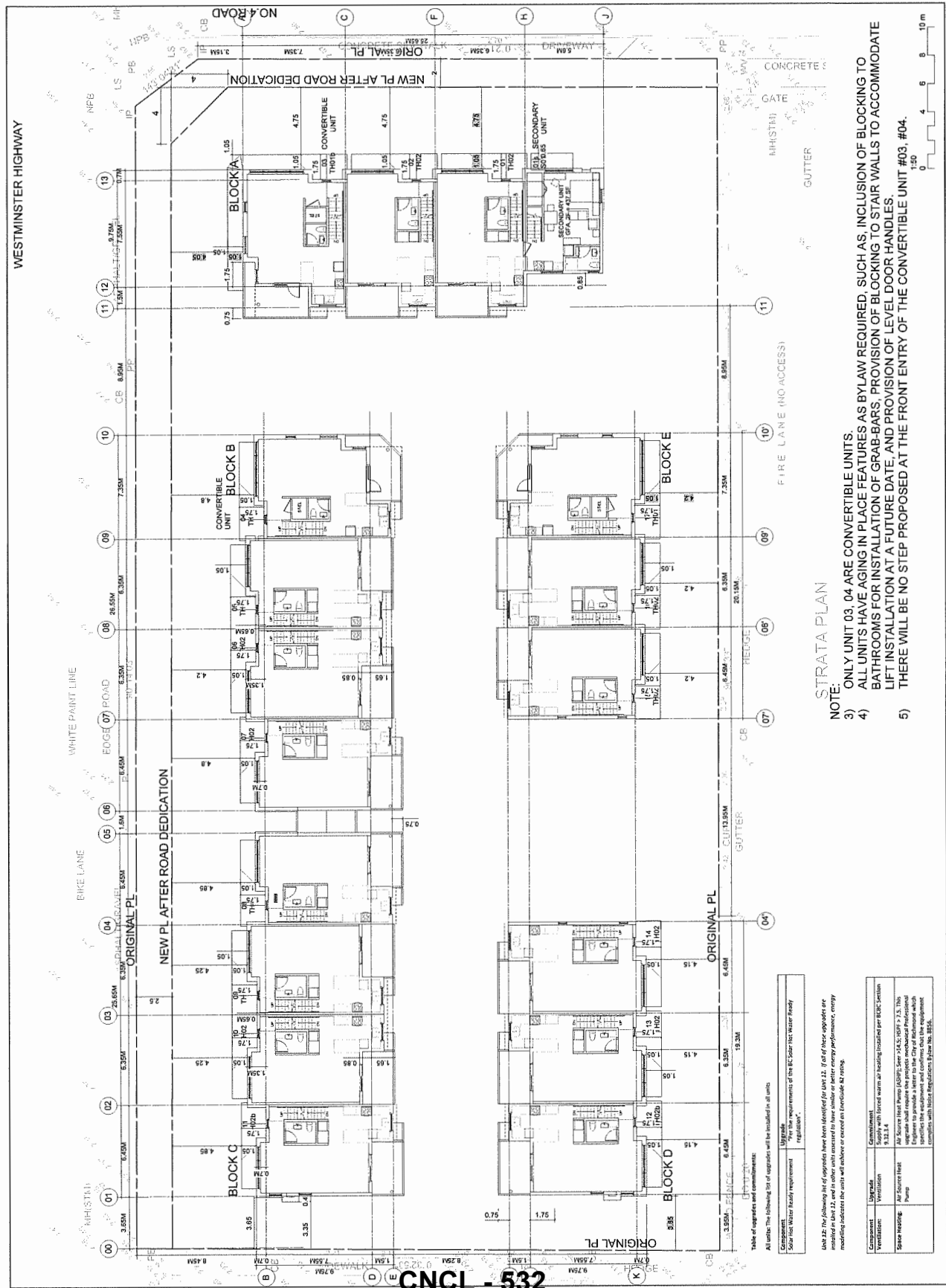
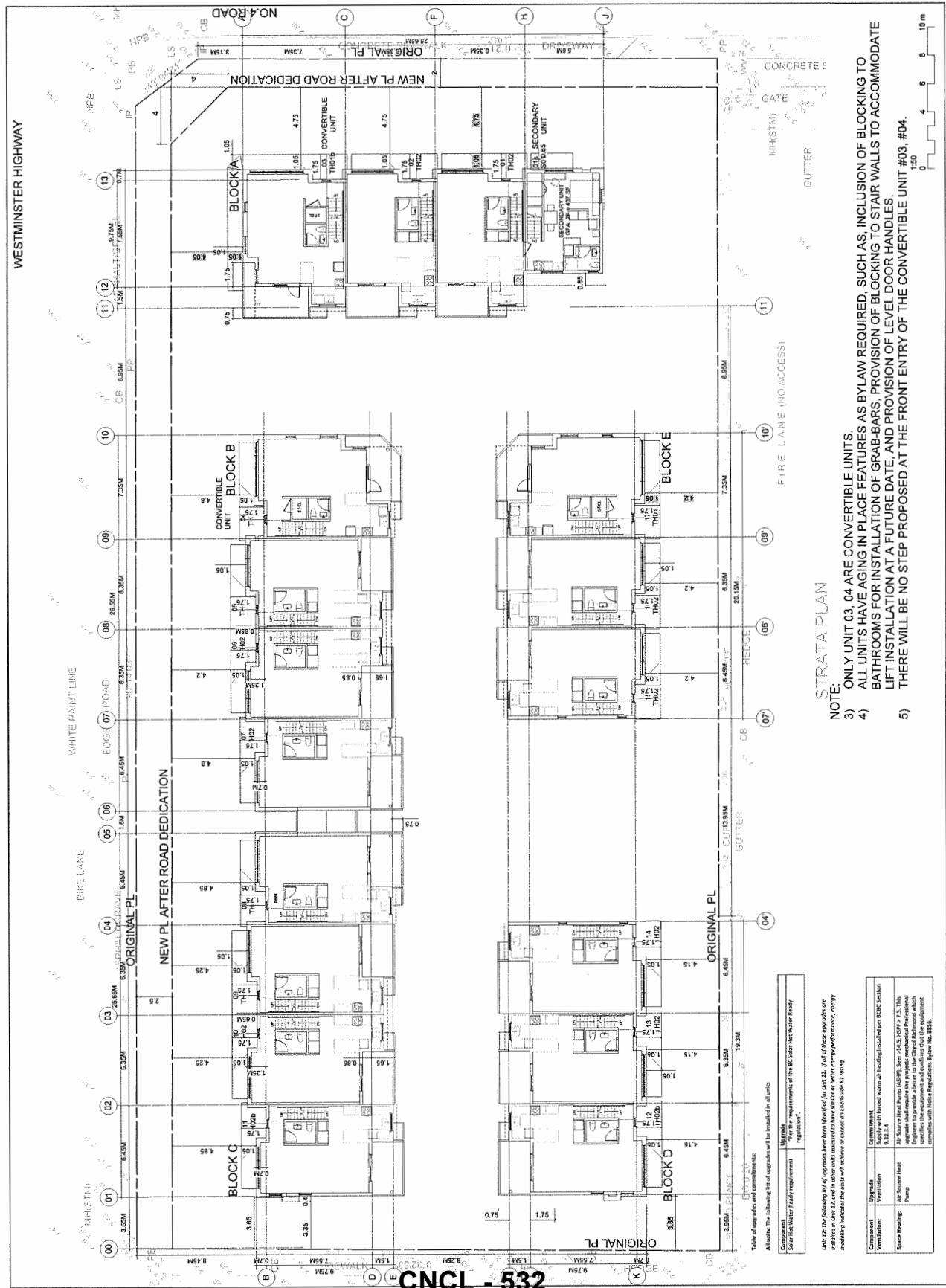
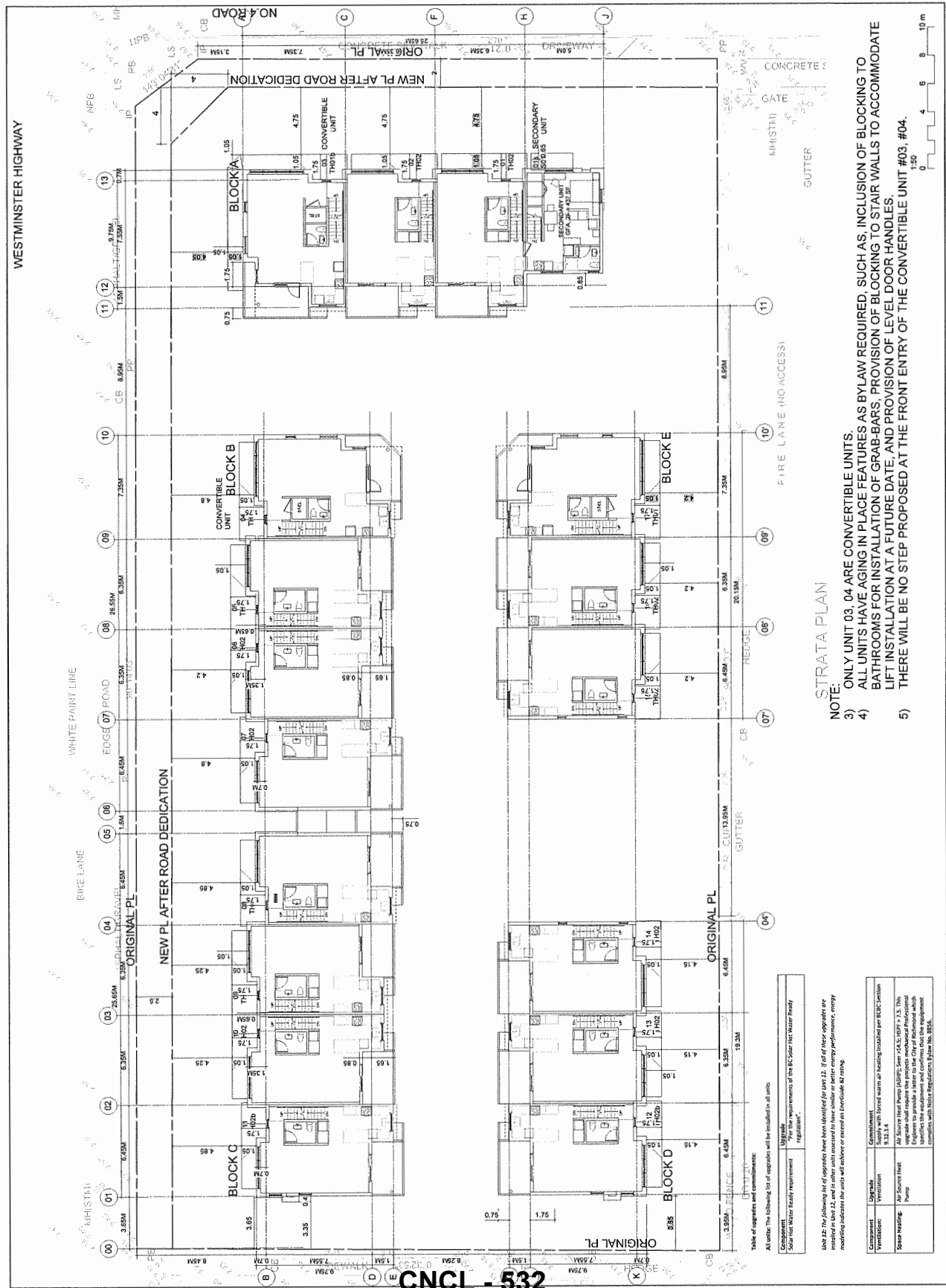
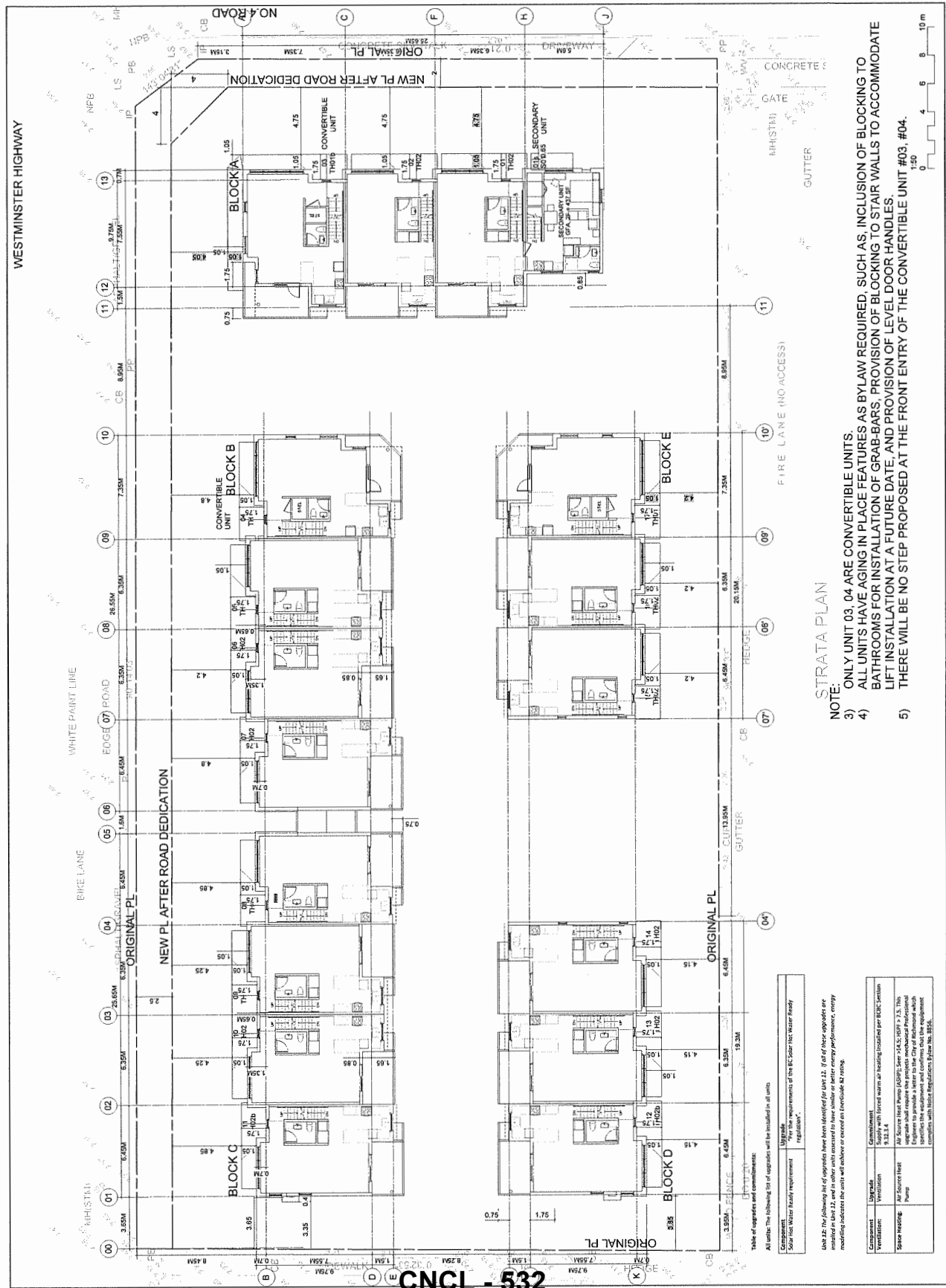
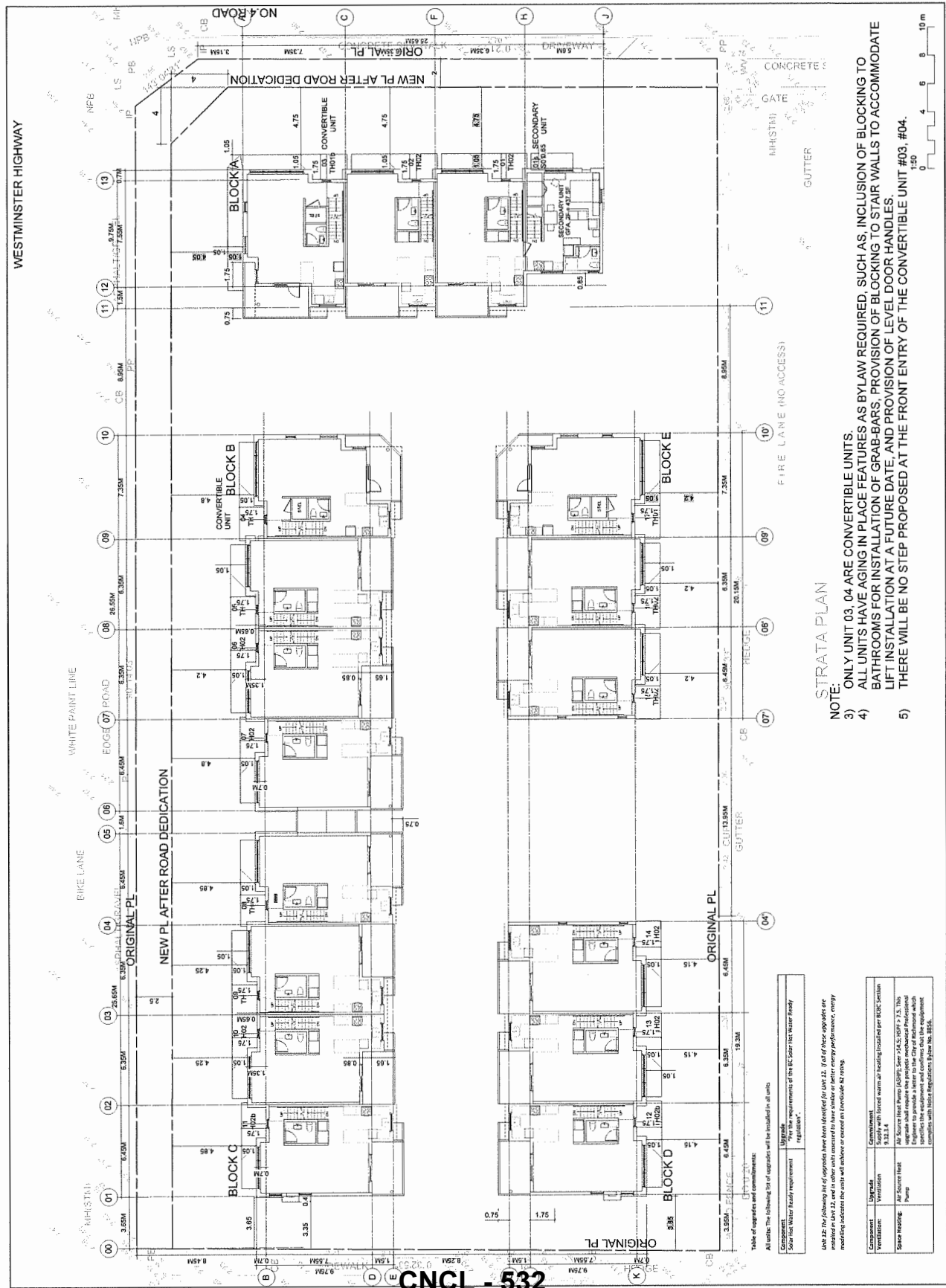
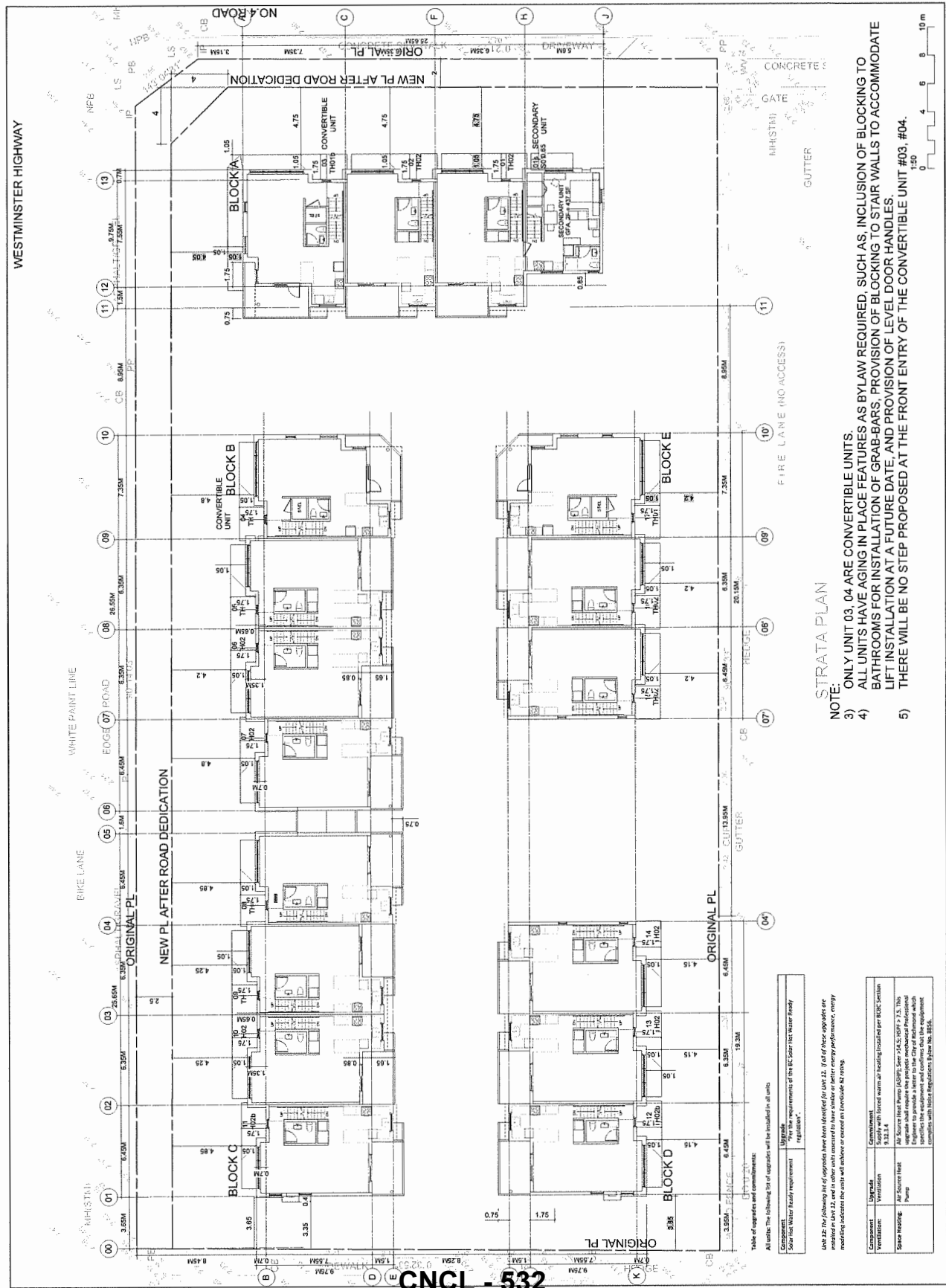
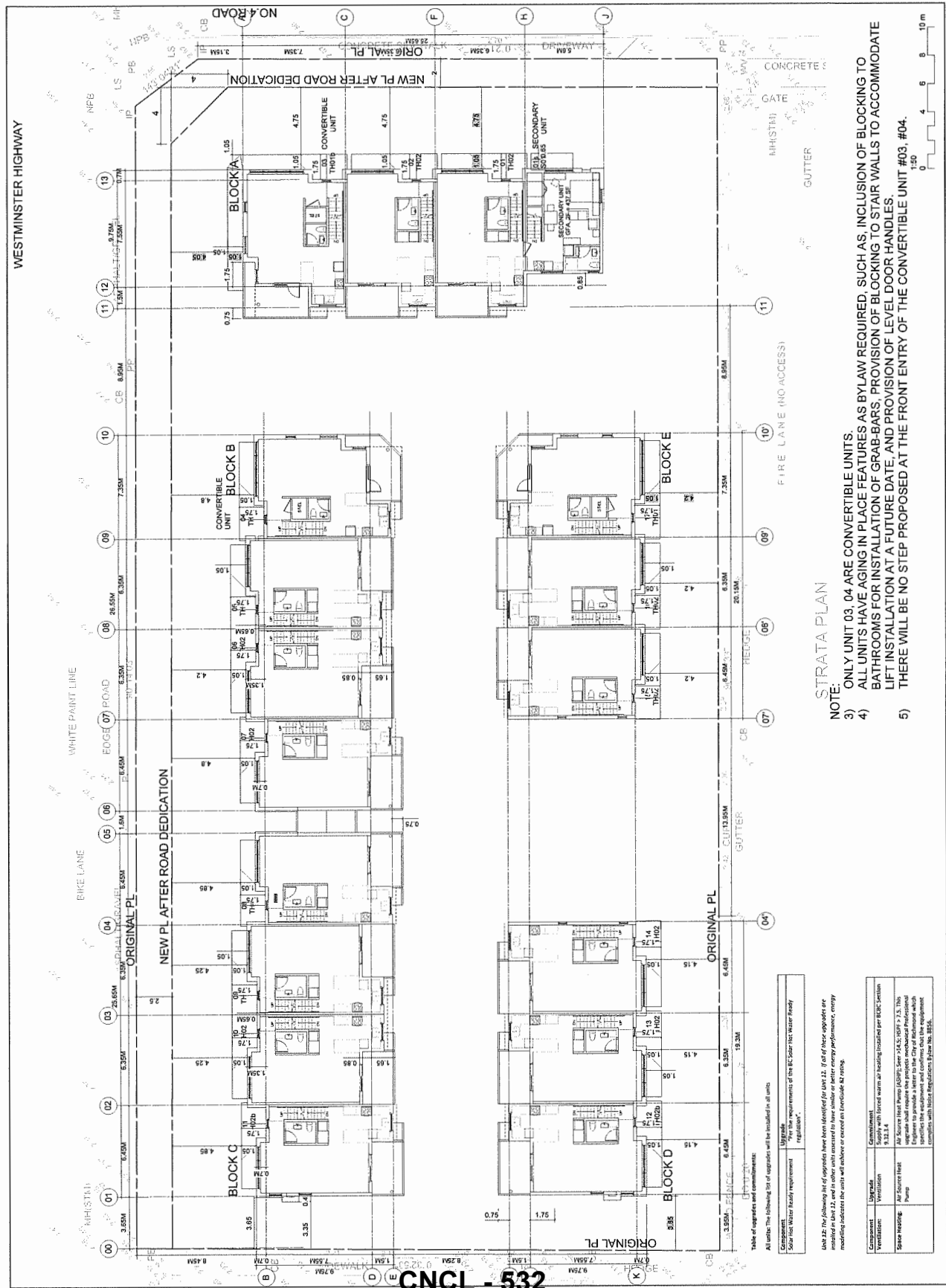
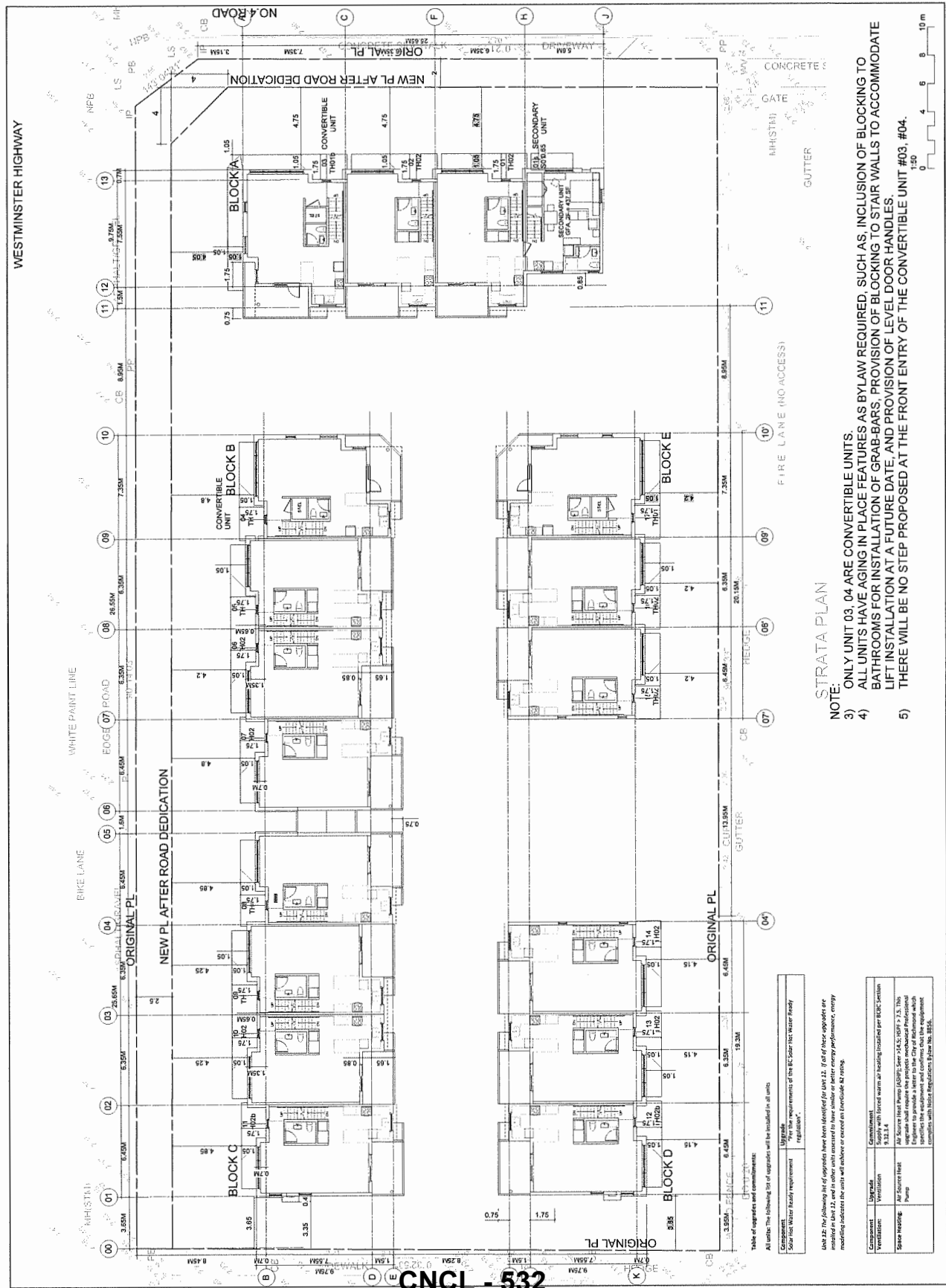
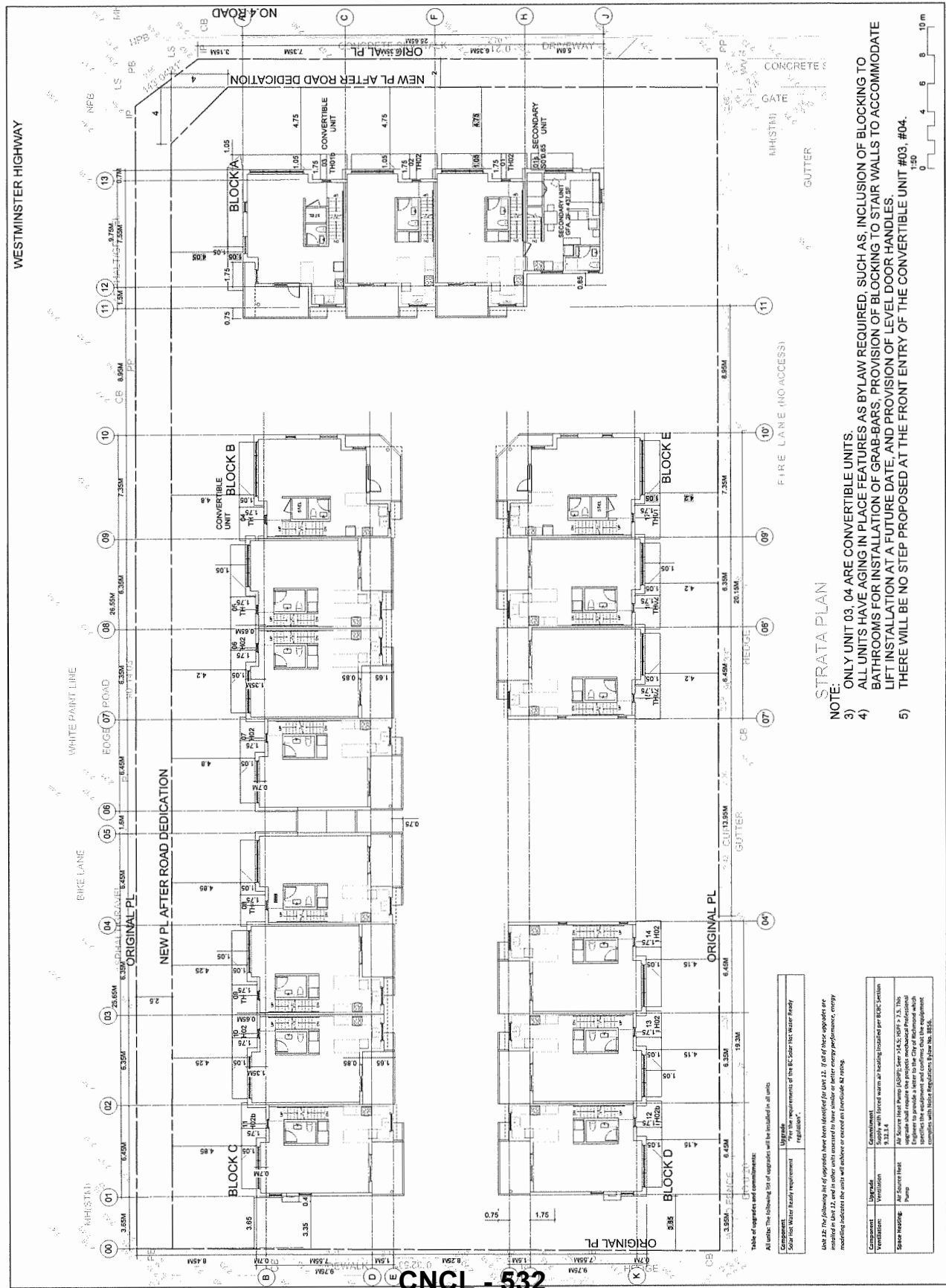
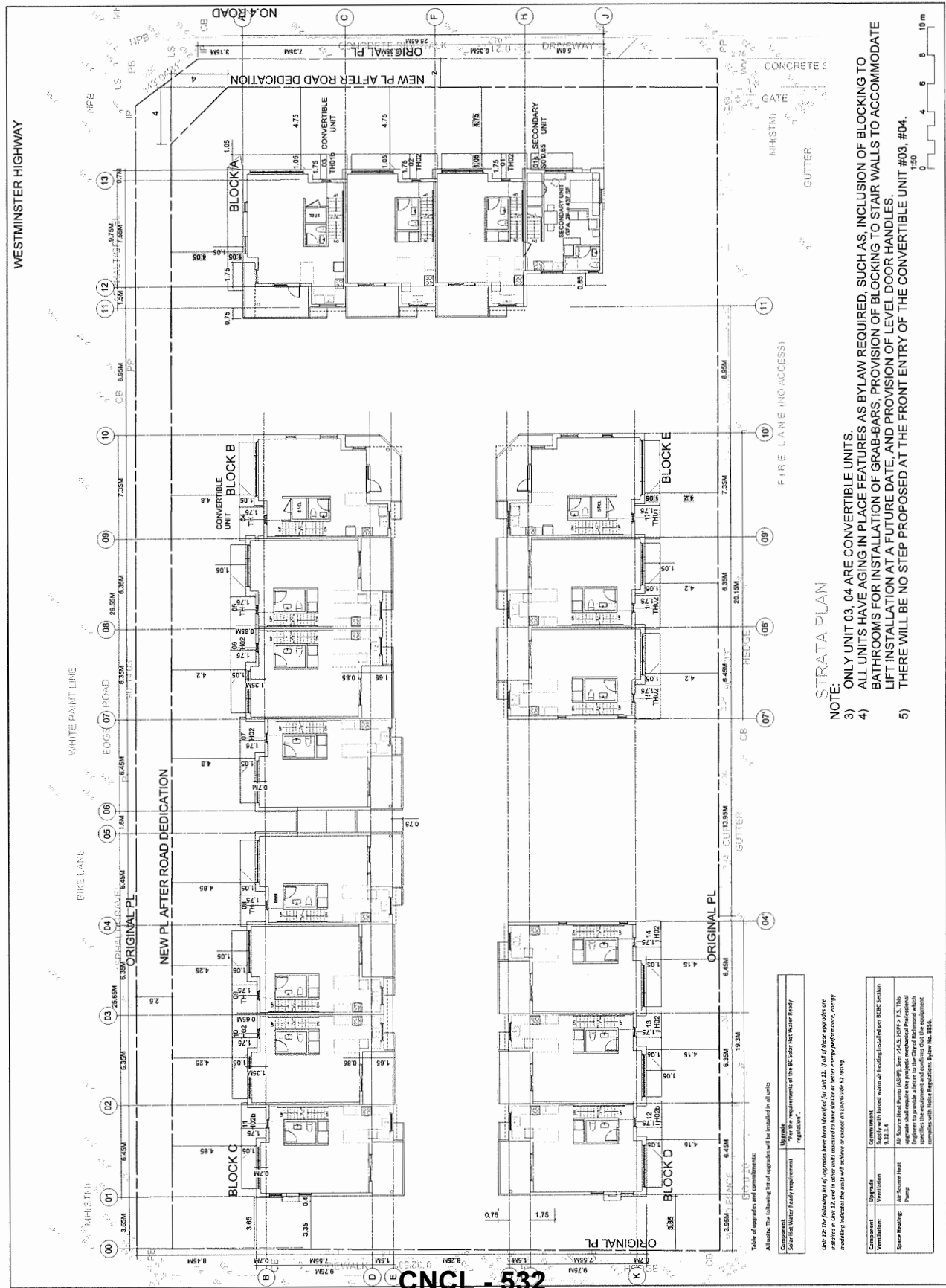
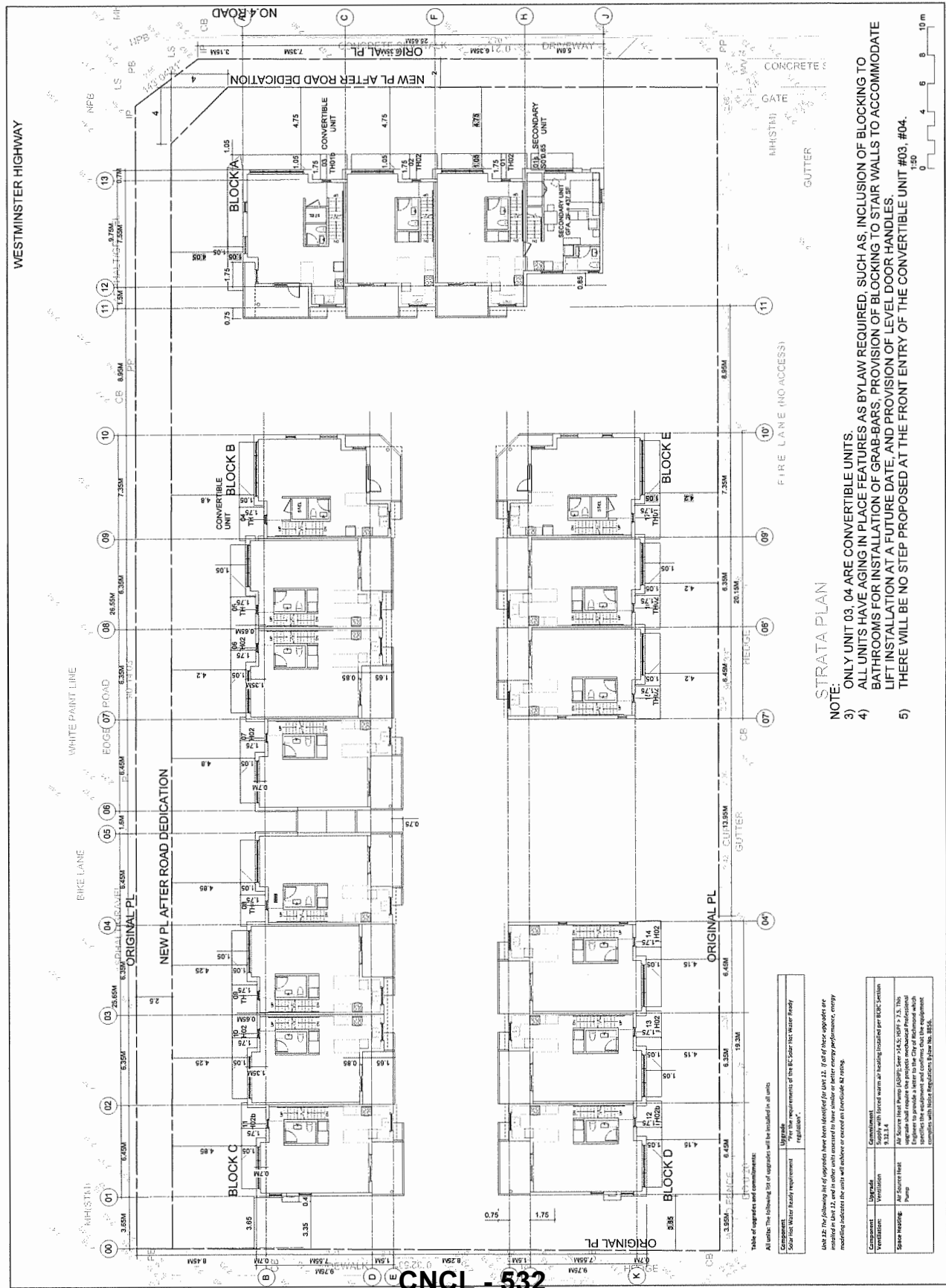
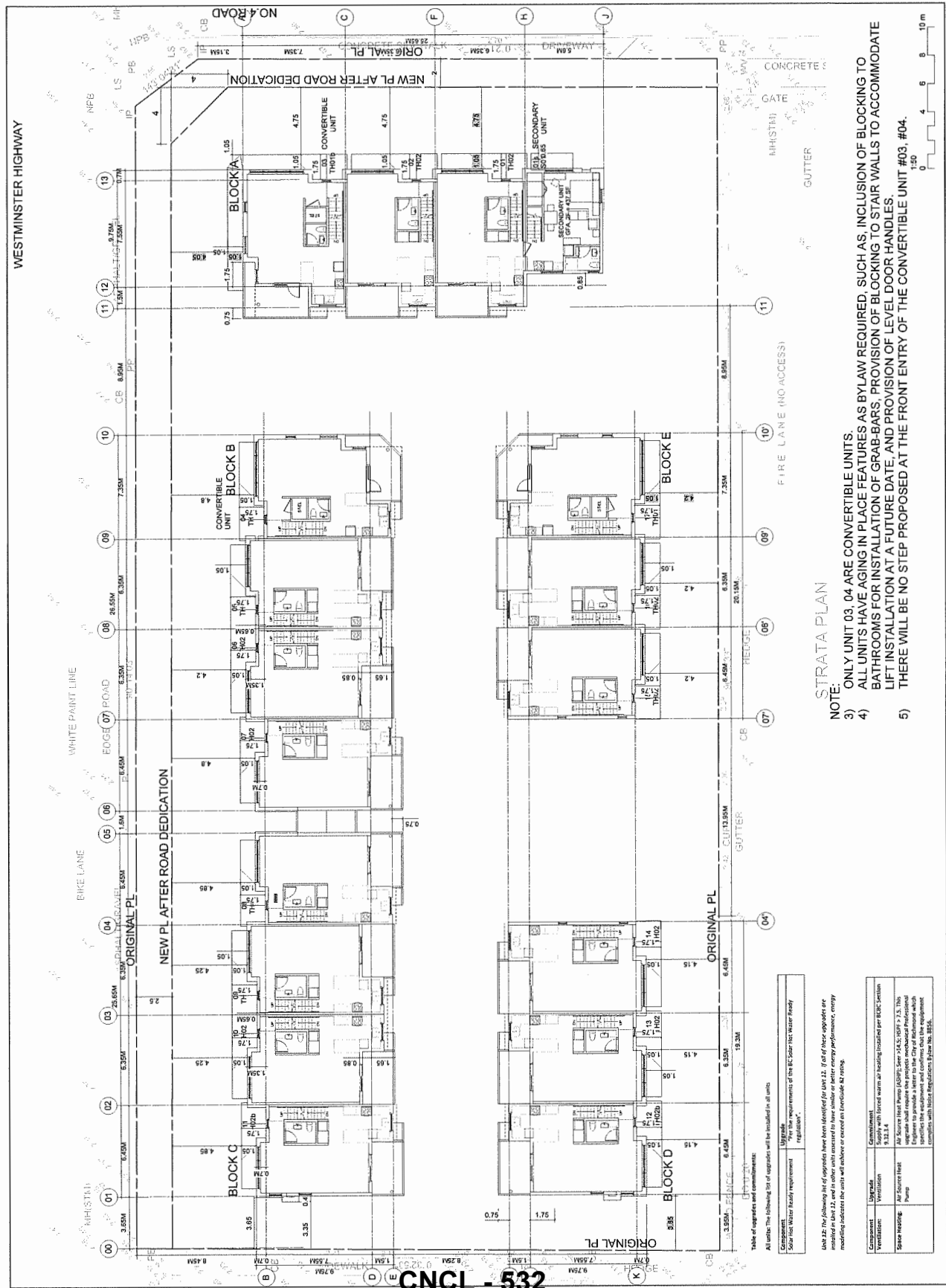
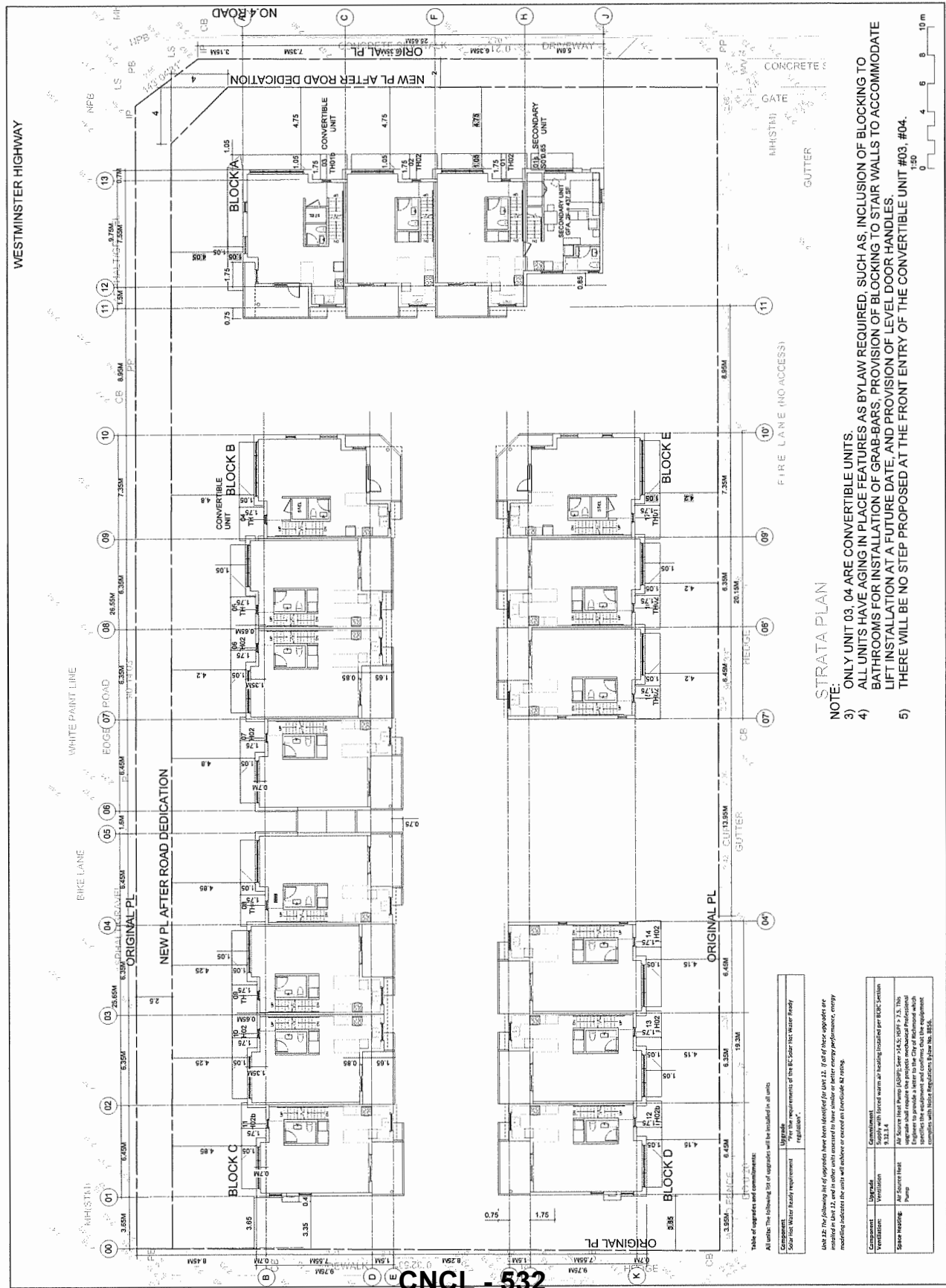
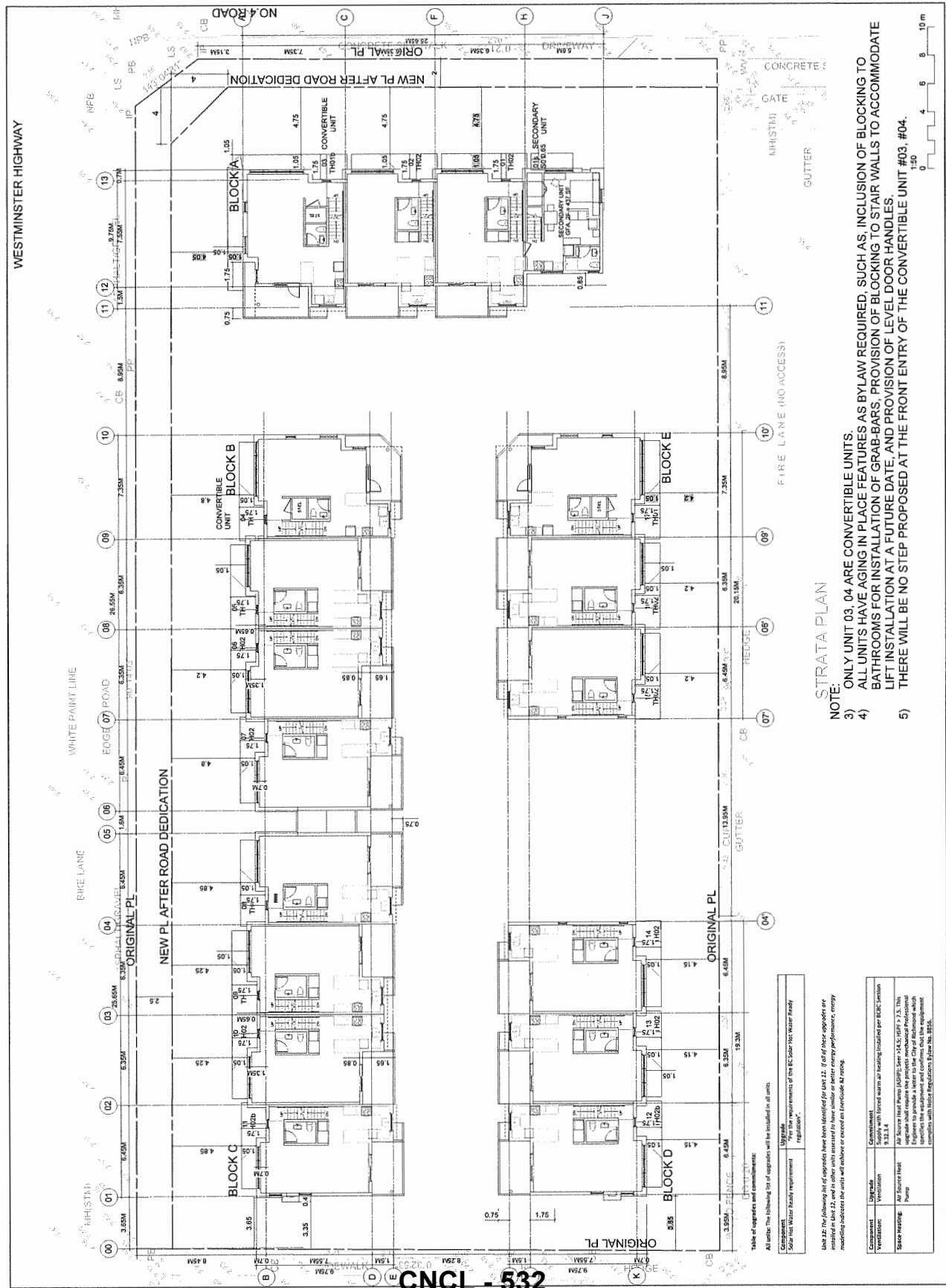
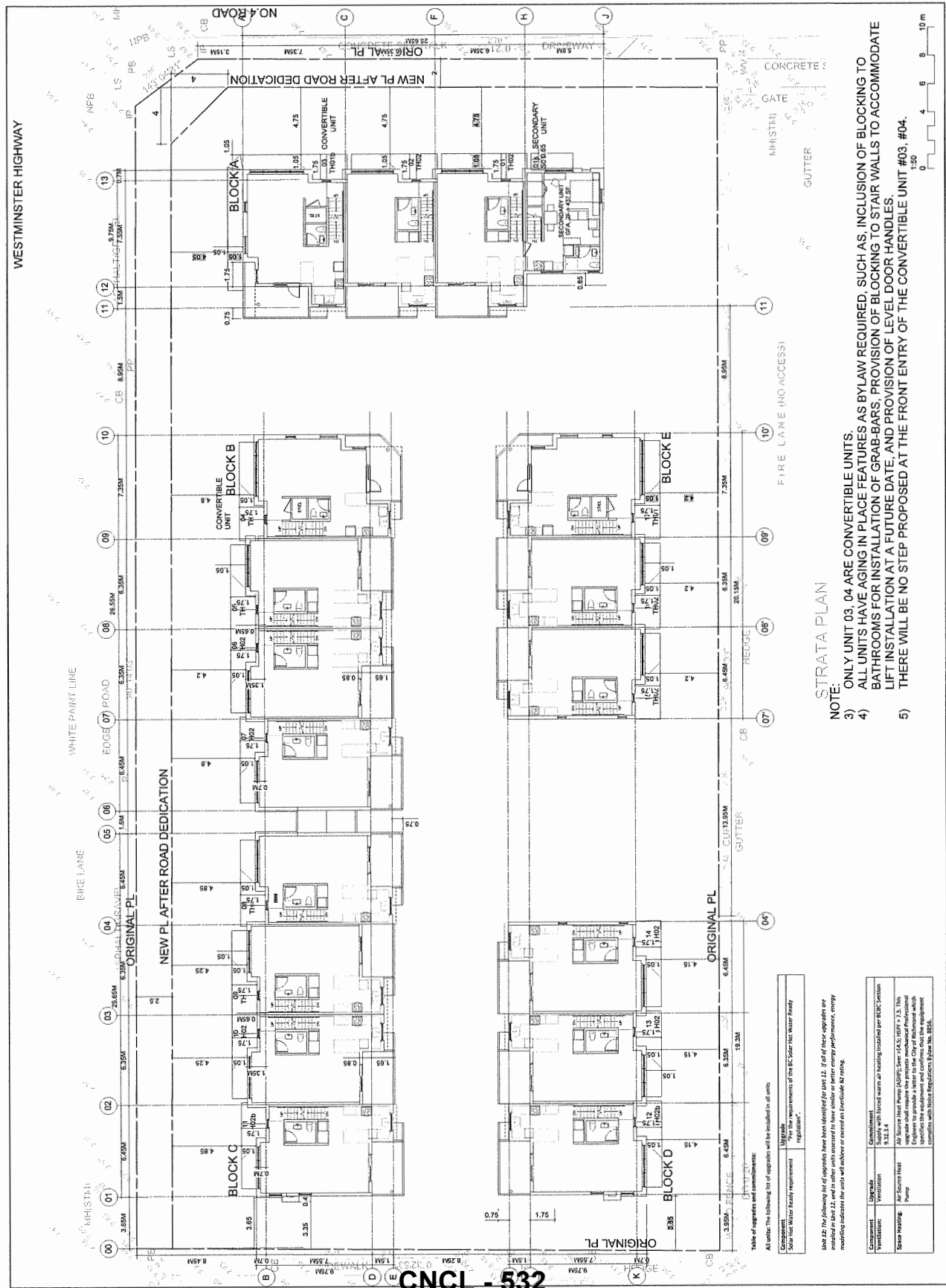
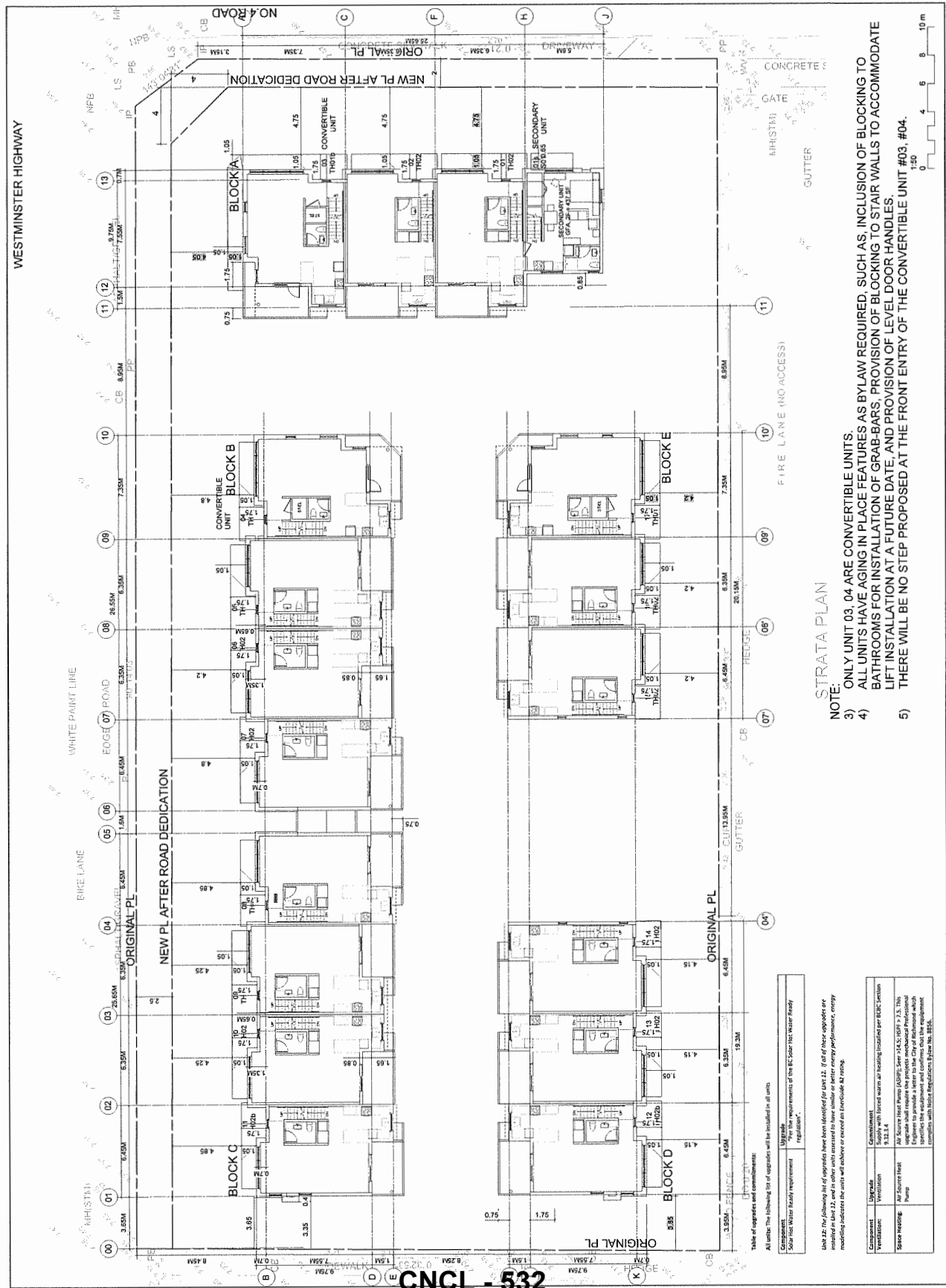
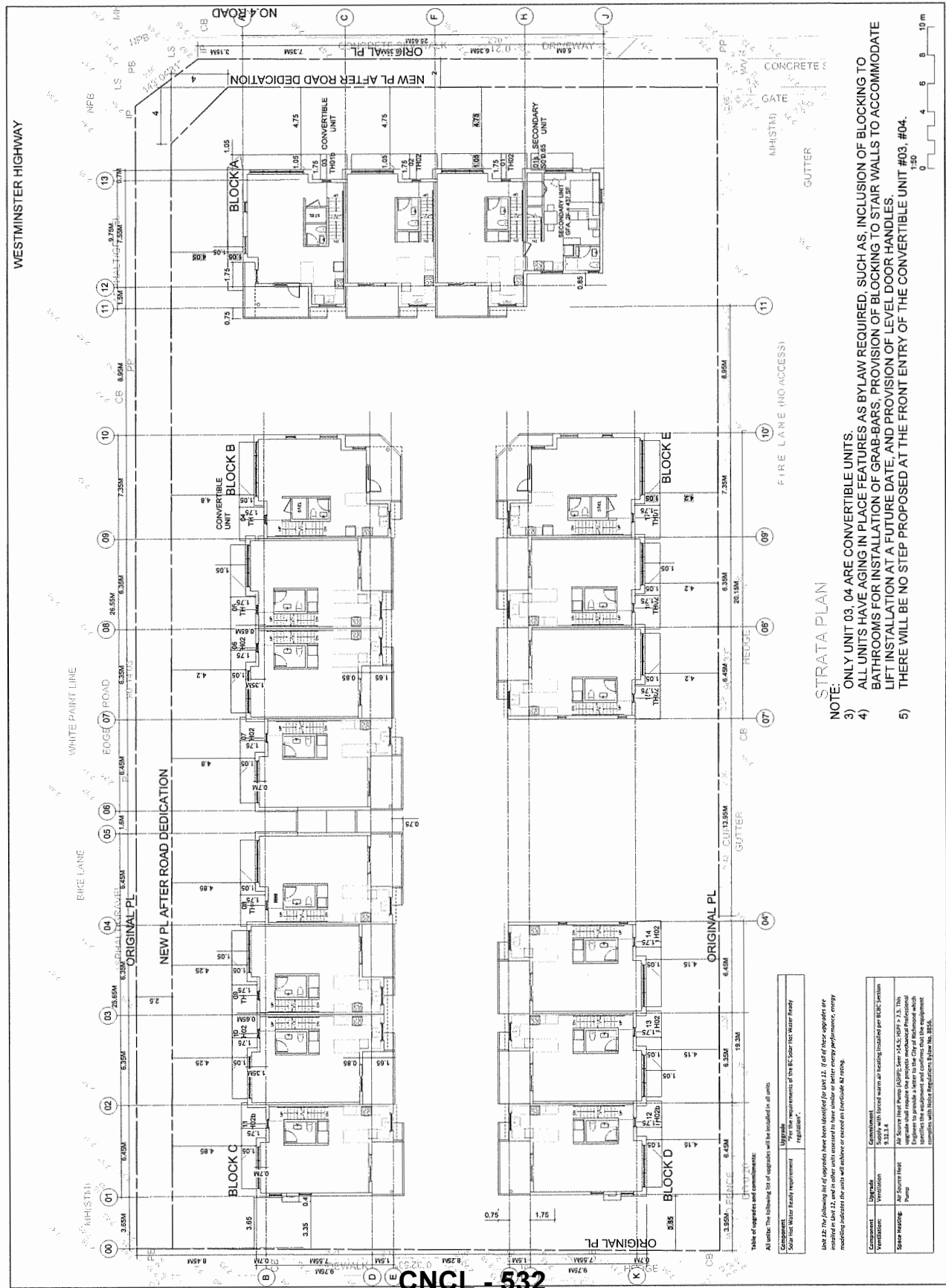
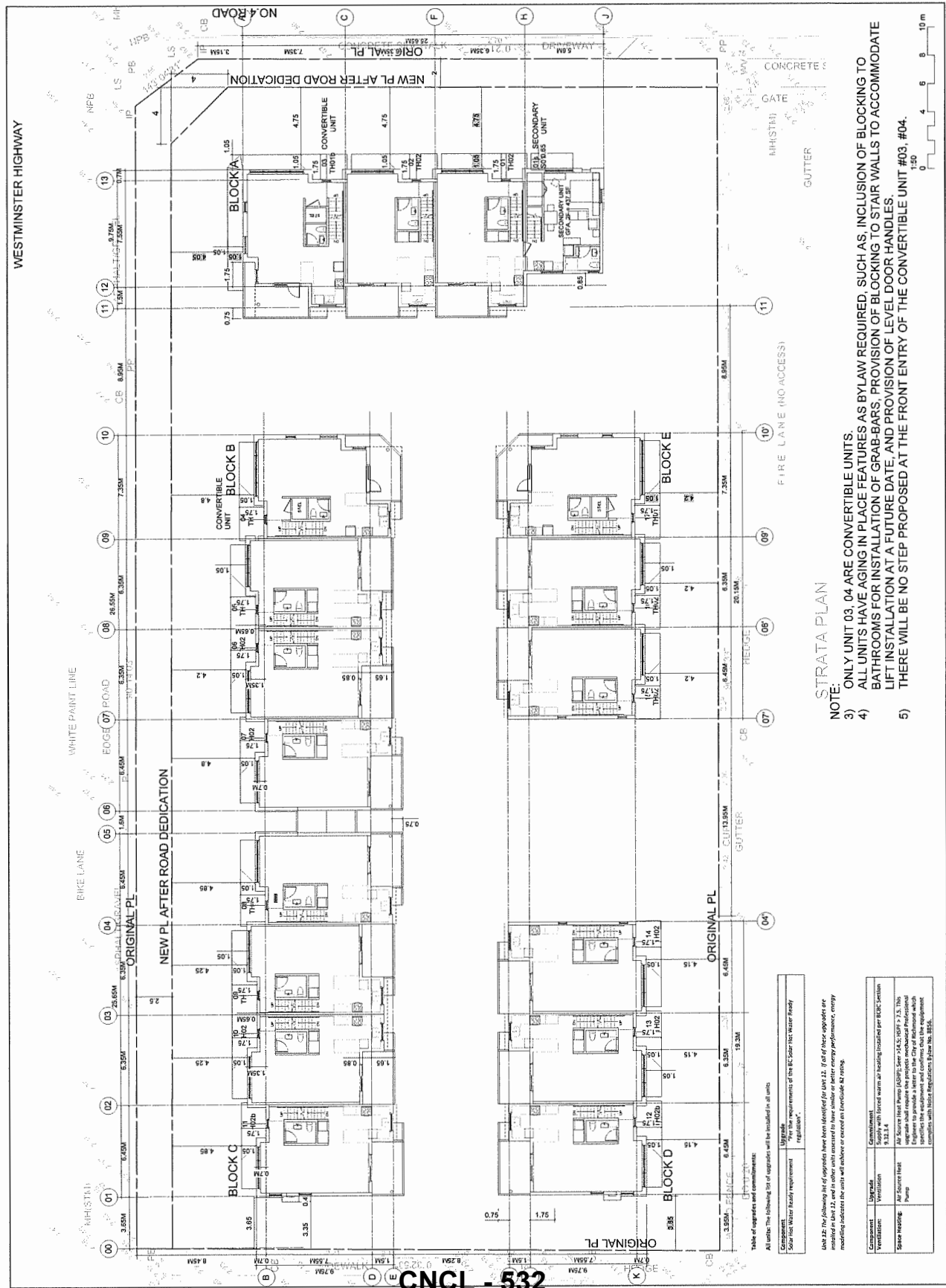
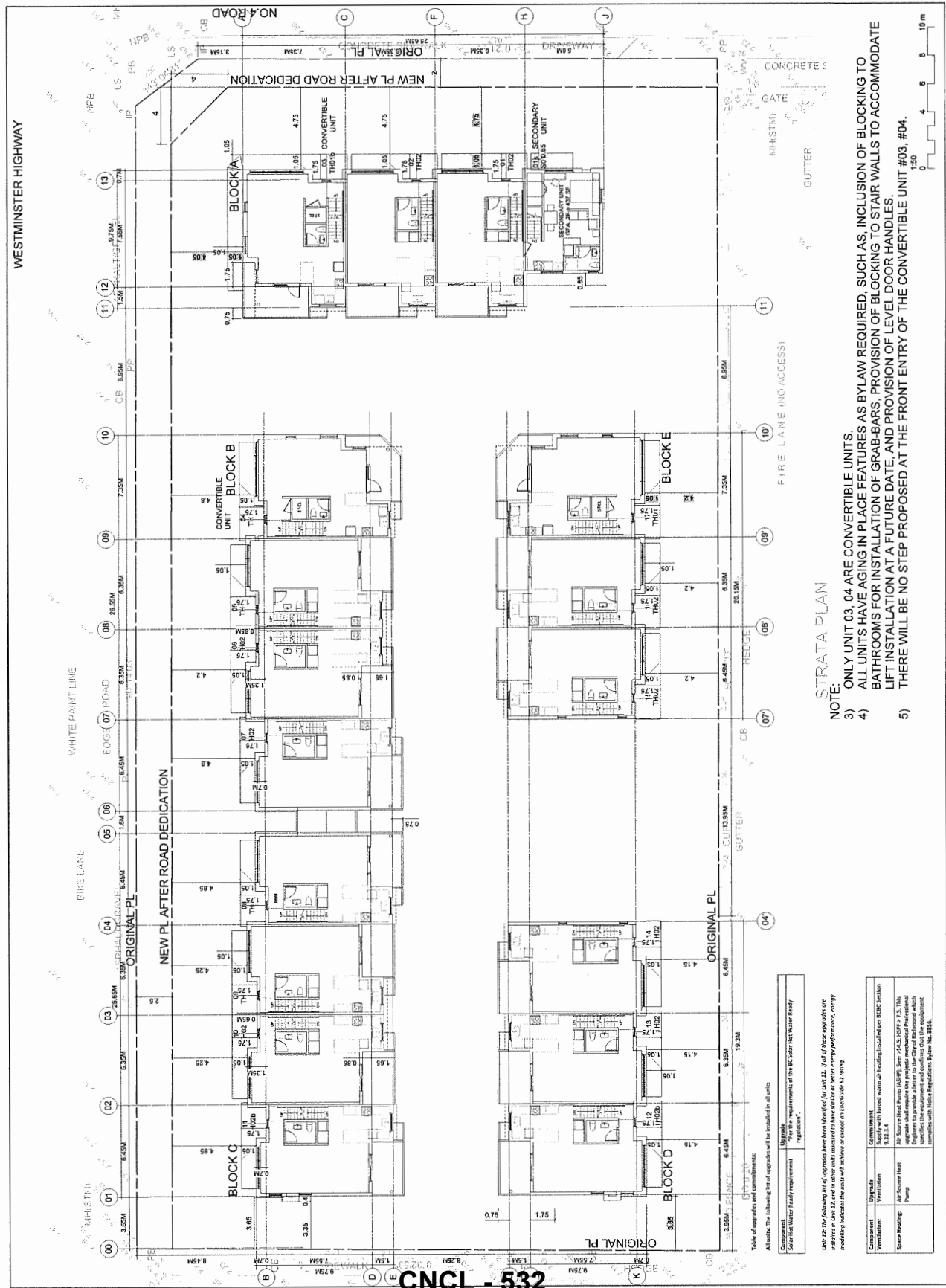
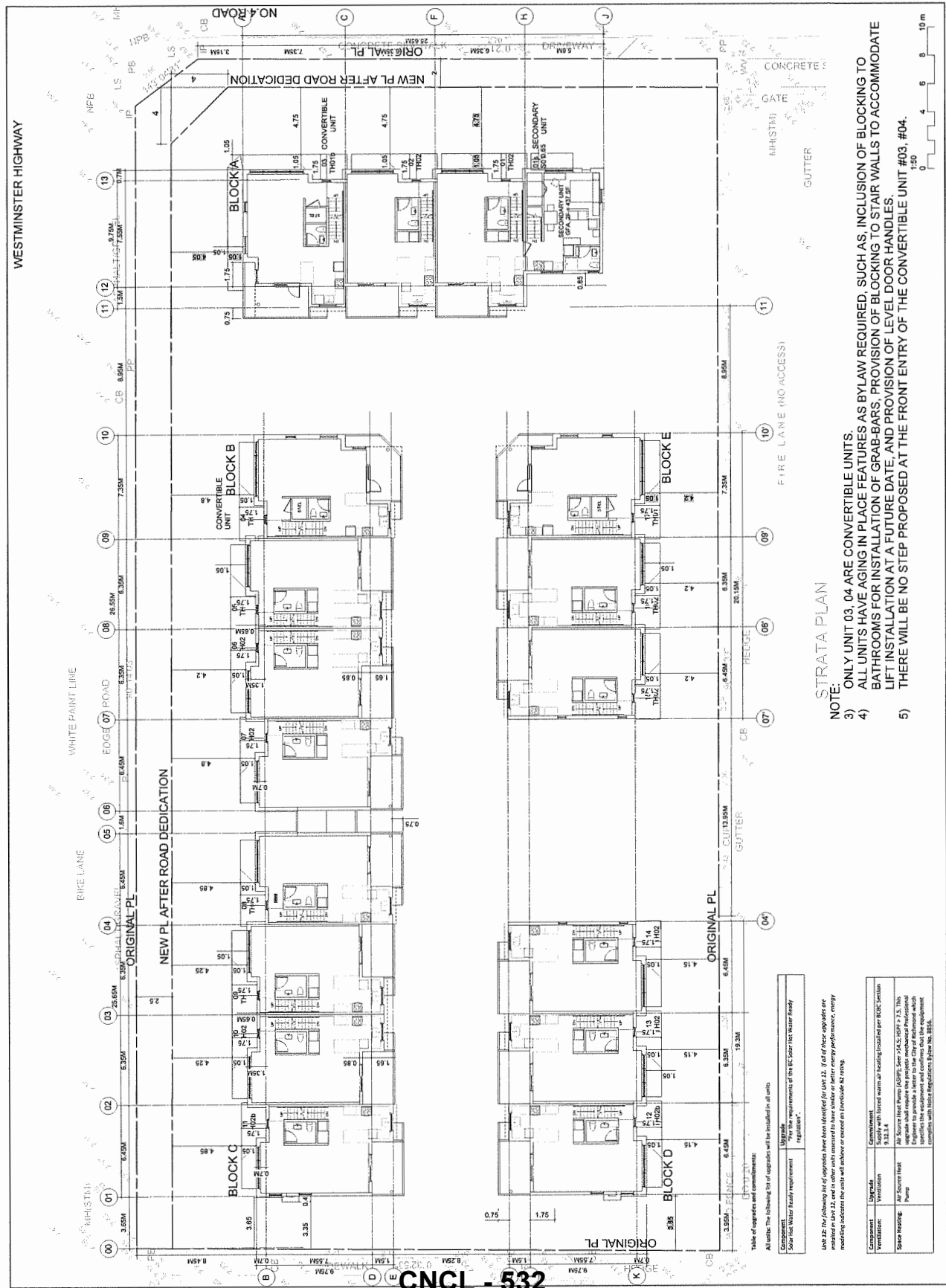
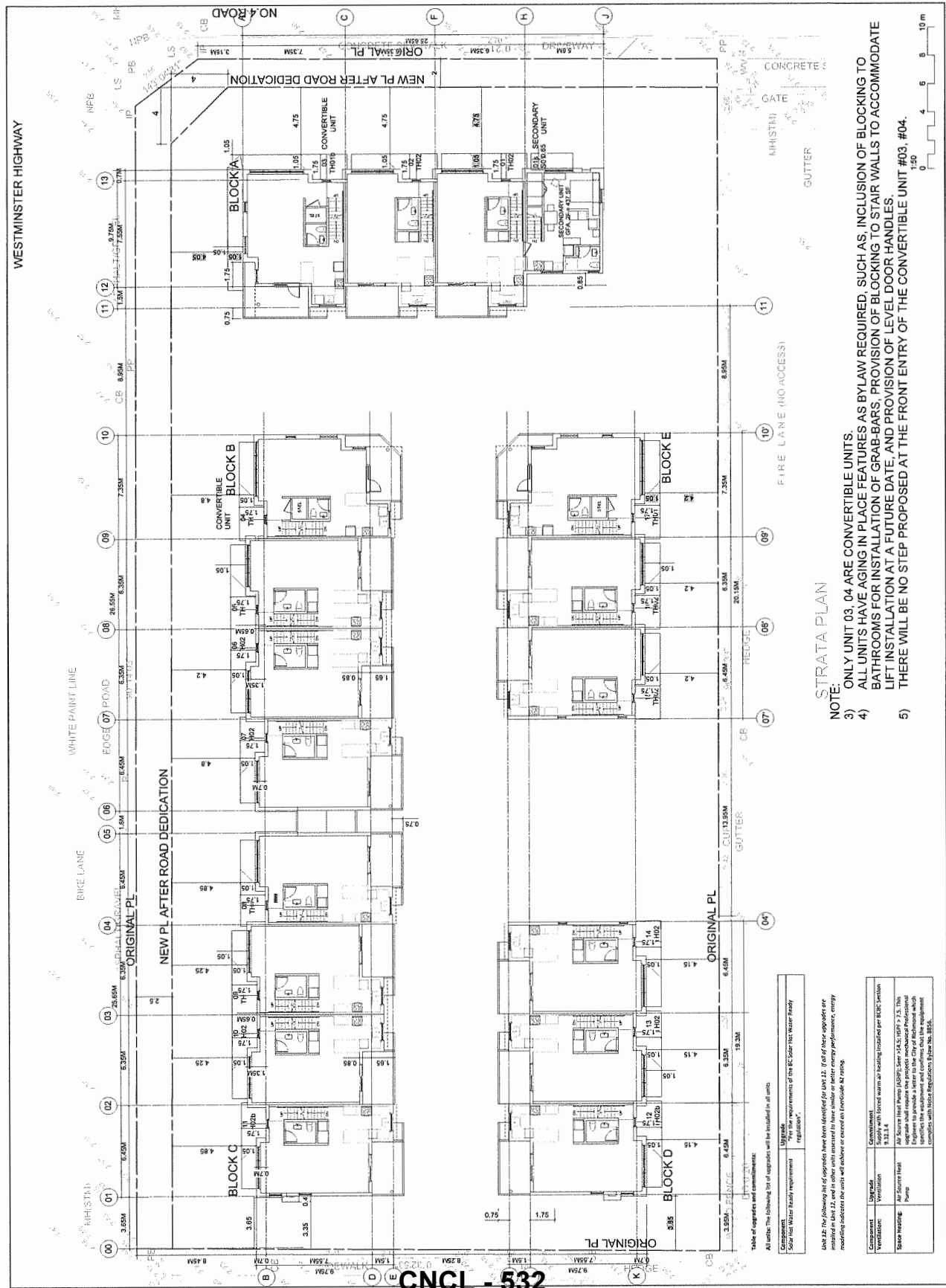
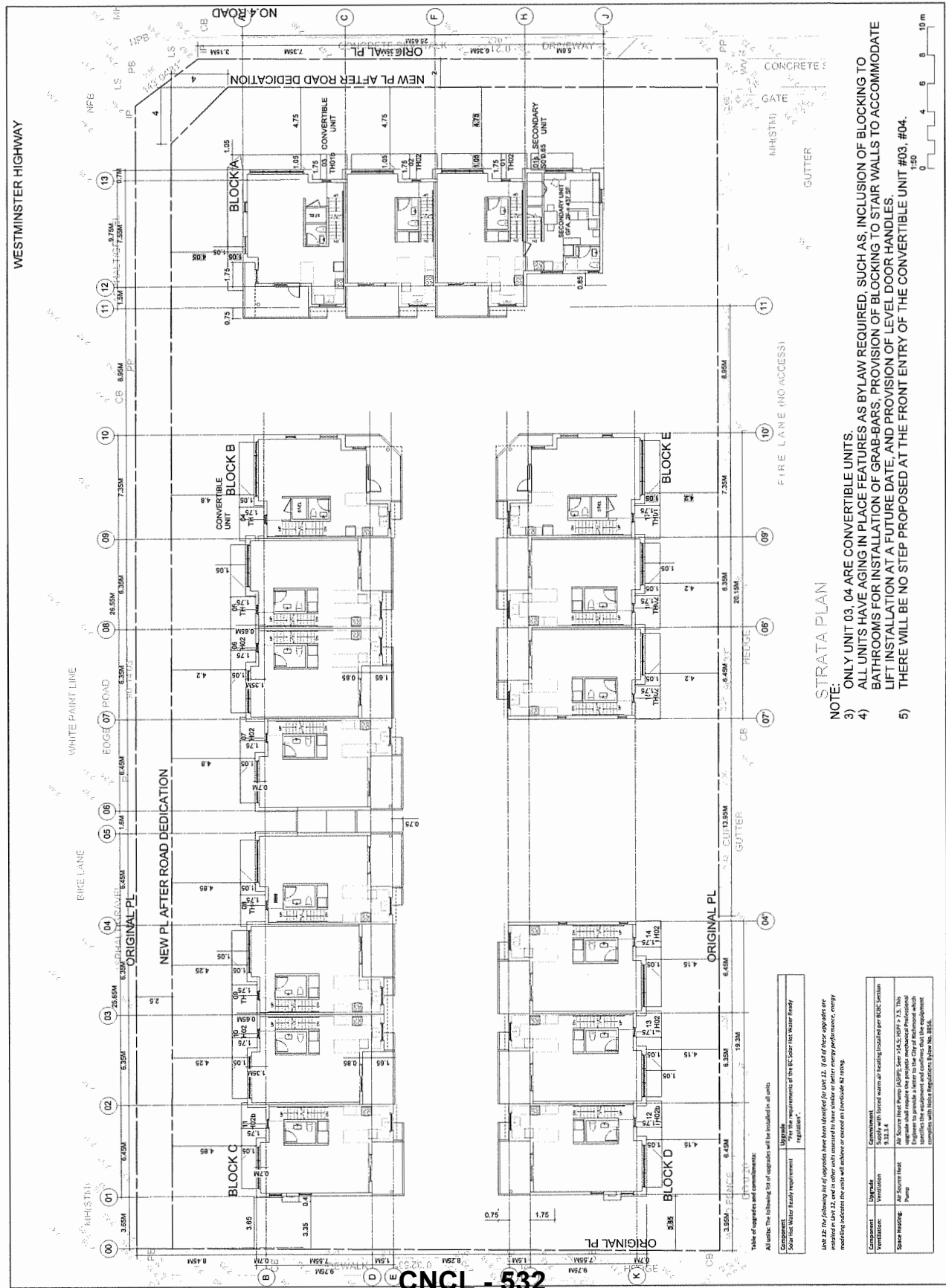
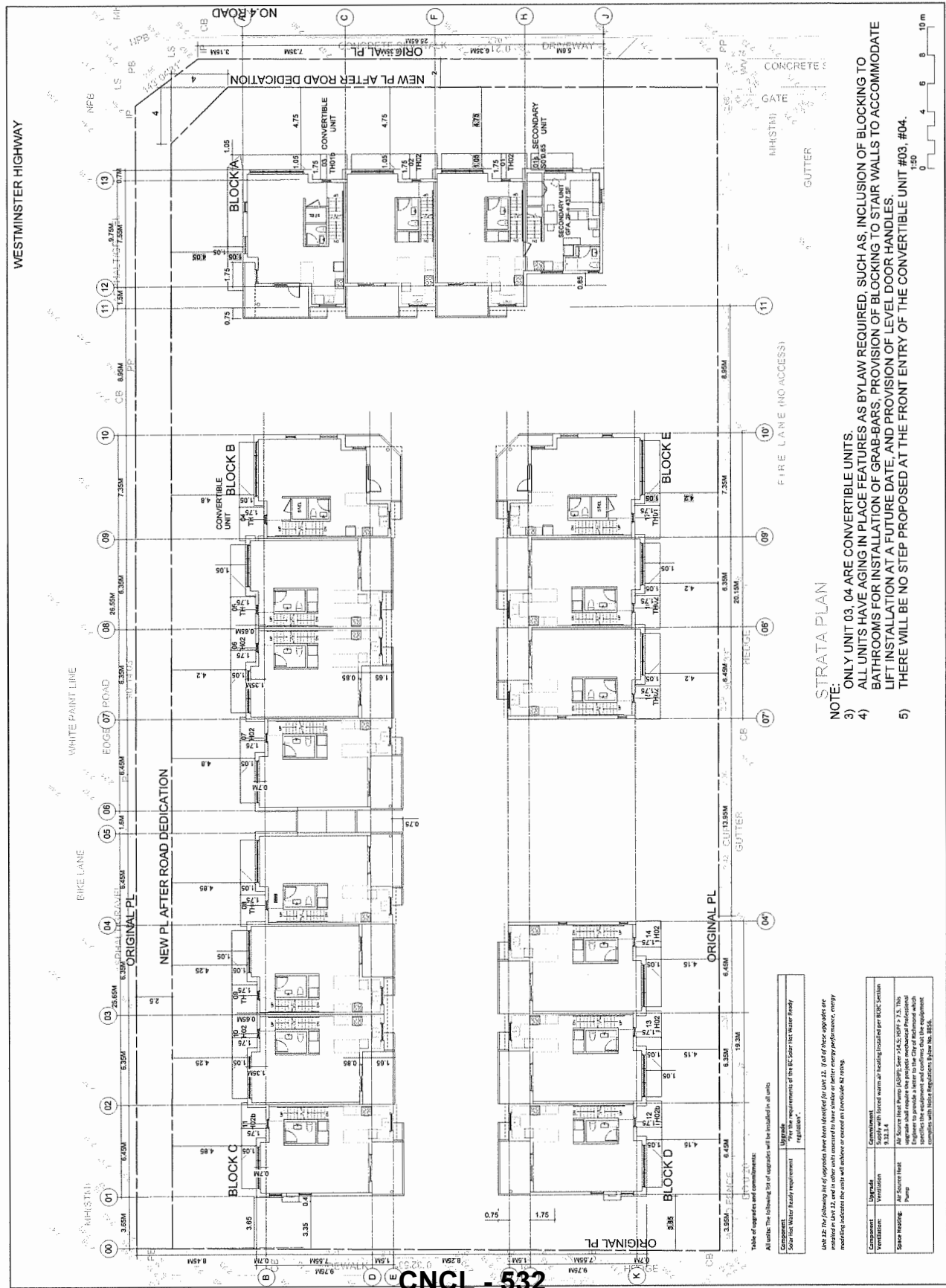
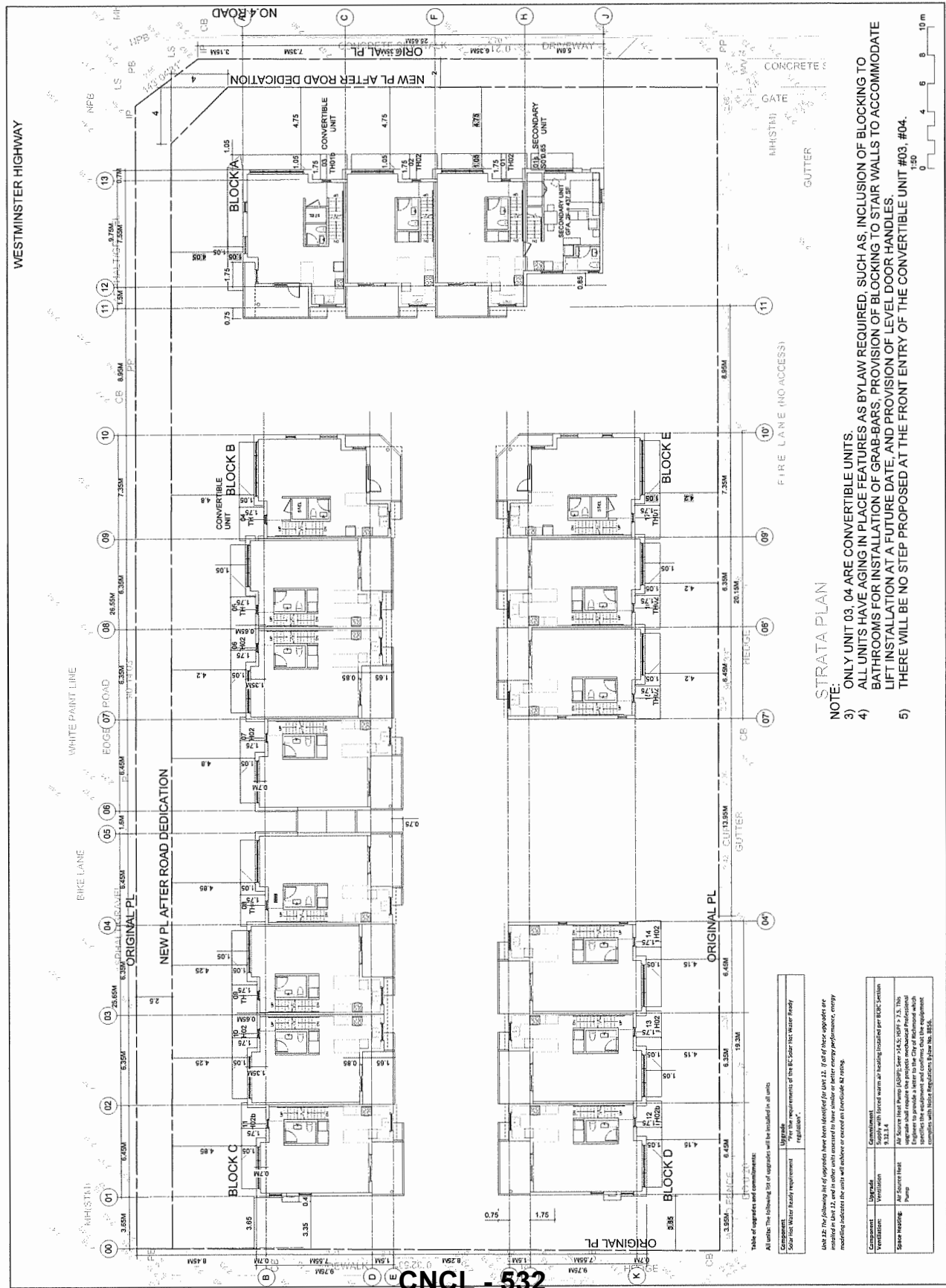
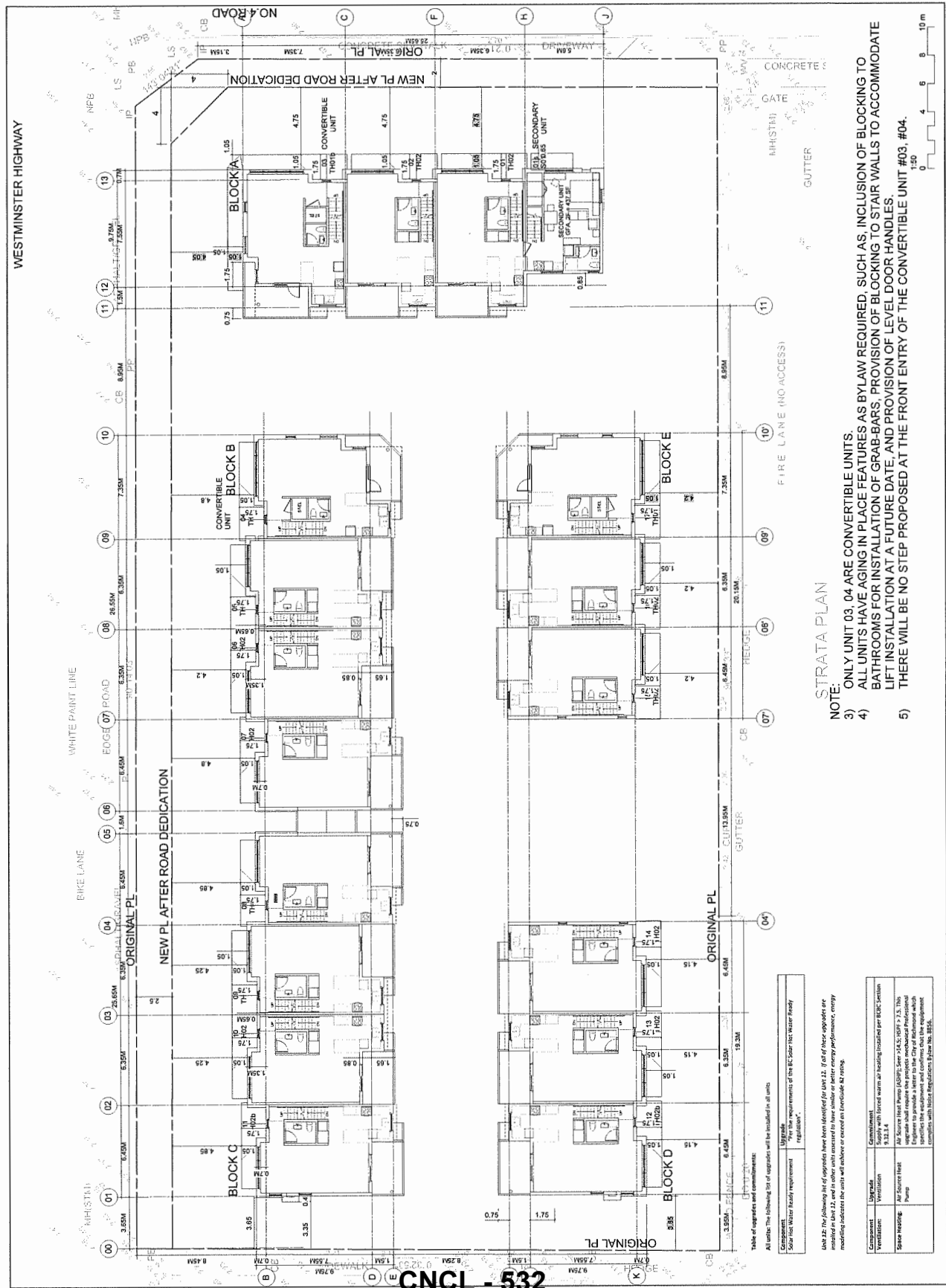
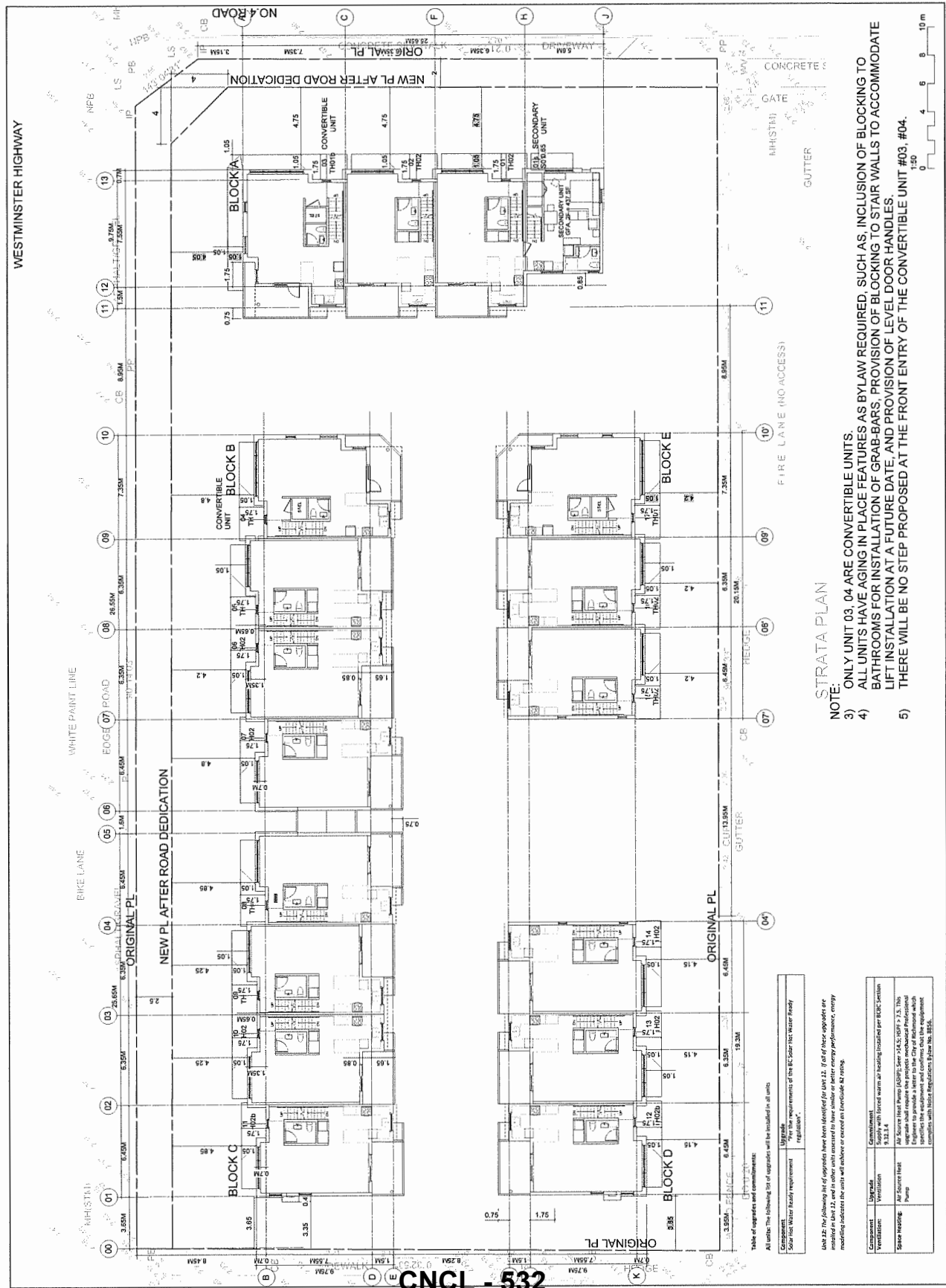
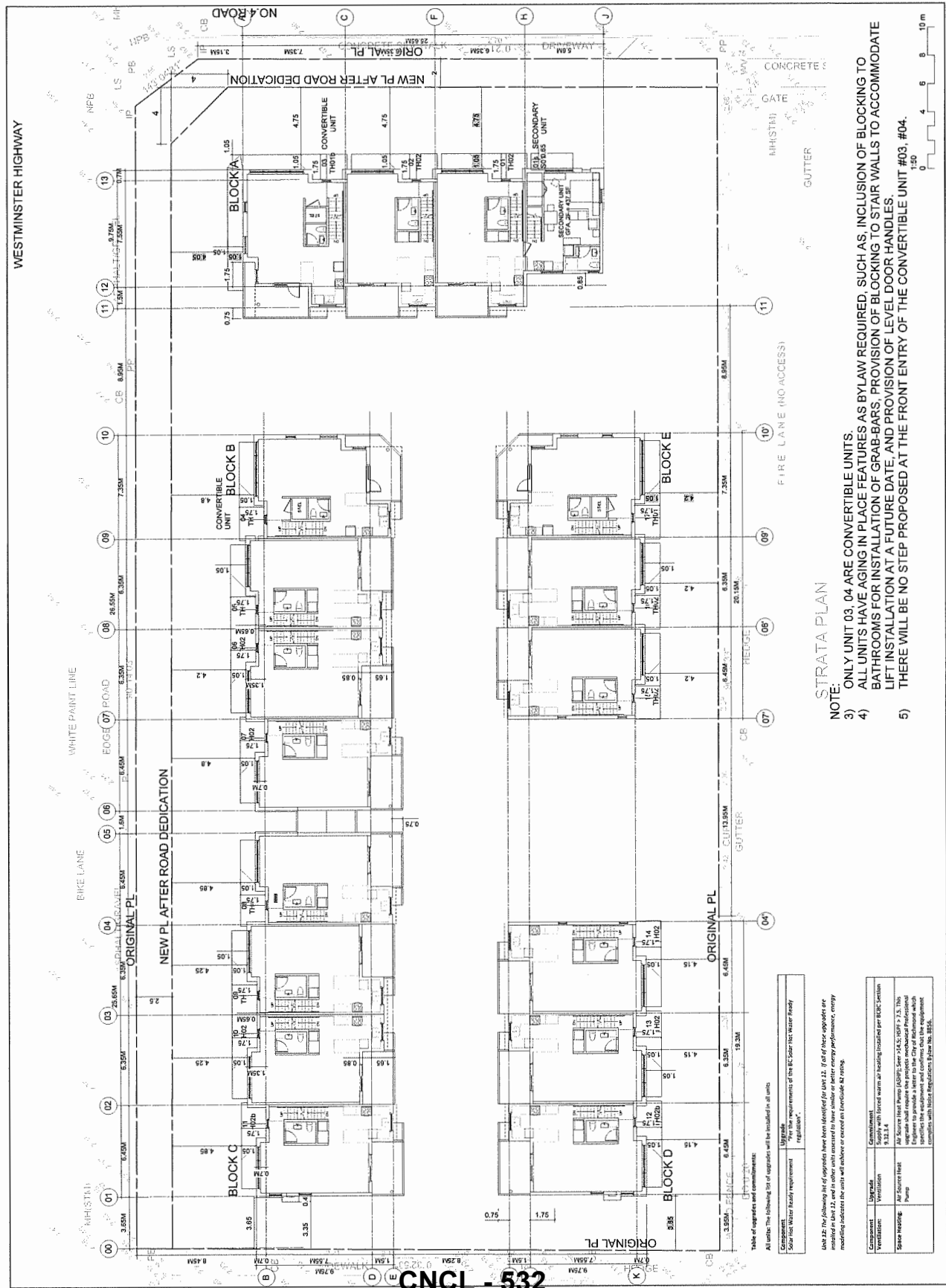
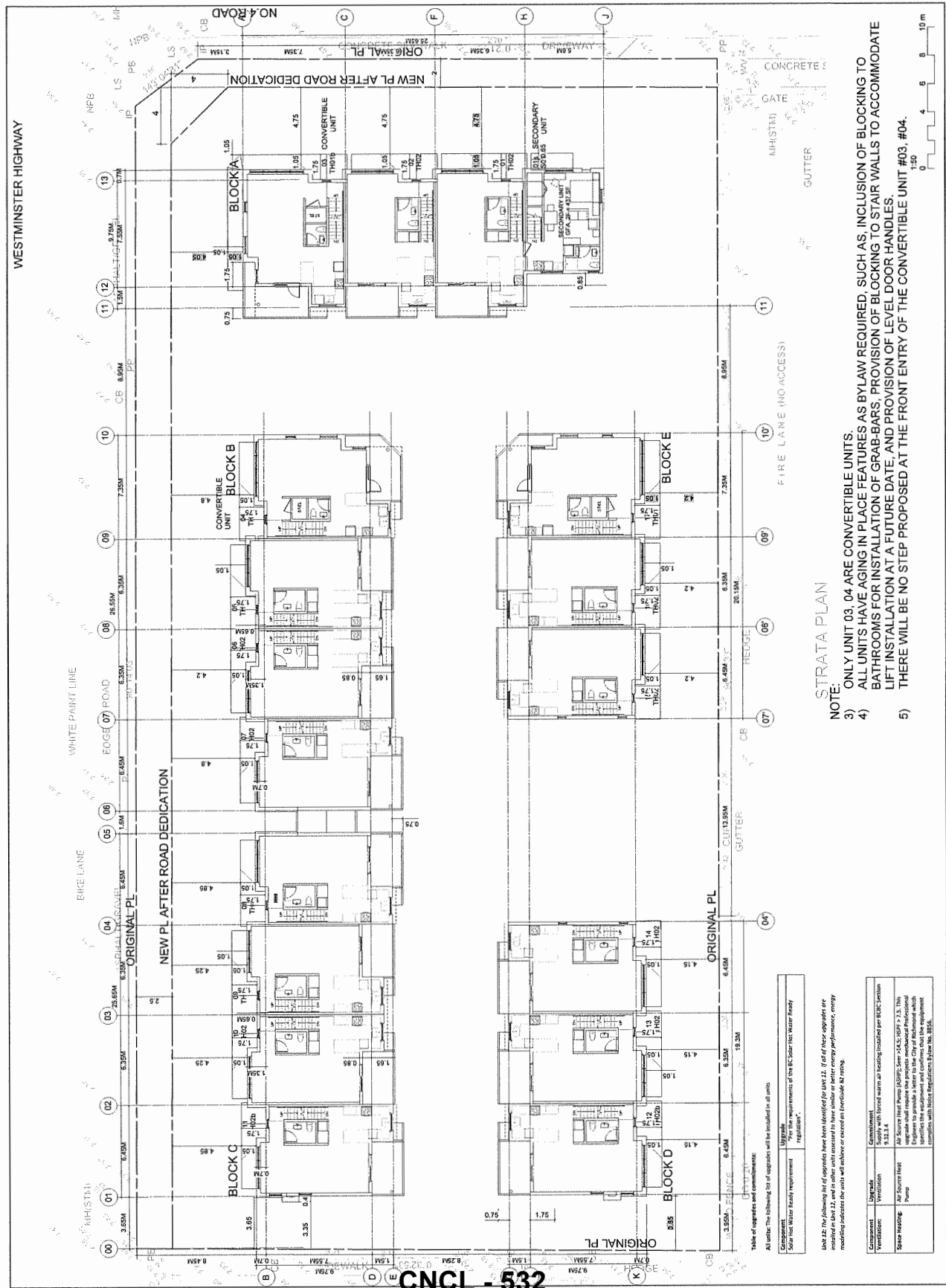
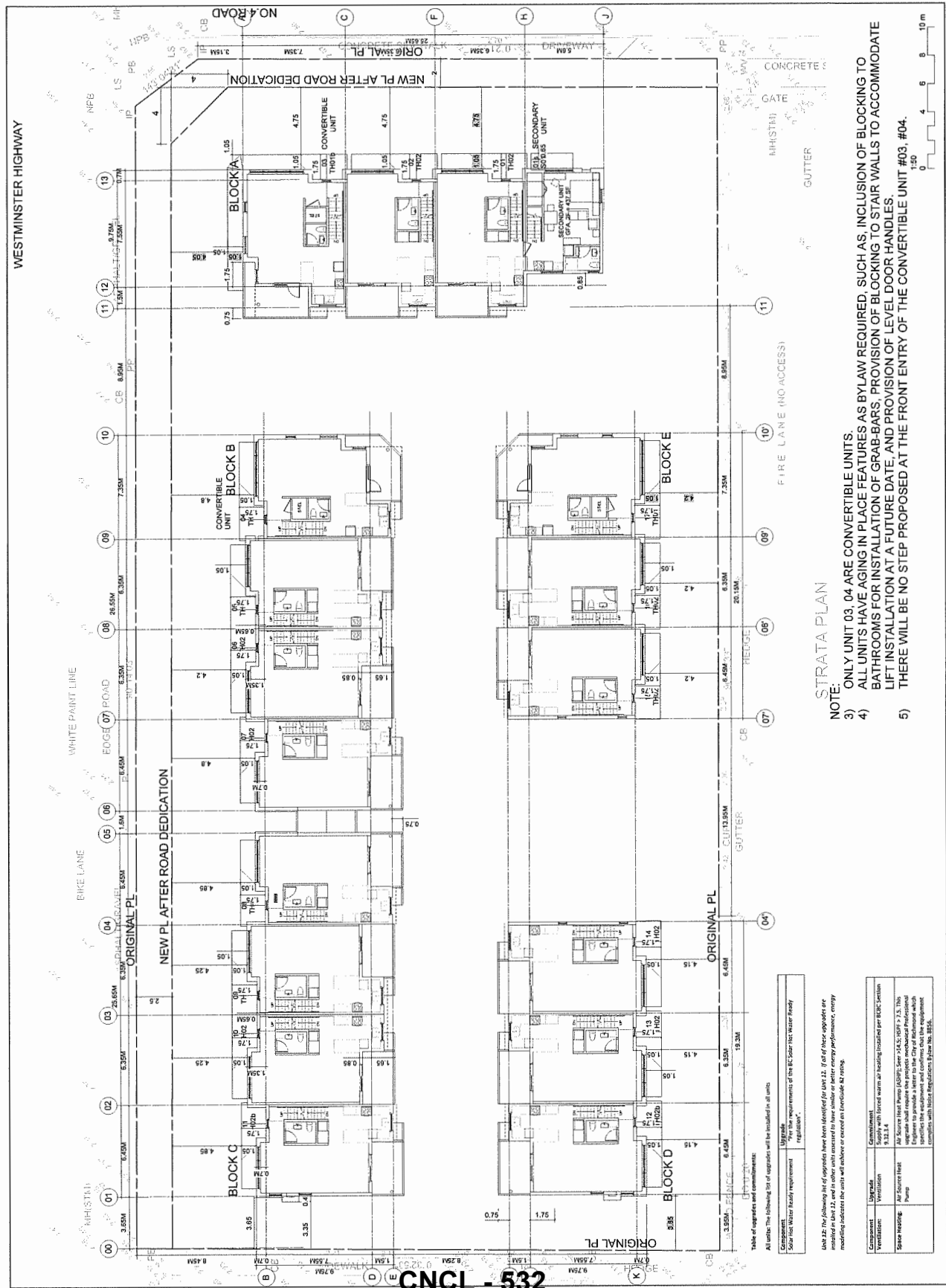
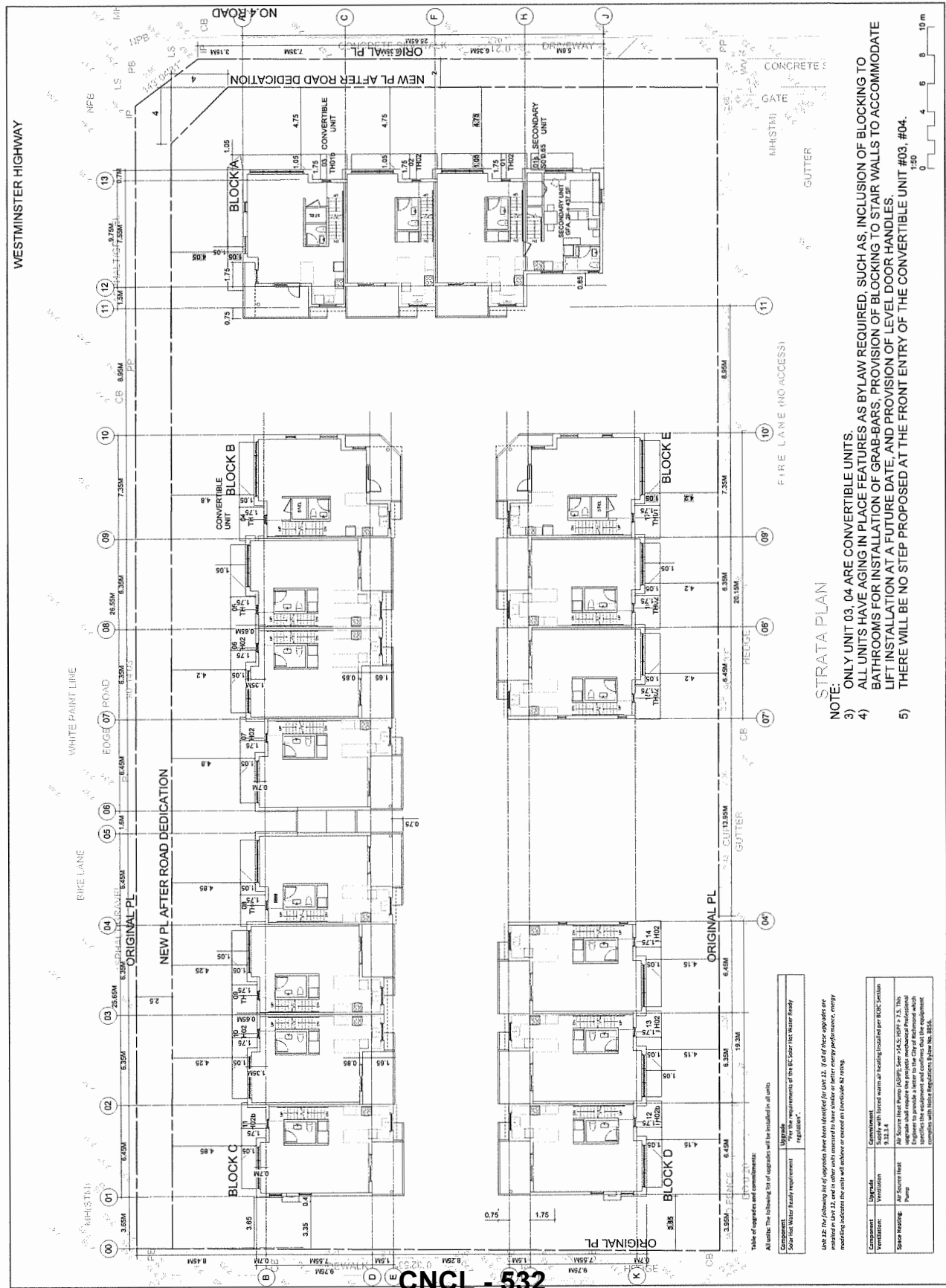


REVISIONS

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100	10/01/2014	ISSUED FOR PERMITS

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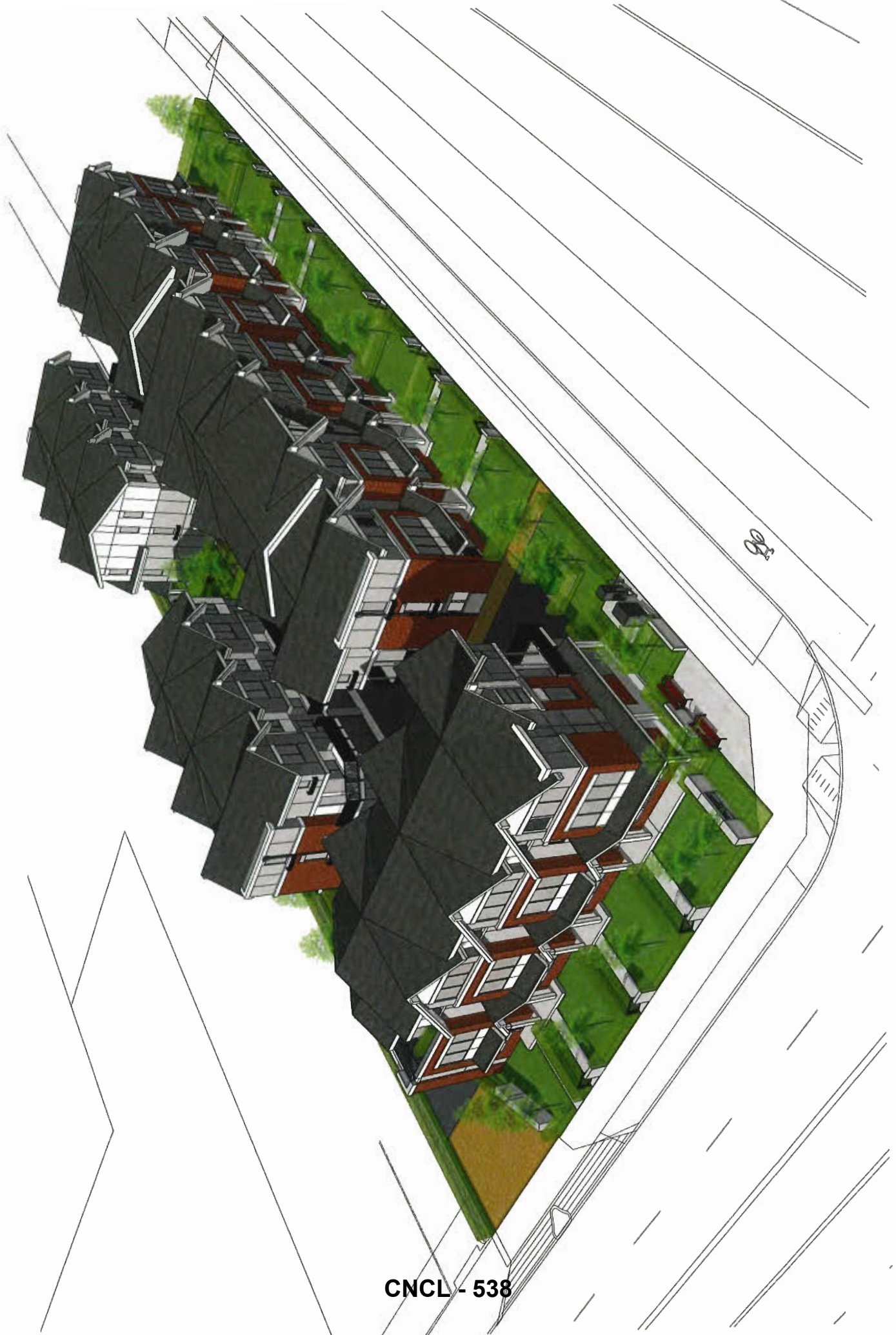








CNCL - 537

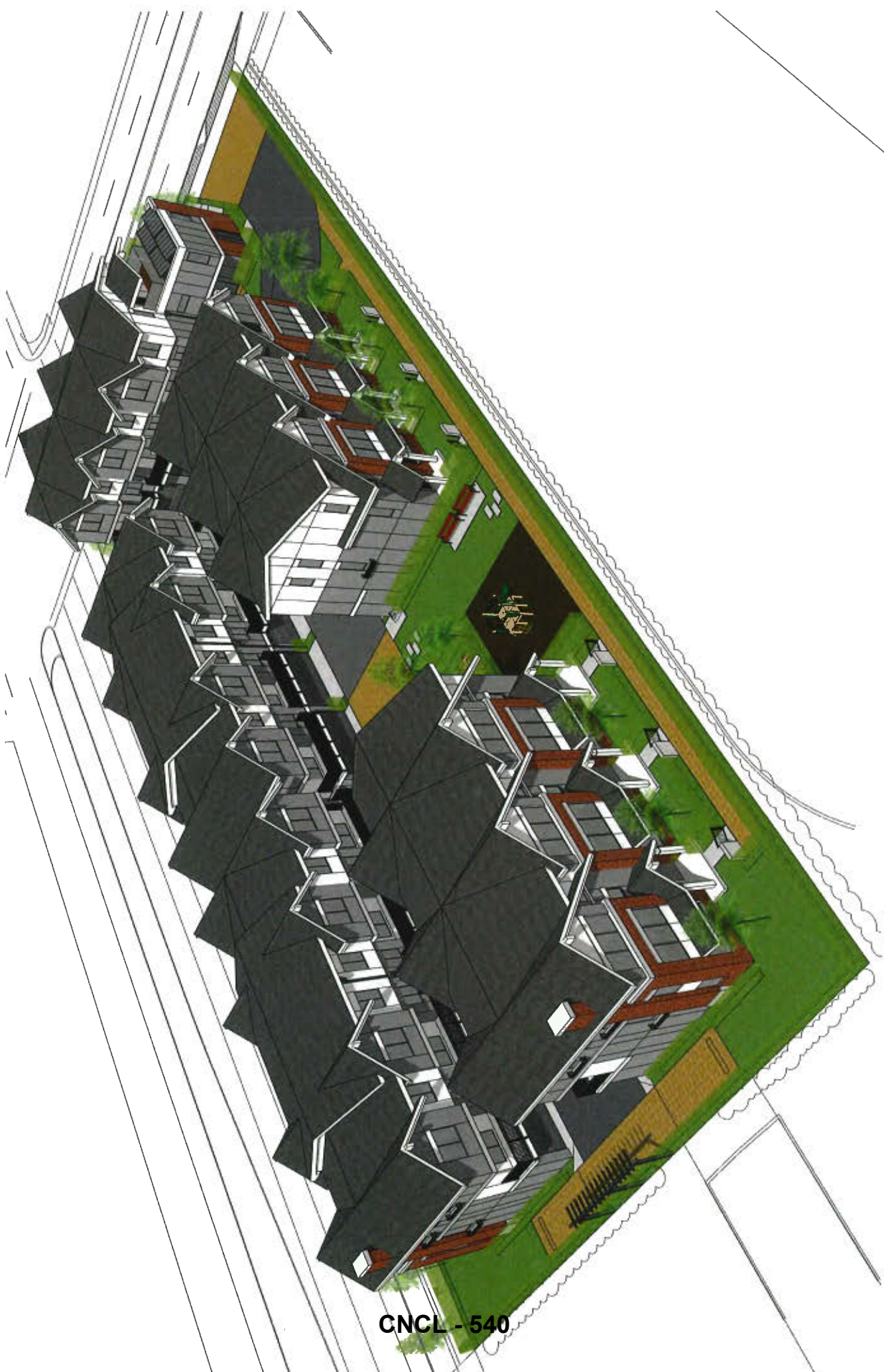


CNCL - 538





CNCL - 539



CNCL - 540





CNCL - 541

PLANT SCHEDULE			COMMON NAME		PLANTED SITE / REMARKS		PROJ. PLANT NUMBER: 11-497
PLANT	SCIENTIFIC NAME	GEN. CITY					
1	CAPIER PLANTAIN				JAVANESE MAPLE		
2	CAPIER RETULUS FRANK FORTUNE				COLUMBIAN HORSESHOE		
3	PELSA SAGUNA BRUNST				BRUNNEN BIRCH		
4	PELSA SAGUNA BRUNST				BRUNNEN BIRCH		
5	PRINUS SPINULATA 'MAMMOYARD'				AMERICAN PLUM		
6	PRINUS SPINULATA 'MAMMOYARD'				AMERICAN PLUM		
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ALL LANDSCAPED AREA ARE TO BE IRRIGATED WITH HIGH EFFICIENCY IRRIGATION SYSTEM  
INDICATION SYSTEM TO BE PERMANENT / BY CYCLES

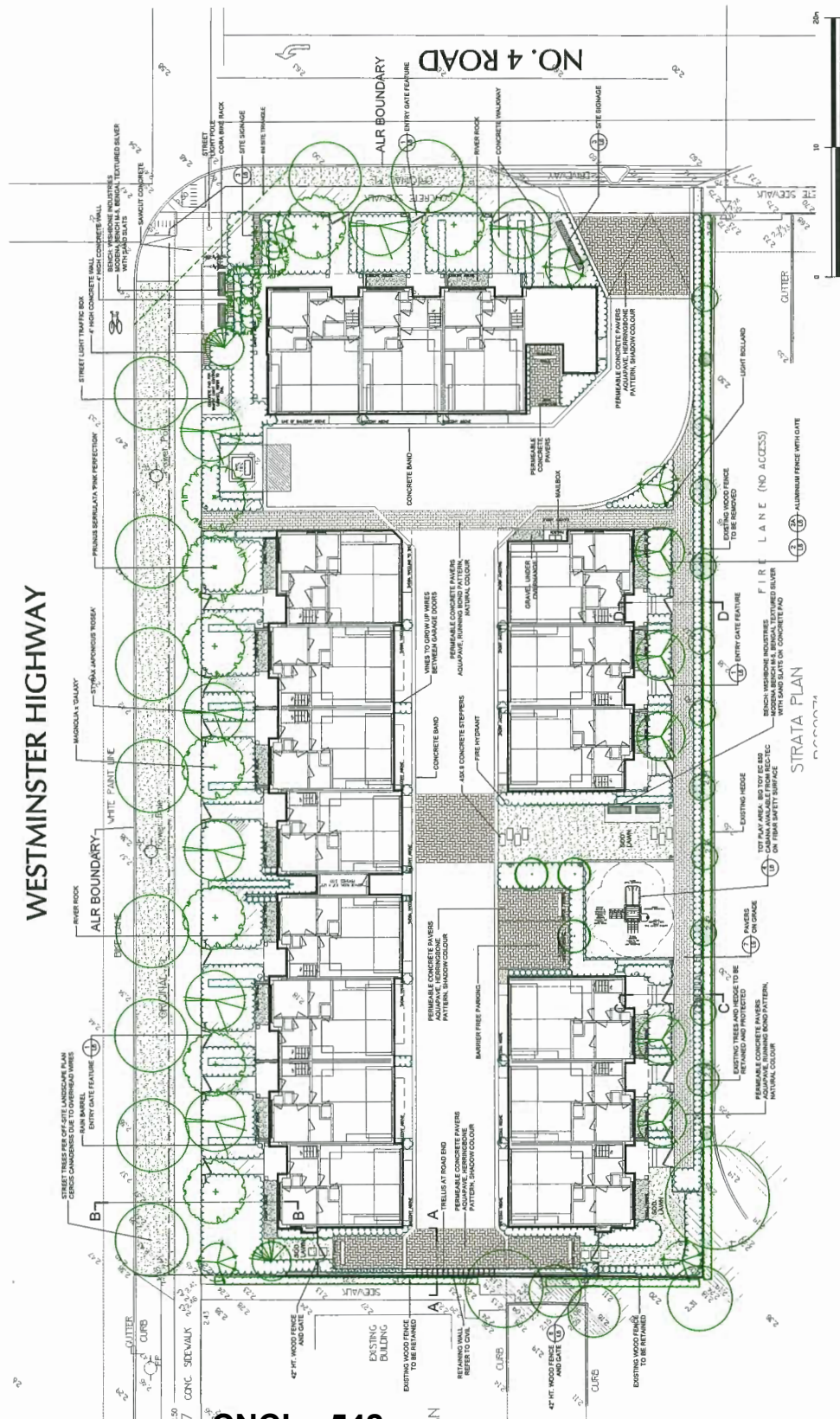
D-D SECTION 7.150

C-C SECTION

9-B SECTION 1.0.00

PATH - 311  
A-A SECTION

# WESTMINSTER HIGHWAY



# CNCL - 542

DO	DATE	PROJECT	COORDINATION WITH PERMITTING	DO
10	10/15/2017	CONTRACT SIGNATURE	PERMITTING	10
11	10/16/2017	REVIEW PERMIT DOCUMENTS	PERMITTING	11
12	10/17/2017	REVIEW PERMIT DOCUMENTS	PERMITTING	12
13	10/18/2017	REVIEW PER NEW SET PLAN	PERMITTING	13
14	10/19/2017	REVIEW PERMIT DOCUMENTS	PERMITTING	14
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16	10/21/2017	REVIEW PERMIT DOCUMENTS	PERMITTING	16
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67	12/11/2017	REVIEW PERMIT DOCUMENTS	PERMITTING	67
68	12/12/2017	REVIEW PERMIT DOCUMENTS	PERMITTING	68
69	12/13/2017	REVIEW PERMIT DOCUMENTS	PERMITTING	69
70	12/14/2017	REVIEW PERMIT DOCUMENTS	PERMITTING	70
71	12/15/2017	REVIEW PERMIT DOCUMENTS	PERMITTING	71
72	12/16/2017	REVIEW PERMIT DOCUMENTS	PERMITTING	72
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75	12/19/2017	REVIEW PERMIT DOCUMENTS	PERMITTING	75
76	12/20/2017	REVIEW PERMIT DOCUMENTS	PERMITTING	76
77	12			

CLIENT:

PROJECT:

**TOWNHOUSE DEVELOPMENT**  
9980 WESTMINSTER HWY.  
RICHMOND, B.C.

DRAWING TITLE:  
**LANDSCAPE  
PLAN**

[illegible]

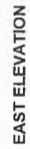
SCALE: 1:150  
DRAWN: MM

DESIGN: MM

PMG PROJECT NUMBER: 17-007



01A	CEMENTITIOUS PANEL W/ COLOR-MATCH TRIM, WHITE
01B	CEMENTITIOUS PANEL W/ COLOR-MATCH TRIM, GREY
02	BRICK VENEER
03	PANED WOOD TRIM, WHITE
04	ASPHALT SINGLE, GREY
05	CONCRETE UP/STAND
06	CONCRETE UP/STAND
07	CONCRETE UP/STAND
08	POWDER-COATED GUARDRAIL, GREY
09	POWDER-COATED DOWNPIPE, GREY
10	POWDER-COATED METAL GATE, GREY
11	POWDER-COATED METAL PLANTER, BLACK
12	VINYL WINDOW, WHITE
13	VINYL WINDOW, WHITE
14	PAINTED METAL, DARK BROWN
15	HOLLOW METAL DOOR, GREY
16	GARAGE METAL SECTIONAL DOOR, GREY
17	PAINTED METAL, DARK BROWN
18	PAINTED SHUTTER-LIKE WOOD PANEL, WHITE

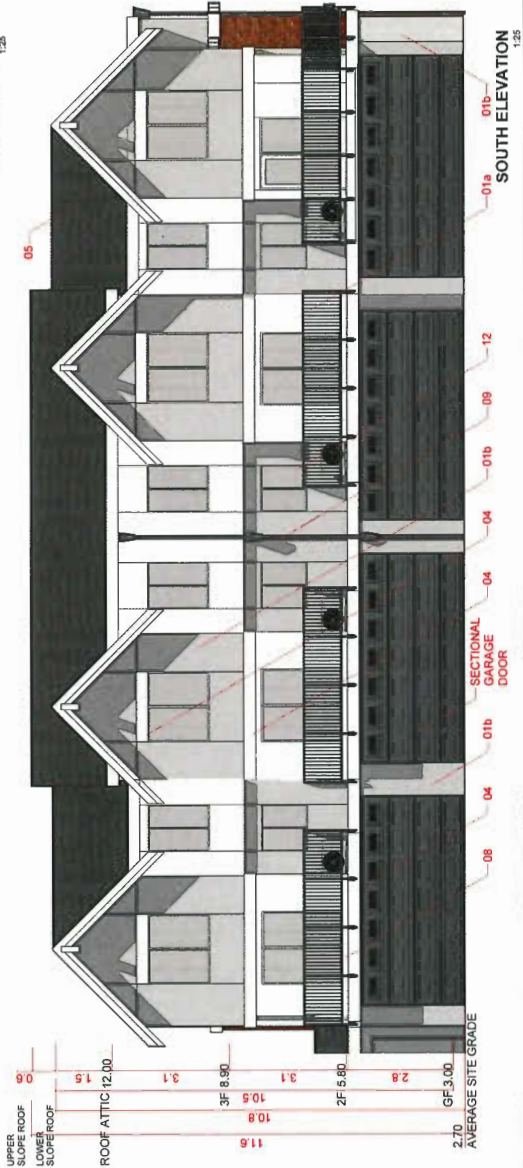


## MATERIAL LEGEND

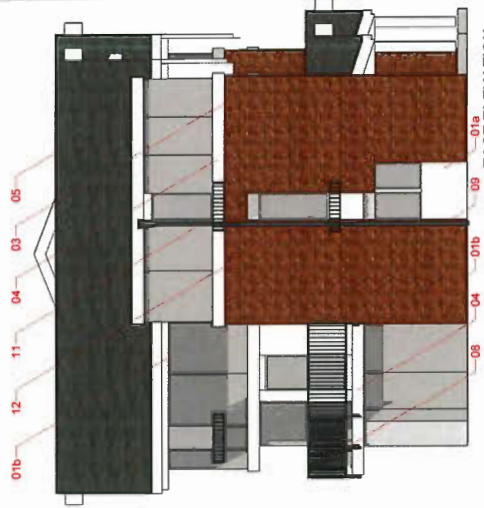
- 01a. CEMENTITIOUS PANEL W/ COLOR-MATCH TRIM, WHITE
- 02. BRICK VENEER
- 03. PAINTED WOOD TRIM, WHITE
- 04. ASPHALT SHINGLE, GREY
- 05. CONCRETE UPSTAND
- 06. POWDER-COATED GUARDRAIL, GREY
- 07. POWDER-COATED DOWNPIPE, GREY
- 08. POWDER-COATED METAL GATE, GREY
- 09. POWDER-COATED METAL PLANTER, BLACK
- 10. HOLLOW METAL DOOR, DARK BROWN
- 11. HOLLOW METAL DOOR, GREY
- 12. GARAGE METAL SECTIONAL DOOR, GREY
- 13. PAINTED SHUTTER-LIKE WOOD PANEL, WHITE
- 14. GARAGE METAL SECTIONAL DOOR, GREY
- 15. GARAGE METAL SECTIONAL DOOR, GREY
- 16. PAINTED SHUTTER-LIKE WOOD PANEL, WHITE



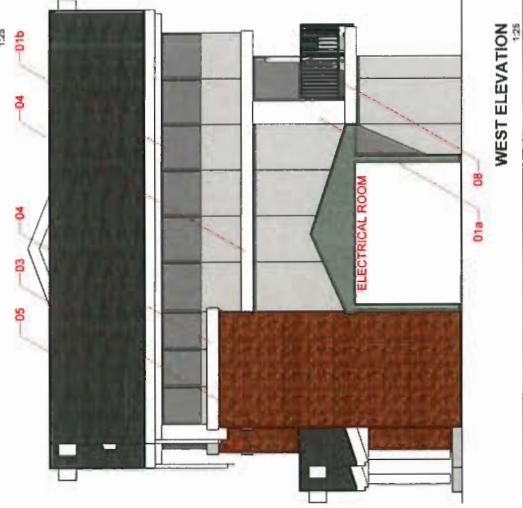
NORTH ELEVATION  
1:25



SOUTH ELEVATION  
1:25



EAST ELEVATION  
1:25



WEST ELEVATION  
1:25

REVISIONS

DATE

DESCRIPTION

BY

CHKD

APP'D

DATE

DESCRIPTION

BY

CHKD

APP'D

DATE

DESCRIPTION

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DATE

DESCRIPTION

BY

CHKD

APP'D

DATE

WESTGATE

6017 NO.4 ROAD  
BUILDING ELEVATIONS  
BLOCK B

DRAWN BY DATE  
CHECKED

A3.03

DP PLAN #4b

15-05



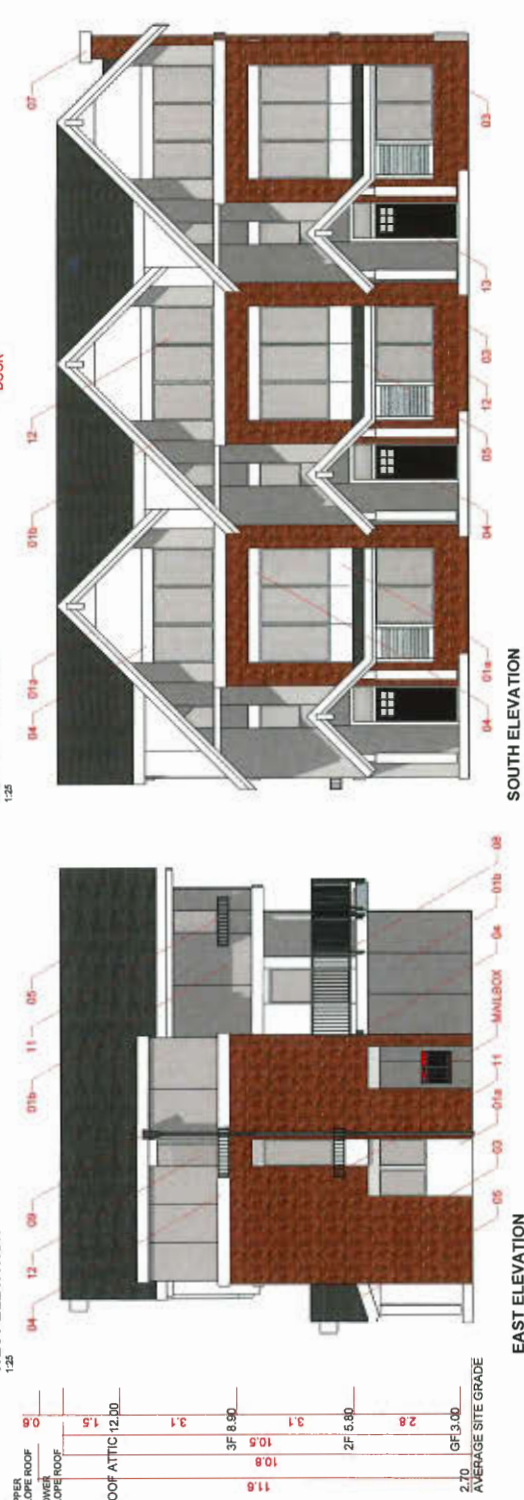






## MATERIAL LEGEND

- 01a. CEMENTITIOUS PANEL W/ COLOR-MATCH TRIM, WHITE
- 01b. CEMENTITIOUS PANEL W/ COLOR-MATCH TRIM, GREY
- 03. BRICK VENEER
- 04. PAINTED WOOD TRIM, WHITE
- 05. PAINTED WOOD TRIM, GREY
- 06. CONCRETE UPSTAND
- 07. CONCRETE CAB
- 08. POWDER-COATED GUARDRAIL, GREY
- 09. POWDER-COATED DOWNPIPE, GREY
- 10. POWDER-COATED DOWNPIPE, WHITE
- 11. POWDER-COATED METAL PLANTER, BLACK
- 12. VINYL WINDOW, WHITE
- 13. HOLLOW METAL DOOR, DARK BROWN
- 14. CEMENTITIOUS PANEL, WHITE
- 15. GARAGE METAL SECTIONAL DOOR, GREY
- 16. PAINTED SHUTTER-LIKE WOOD PANEL, WHITE



REVISIONS:

NO.	DATE	DESCRIPTION
1	10/01/2019	ISSUED FOR PERMITS
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19	10/01/2019	ISSUED FOR PERMITS
20	10/01/2019	ISSUED FOR PERMITS

NOTES:

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- ALL DIMENSIONS ARE IN MILLIMETERS UNLESS OTHERWISE NOTED.
- DO NOT SCALE THIS DRAWING.
- REPORT DISCREPANCIES AND CHANGES TO THE CONSULTANT IMMEDIATELY.
- DEVIATIONS FROM THE CONTRACT DOCUMENTS WITHOUT WRITTEN APPROVAL FROM THE CONSULTANT ARE SUBJECT TO THE CONSULTANT'S DISCRETION.

WESTGATE

6017 NO.4 ROAD

BUILDING ELEVATIONS

BLOCK E

DRAWN: [Name]

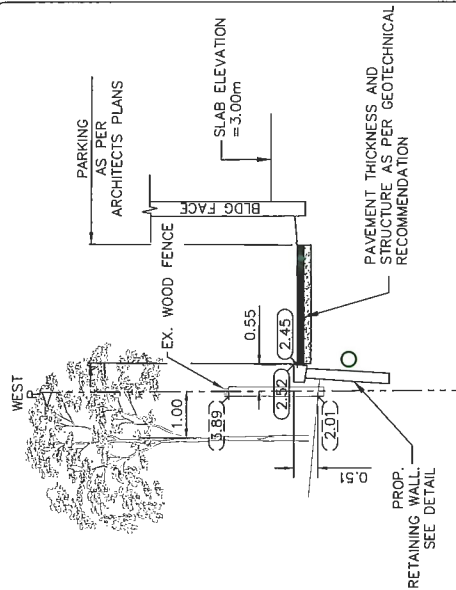
CHECKED: [Name]

A3.06

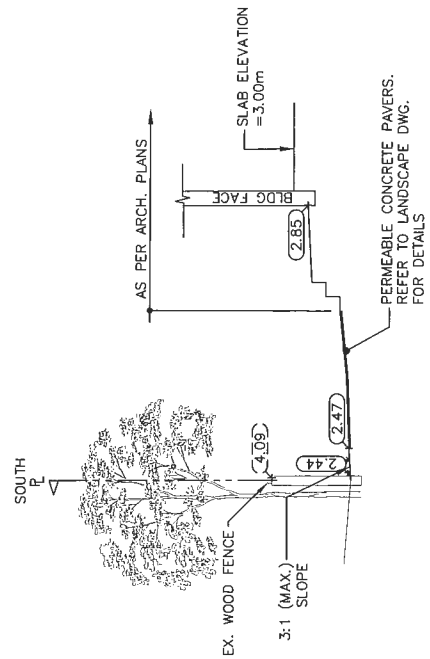
DP PLAN #4e

15-03





TYPICAL RET. WALL (SECTION THRU C-C)



**TYPICAL SECTION (THRU E-E)**  
**SCALE = 1:100 HOR., 1:50 VERT.**

REFER TO DWG. 2 OF  
FOR LOT GRADING DET

REFER TO DWG. 4 OF  
RETAINING WALL DET

**CoreConcept**  
CONSULTING LTD.  
tel , 604.249.5040  
fax, 604.249.5041  
##220-2639 Viking Way, Richmond, BC, V6V 3B7  
[www.coreconceptconsulting.com](http://www.coreconceptconsulting.com)

WYDANCO DEVELOPMENTS  
Core Concept Consulting Project No. 16107  
DWG. 3 OF 4

[illegible]

01 OCT 2019

**TITLE: LOT GRADING SECTIONS**  
6017 NO. 4 ROAD

DESIGN:	RT
DRAWN:	RT DWG. No.: .
CHECKED:	BCD SCALE: 1 : 250 DATE: JAN 2018
ENGINEER:	RF SEC. No.: 10-4-6 SHT No.: 1 OF 1



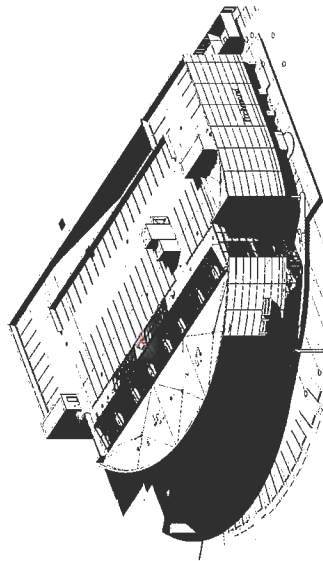
# PORSCHE RICHMOND

13171 SMALLWOOD PLACE,  
RICHMOND, B.C.

DRAWING LIST ARCHITECTURAL

NUMBER	NAME
DP-00	COVER SHEET / SITE STATISTICS
DP-01	SURVEY
DP-02a	CONTEXT PLAN / STREETSCAPES
DP-02b	STREETSCAPE
DP-03a	LANDSCAPE PLAN
DP-03b	LEVEL 1 ACCESSIBLE PLAN
DP-03c	LEVEL 2 ACCESSIBLE PLAN
DP-03d	LEVEL 3 ACCESSIBLE PLAN
DP-04	SITE PLAN
DP-04(R1)	RAM CONCEPT PLAN
DP-04(R2)	LANDSCAPE PLAN
DP-04(L1)	LANDSCAPE PLAN
DP-04(L2)	LANDSCAPE PLAN
DP-04(L3)	SHRUB PLAN - NORTH
DP-04(L4)	SHRUB PLAN - SOUTH
DP-05	L1 GROUND FLOOR PLAN
DP-06	L2-MEZZANINE PLAN
DP-07	L3-PARKING PLAN
DP-08	L4-ROOF PLAN
DP-09	BUILDING ELEVATIONS
DP-10(R1)	BUILDING SECTIONS
DP-11	BUILDING SECTIONS
DP-14	SHADOW STUDY 1
DP-15	SHADOW STUDY 2
DP-16	SHADOW STUDY 3
DP-17	ROOF & SITE PHOTOMETRICS
DP-APP. A	APPENDIX A
DP-APP. B	APPENDIX B
DP-APP. C	MECHANICAL RTU SCREENING STUDY
DP-APP. D	APPENDIX D
DP-APP. D1	APPENDIX D

CNCL - 550



DILAWRI  
GROUP OF COMPANIES

OpenRoad  
AUTO GROUP

COVER SHEET / SITE STATISTICS

PORSCHE RICHMOND  
13171 SMALLWOOD PLACE,  
RICHMOND, B.C.

DP-00

200007

SEPTEMBER 25, 2019

Kasian

Schedule 2 to the Minutes of the  
Development Permit Panel  
meeting held on Wednesday,  
October 30, 2019.

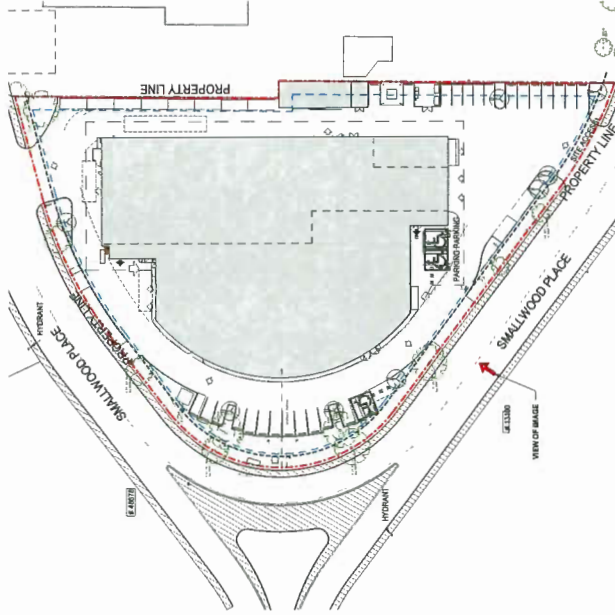


CNCL - 551

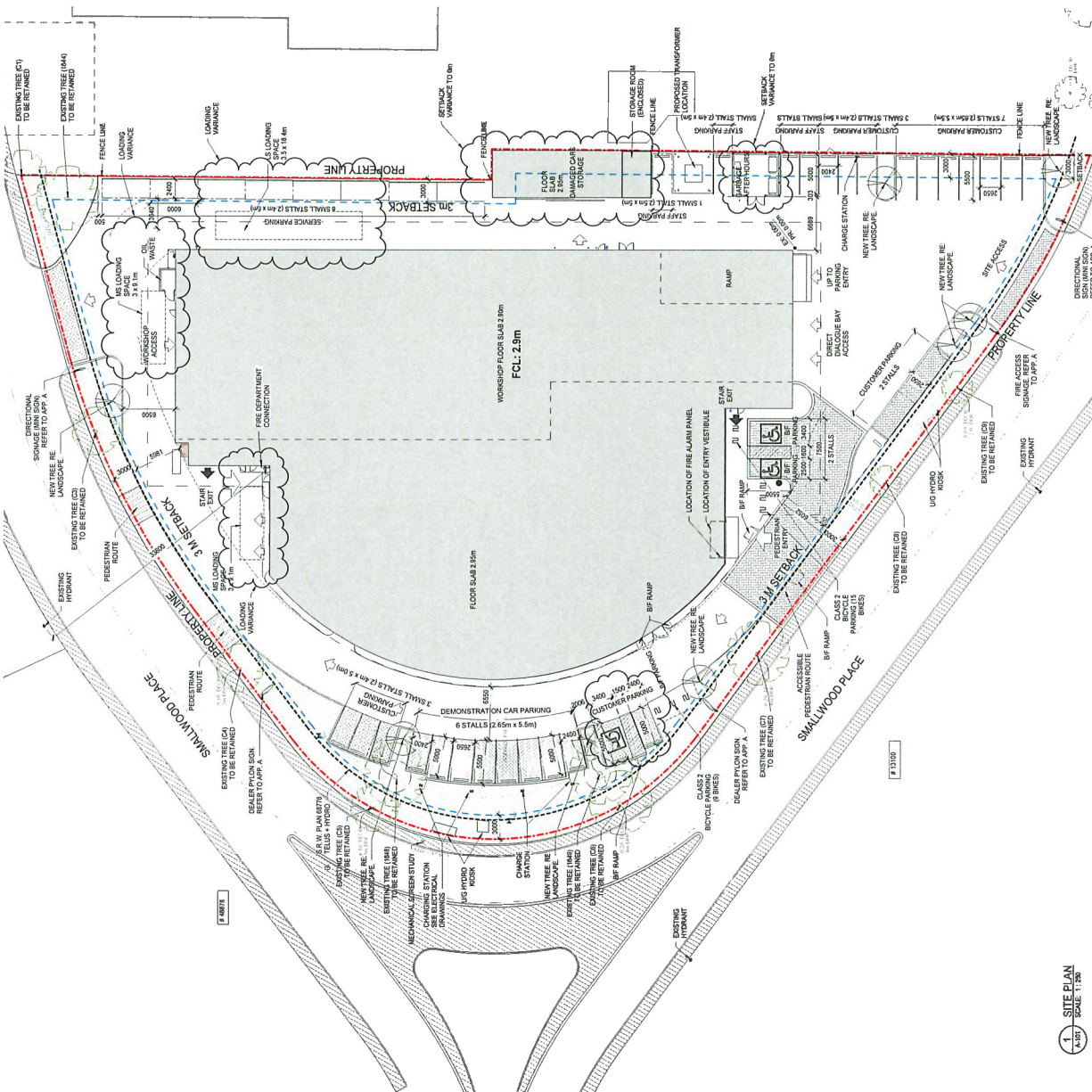




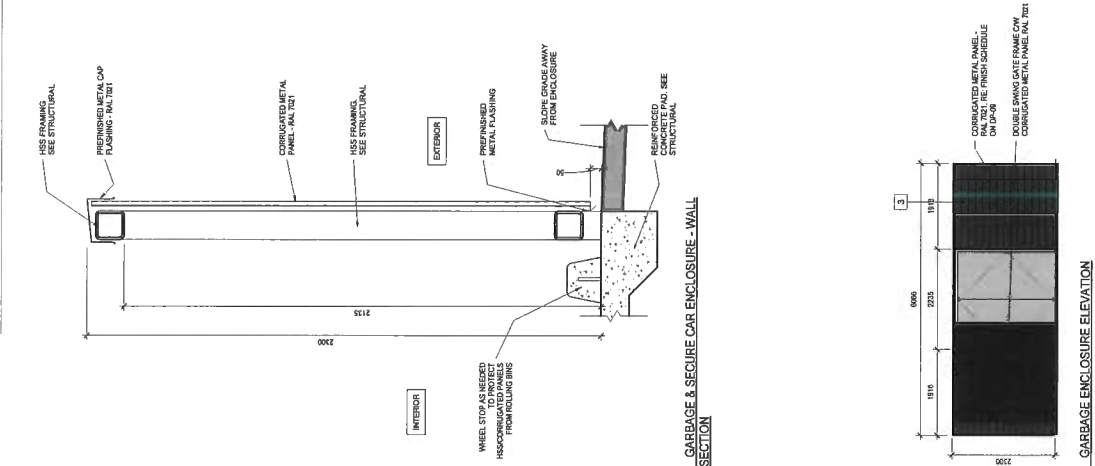
CNCL - 552







1 SITE PLAN  
SCALE 1:1250



REVISIONS	DATE
1. INITIAL PLAN SET	18 JUL 18

RICHMOND AUTO MALL

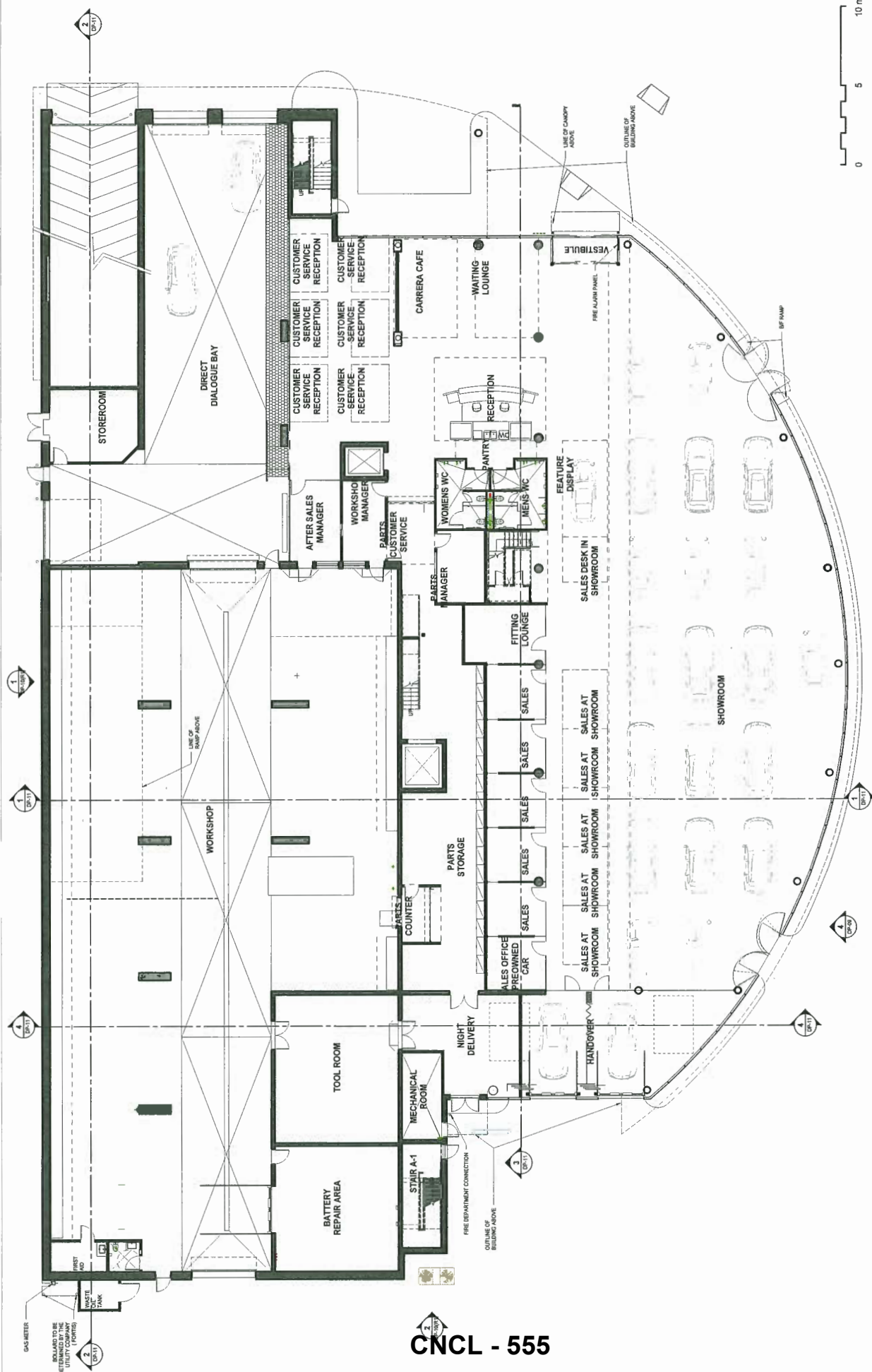
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Drawn: HSE	1/8"
Reviewed: RL	1/8"
Project No: 08-068	1/8"

MATERIAL PLAN (SOUTH)

L1.0







CNCL - 555



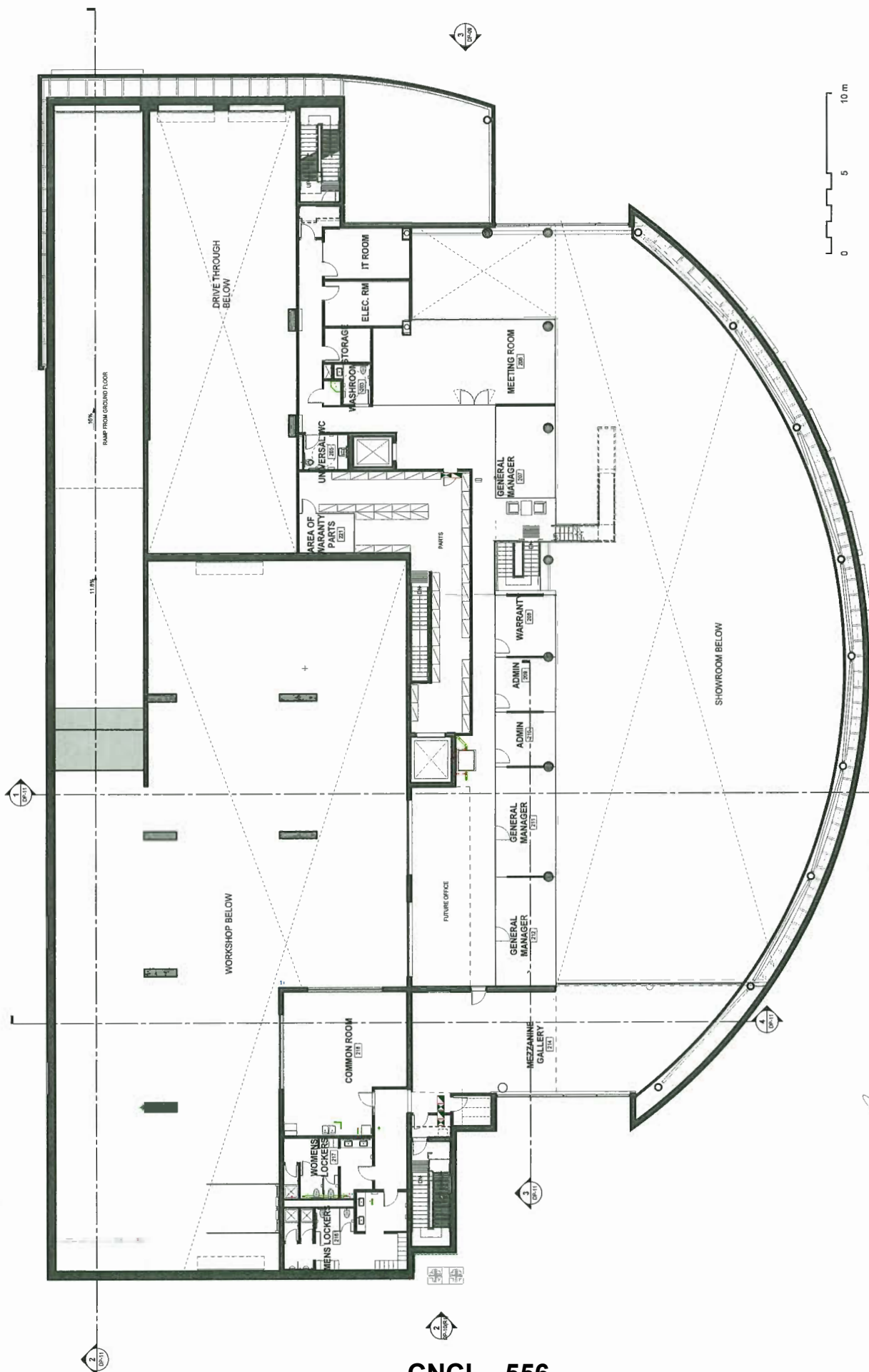
SEPTEMBER 25, 2019

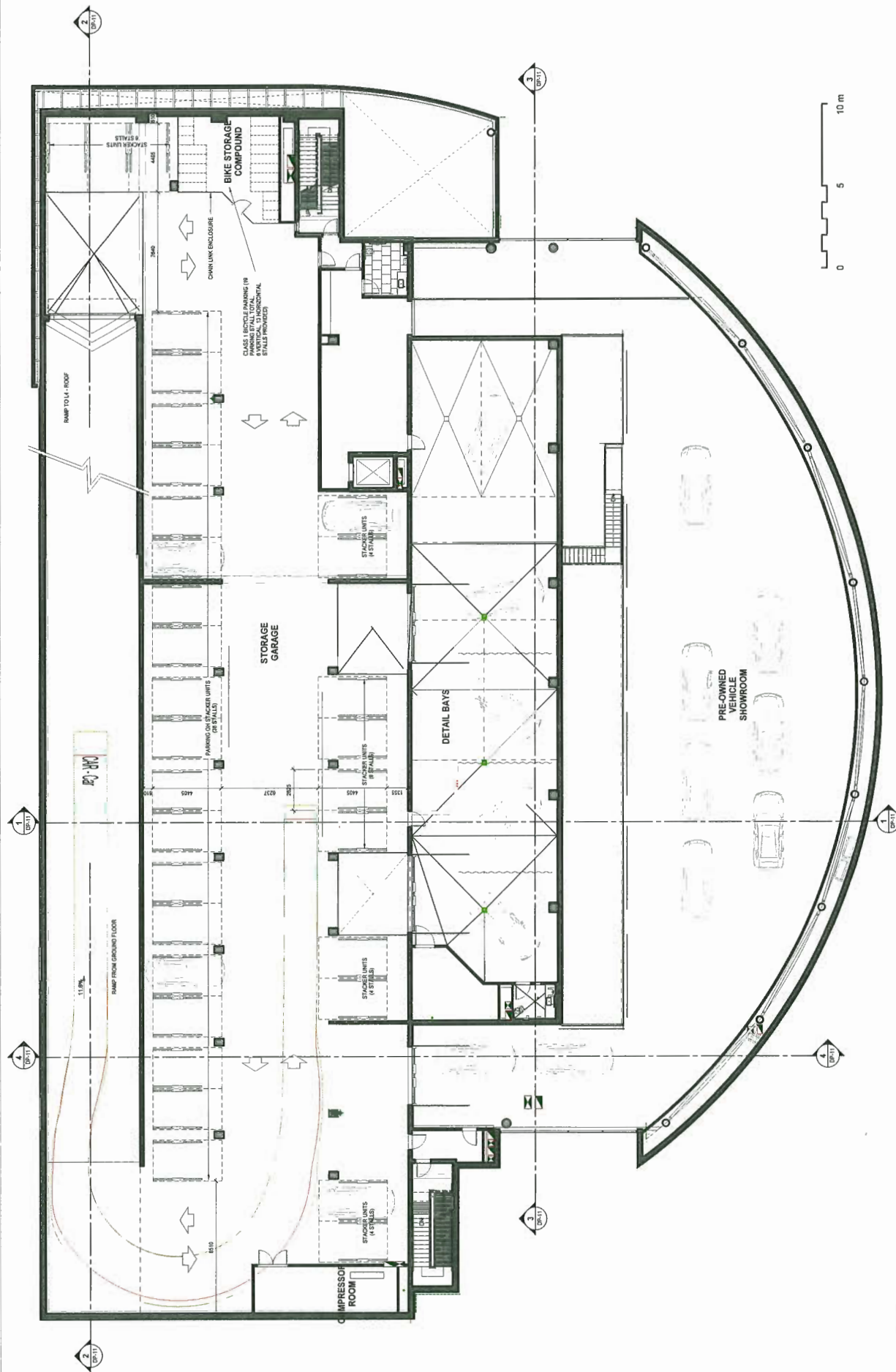
PORSCHE RICHMOND  
13171 SMALLWOOD PLACE,  
RICHMOND, B.C.

L1-GROUND FLOOR PLAN



CNCL - 556





CNCL - 557





200007

**L4-ROOF PLAN**

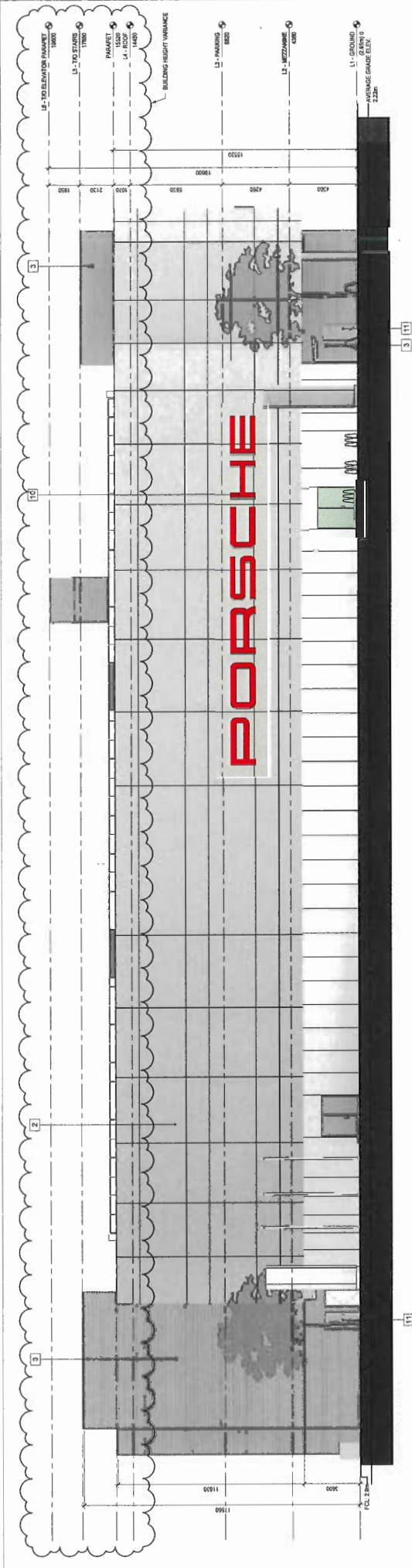


**DILAWRI**  
GROUP OF COMPANIES

SEPTEMBER 25, 2019

**CNCL - 558**



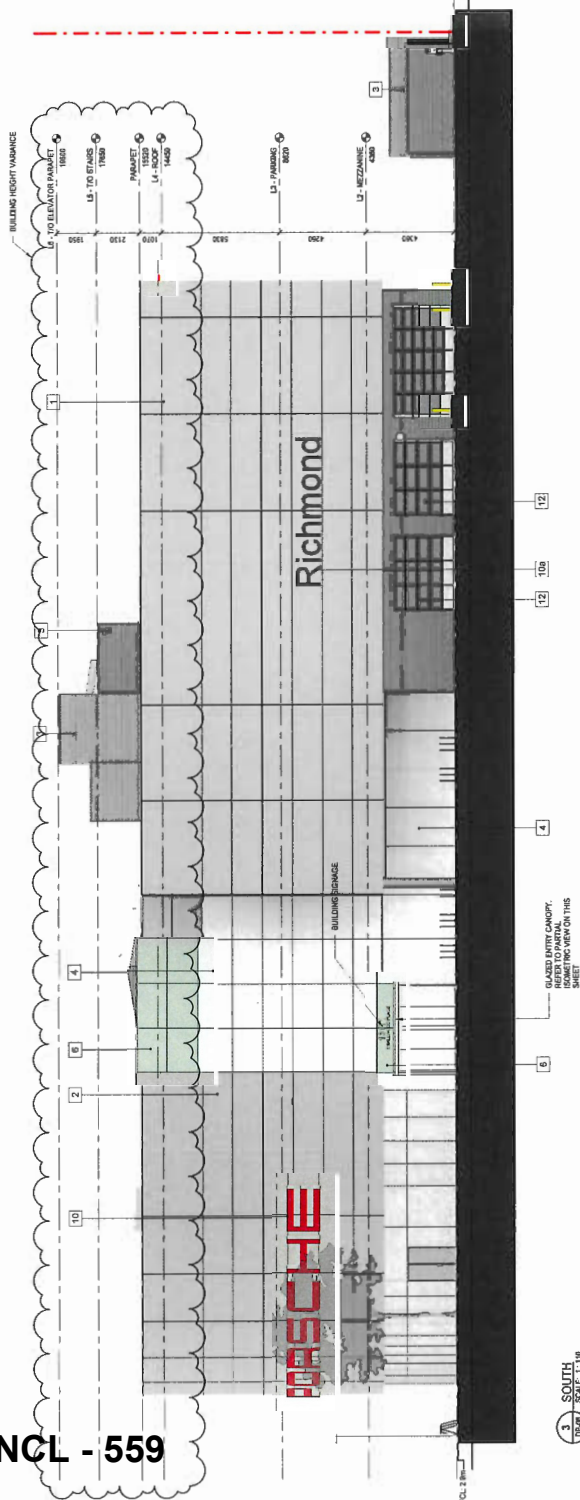


WEST  
PUSH  
SCALE 1:110

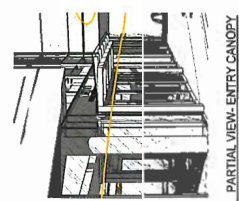
CNCL - 559

### MATERIAL LEGEND

- 1 REFORCED COMPOSITE METAL PANEL SYSTEM - SILVER METALLIC
- 2 COMPOSITE METAL PANEL SYSTEM - SILVER METALLIC
- 3 TRAPEZOIDAL METAL - CL 7040 (BLACK GREY)
- 4 CLEAR ANODIZED ALUMINUM CURTAIN WALL / PUNCHED WINDOW CW DOUBLE GLAZING
- 5 LOW E GLAZING
- 6 CLEAR ANODIZED ALUMINUM VENER SYSTEM CW SPANDREL GLAZING
- 7 SPANDREL GLAZING WITH WOOD BACKING (REFER TO SIGNAGE PERMIT)
- 8 SIGNAGE - BLACK, PROVIDE WOOD BACKING (REFER TO SIGNAGE PERMIT)
- 9 SIGNAGE - BLACK, PROVIDE WOOD BACKING (REFER TO SIGNAGE PERMIT)
- 10 METAL DOOR - RAL 7040 (BLACK GREY)
- 11 OVERHEAD DOOR - RAL 7040 (BLACK GREY)
- 12 152mm BOLLARD
- 13

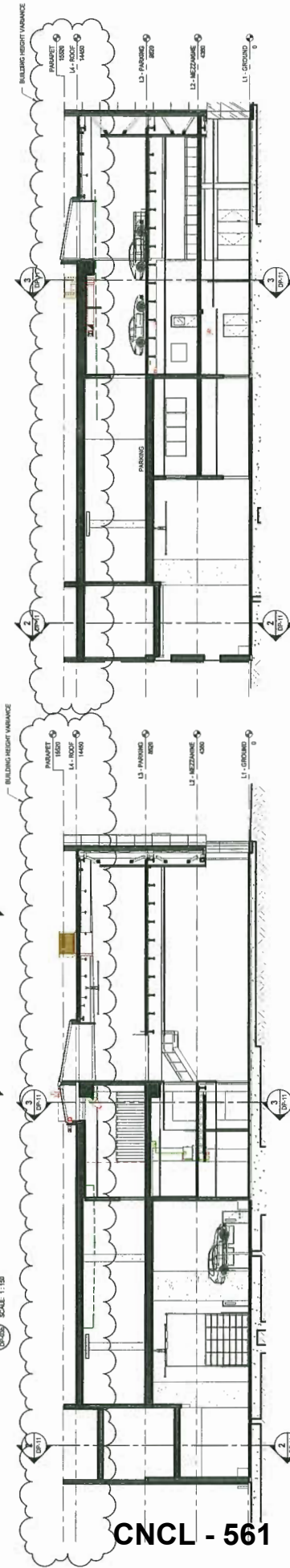
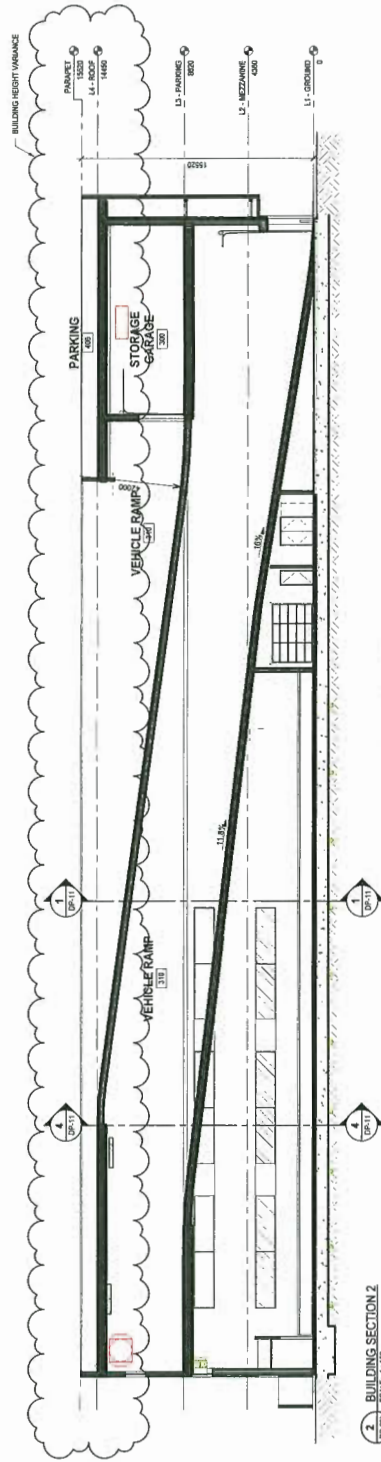


SOUTH  
PUSH  
SCALE 1:110

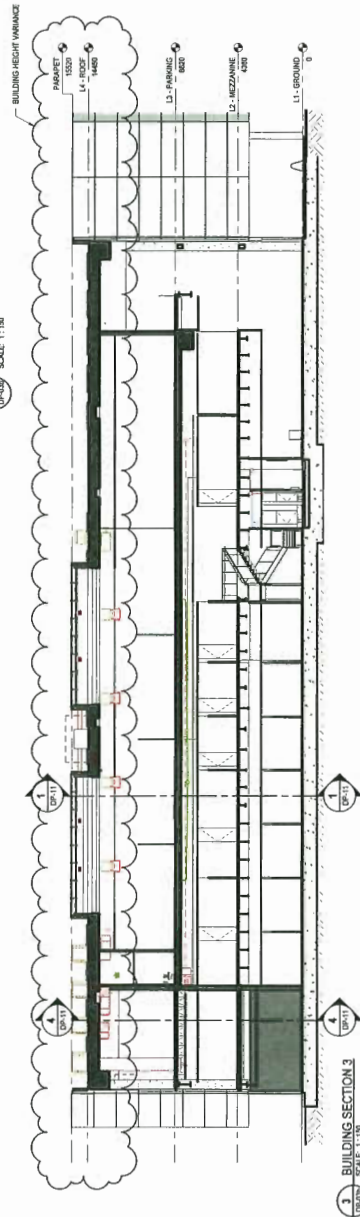




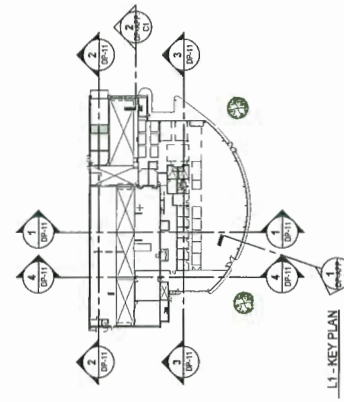




1 BUILDING SECTION 1  
SCALE 1:150



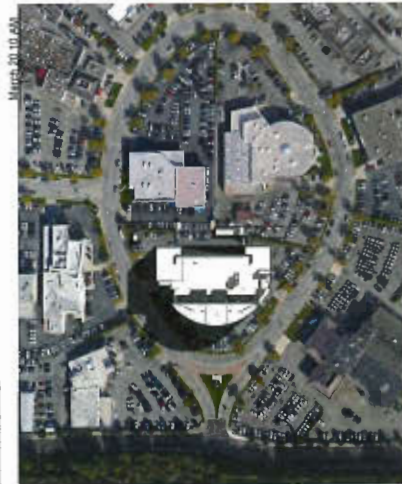
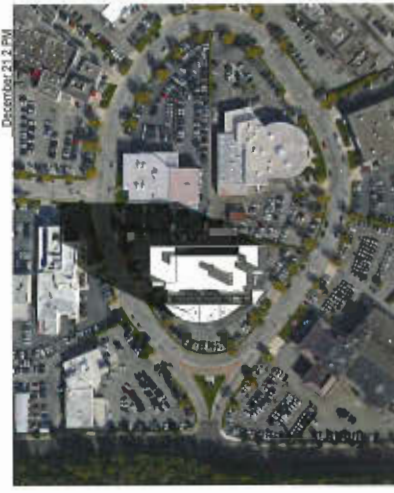
3 BUILDING SECTION 3  
SCALE 1:150



L1 - KEY PLAN

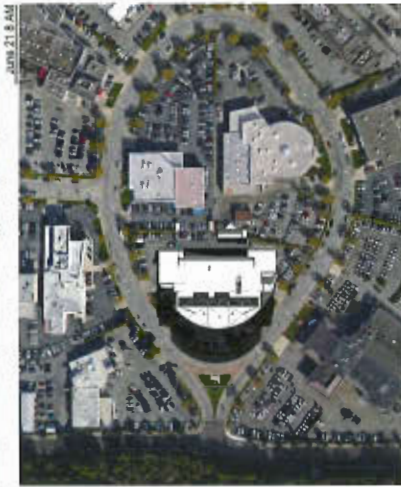
CNCL - 561



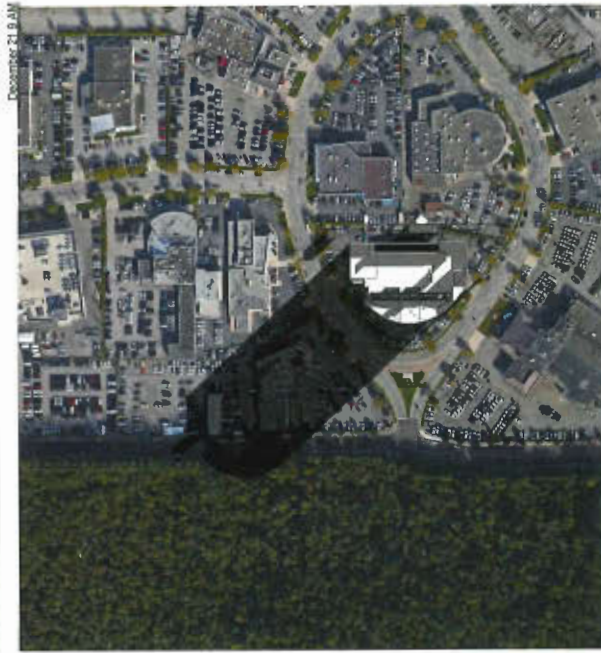
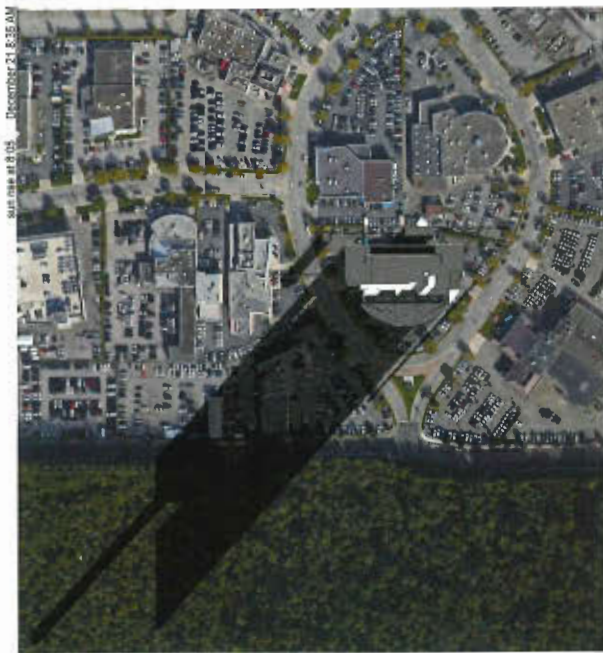


CNCL-562



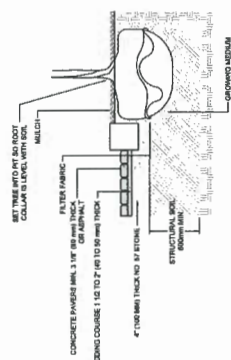


CNCL - 563



CNCL - 564

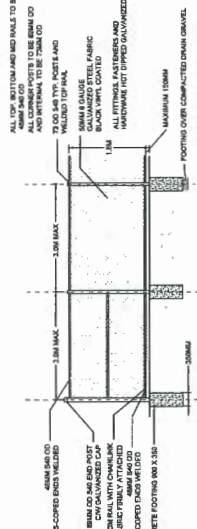




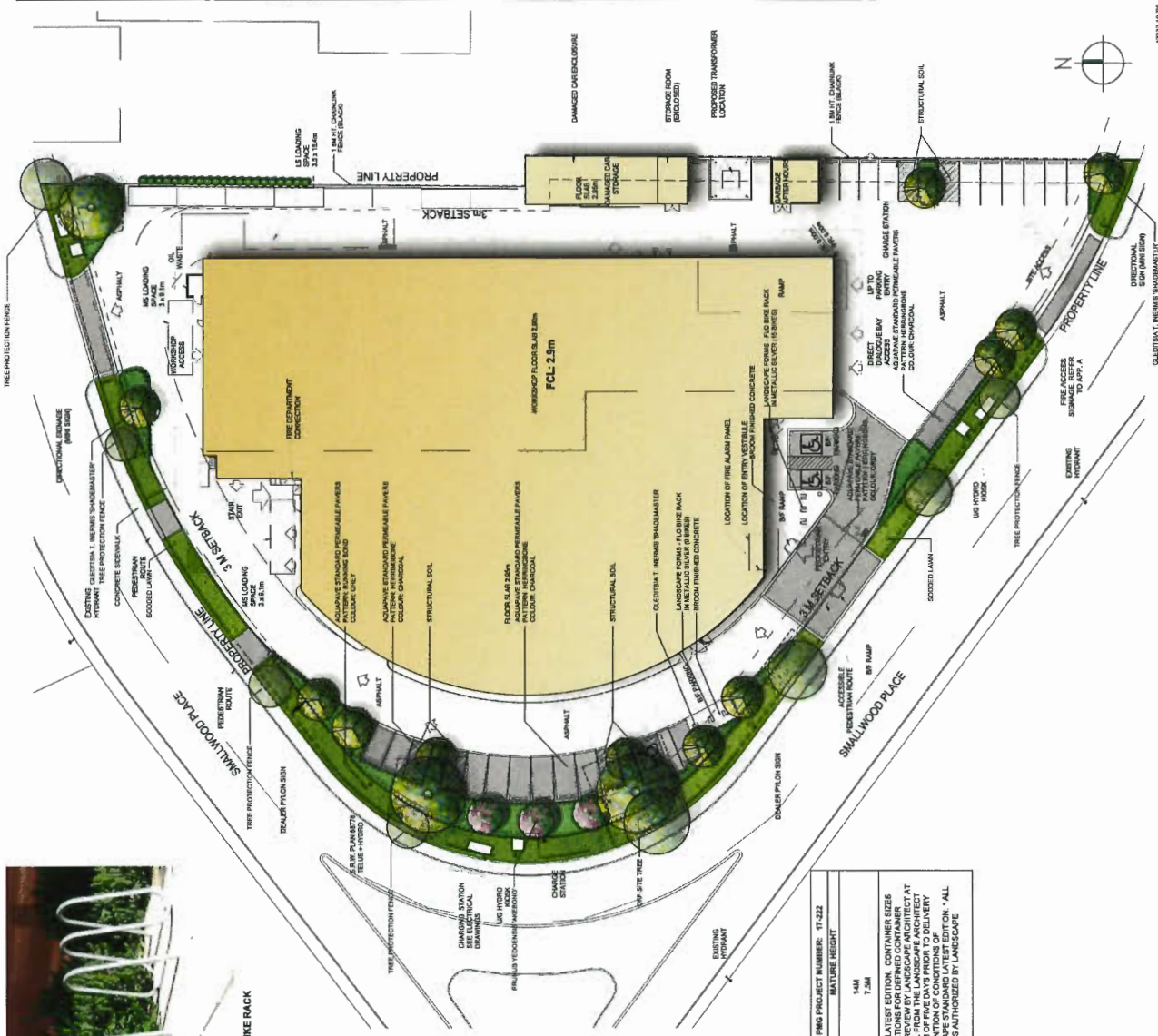
LANDSCAPE FORMS - FLO BIKE RACK IN METALLIC SILVER

1 TREE IN LANDSCAPE ISLAND

1.8M HT. CHAINLINK FENCE (BLACK)



CNCL - 565



**pmg** LANDSCAPE ARCHITECTS  
Suite C102 - 4185 58th Street, Suite C102  
Richmond, BC V6X 2C9  
P: 604-266-0111 F: 604-266-0022

SCALE

NO.	REVISION DESCRIPTION	DATE
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100	ISSUED FOR PERMIT	2019.10.30

CLIENT:

**DILAWRI** GROUP OF COMPANIES  
**OpenRoad** AUTO GROUP

PROJECT:

**PORSCHE RICHMOND**  
13171 SMALLWOOD PLACE  
RICHMOND, B.C.

DRAWING TITLE  
**LANDSCAPE PLAN**

DATE:	18.04.21	DRAWING NUMBER:	17-222
SCALE:	1:200	DATE:	17-222
DRAWN:	MM	DATE:	17-222
CHECKED:	MM	DATE:	17-222
DATE:	17-222	DATE:	17-222



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**pmg**  
LANDSCAPE ARCHITECTS  
11111 15th Street, Suite 1111  
Burnaby, British Columbia, V5C 3G9  
P: 604 294-0022

SCALE:

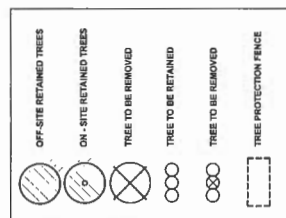
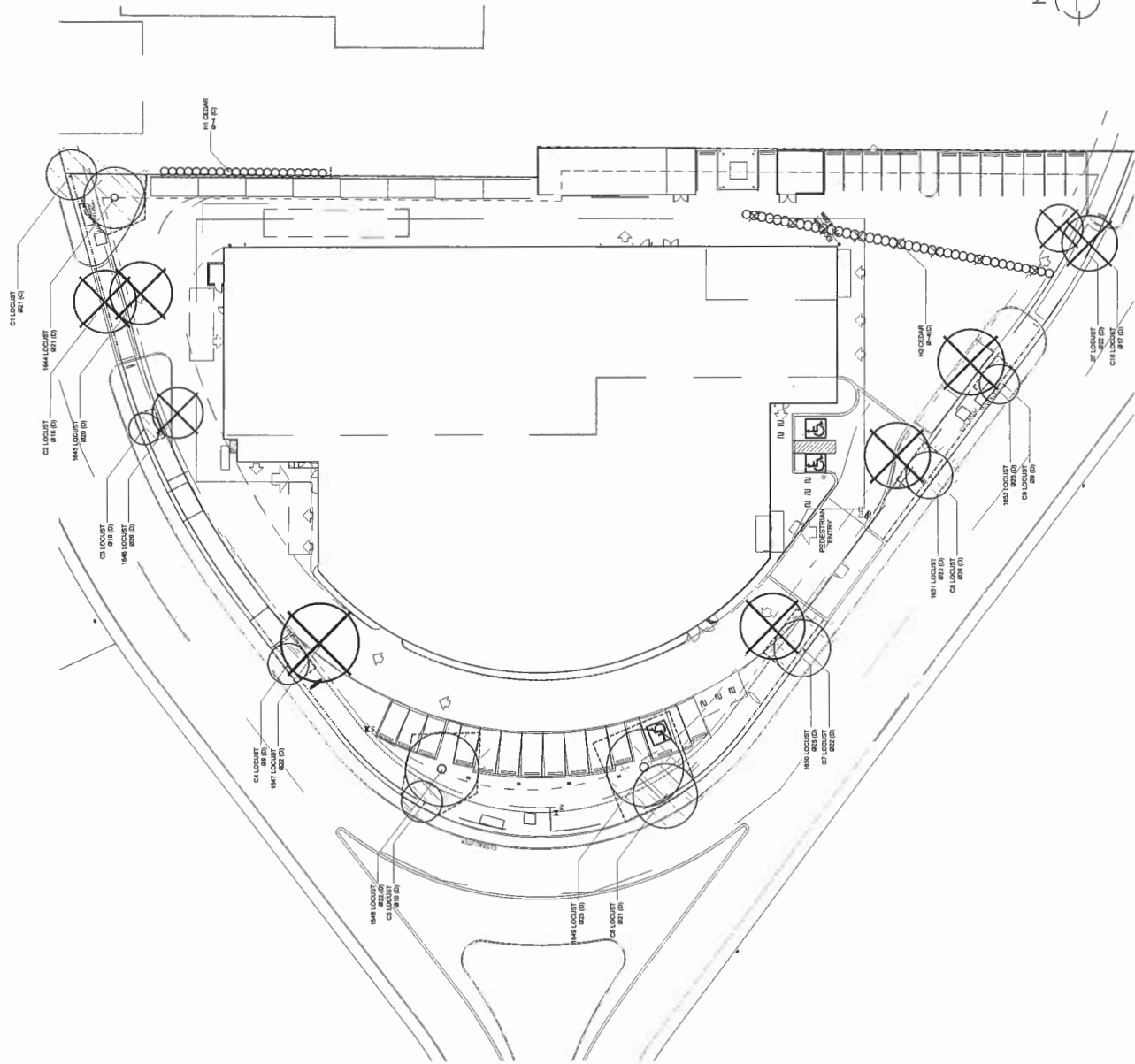
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100	11.10.11	REVISED PER CITY COMMENTS	MM

**DILAWRI**  
GROUP OF COMPANIES  
**OpenRoad**  
AUTO GROUP

PROJECT:  
**PORSCHE RICHMOND**  
13171 SMALLWOOD PLACE  
RICHMOND AUTOMALL  
RICHMOND, B.C.

DRAWING TITLE:  
**TREE MANAGEMENT PLAN**

DATE: 11 JAN 11  
SCALE: 1/320  
DRAWN: MM  
DESIGN: MM  
CHECK: MM  
PROJECT NUMBER: 17-222



NO. OF REPLACEMENT TREES	SUITABLE REPLACEMENT TREES
11	BOTANICAL NAME: GLADIOLUS T. INERMIS 'SHADIMASTER'
3	BOTANICAL NAME: PRUNUS YEDONENSIS 'AMERICAN'
	SIZE: 8CM CAL. x 1.8M STD. BAB
	SIZE: 8CM CAL. BAB

CNCL - 566

**lmg**  
LANDSCAPE  
ARCHITECTS

Suite C100 • 4195 Sull Creek Drive  
Burnaby, British Columbia, V5C 5G9  
p: 604 294-0011 • f: 604 294-0022

**CNCL - 567**

NO	DATE	REVISION/DESCRIPTION	DRAW
1	18 DEC 14	CLIENT COMMENTS	
2	18 DEC 14	EXCISED FOR BP	
3	18 DEC 14	NEW JCTE PLAN	
4	18 DEC 14	DISAGREE WITH REPORT	
5	18 MAR 15	NEW JCTE PLAN	
6	18 MAR 15	NEW JCTE PLAN	
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53	18 MAR 15	NEW JCTE PLAN	
54	18 MAR 15	NEW JCTE PLAN	
55			

0.1 mg/kg.

**DILAWRI**  
GROUP OF COMPANIES

**OpenRoad**  
AUTO GROUP

**PORSCHE RICHMOND**  
13171 SMALLWOOD PLACE  
RICHMOND AUTOMALL  
RICHMOND, B.C.

DRAWING TITLE:  
**SHRUB  
PLAN-NORTH**

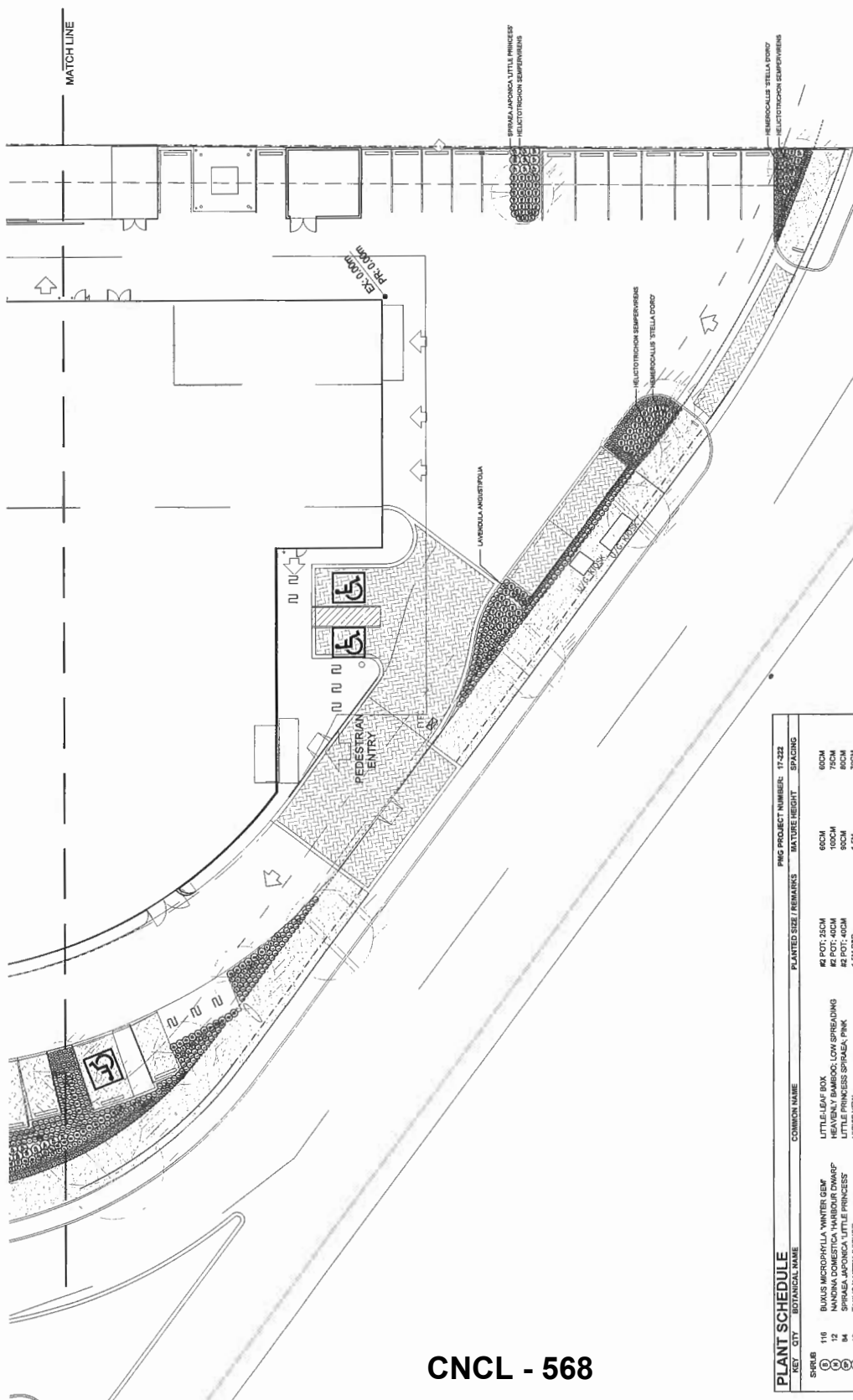
WING NUMBER: **L3**

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100



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294	8/7/79	REVISION 294	W
295	8/14/79	REVISION 295	W
296	8/21/79	REVISION 296	W
297	8/28/79	REVISION 297	W
298	9/4/79	REVISION 298	W
299	9/11/79	REVISION 299	W
300	9/18/79	REVISION 300	W
301	9/25/79	REVISION 301	W
302	10/2/79	REVISION 302	W
303	10/9/79	REVISION 303	W
304	10/16/79	REVISION 304	W
305	10/23/79	REVISION 305	W
306	10/30/79	REVISION 306	W
307	11/6/79	REVISION 307	

[illegible]